

April 21, 2020

ADDENDUM #1

RFP No. 20-044MS Grocery Products

### Questions and Responses

1. Question: Does Albuquerque Public Schools intend to consider renewals of the resulting contract? How many additional terms for renewal will be available?

**Answer: This is a one year term with no renewals.**

2. Question: Can you please clarify the contract terms for this bid? I didn't see any dates mentioned in the RFP documents.

**Answer: July 1, 2020 – June 30, 2021**

3. Question: If our company is not located in the City of Albuquerque, are we still required to submit an Environmental Health Inspection Certificate?

**Answer: We require proof of all Environmental Health Permits in your state, county, city, and/or current inspections that shows compliance with FDA, USDA and all regulations pertaining to products sold by your company, to include any other inspections performed by USDA inspectors where meat is being packed/processed.**

4. Question: Can you please clarify if a signed copy of Attachment A, pricing, needs to be submitted on Vendor Registry? Or will the Excel version suffice?

**Answer: Please upload on vendor Registry the excel version of Attachment A pricing.**

5. Question: Will Albuquerque Public Schools accept direct paperwork submission, distribution paperwork submission or both direct and distribution in response to bid 20-044MS Grocery Products? Please confirm that this bid should only be submitted through Vendor Registry and that nothing is to be mailed to Albuquerque Public Schools?

**Answer: We are not accepting proposals to be mailed or delivered. All proposals need to be submitted on line through Vendor Registry per page 2 of the RFP.**

6. Question: On page 39 of the RFP documents it states that the outer envelope of the bidders sealed proposal should be labeled a certain way. Can you please confirm that this is a mistake and that bidders should not mail anything for this RFP response?

**Answer: Page 39, language referencing mail in instructions of the RFP is an oversight, please disregard. Only accepting online submissions through Vendor Registry.**

7. Question: I have a code that I would like to offer; however, there is no product specification available for it. Could you please let me know what tab I should include this product on, and where on the sheet you would like me to add this?

**Answer: On page 17 under Pricing Proposal: If vendor does not have specific item, you may list an equal or better item on column titled –Alternate Product item code (if applicable).**

8. Question: Could you please confirm if an electronic signature will be accepted? If electronic signatures are acceptable, can an electronic signature be used in place of initials?

**Answer: Yes**

9. Question: When the bid is uploaded in the system, should all the required forms and nutritional be uploaded as one document in the system?

**Answer: Yes, all required forms and nutritional should be uploaded as one document.**

10. Question: Should the excel sheet be uploaded as a 2nd document with all tabs included?

**Answer: Yes**

11. Question: Would you be able to provide an example of the Usage Report that needs to be submitted with the bid?

**Answer: A usage/velocity report shows monthly or yearly historical data on an item.**

12. Question: Can you please clarify whether Albuquerque PS (NM) is looking to award one distributor to provide all of the items to the school members or will Albuquerque PS consider awarding manufacturers responding to this RFP for direct delivery?

**Answer: We plan on utilizing both direct delivery and distribution scenarios.**



**ALBUQUERQUE  
PUBLIC SCHOOLS**

*Accelerate Progress for Students*

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**13. Question:** Offerors should propose only on items that company can provide as APS requests. Does this language mean we can't propose on all items anymore?

**Answer:** Offerors may propose on all items that they can produce product to Food & Nutrition Services at time of order with consideration of the anticipated lead times.

**14. Question:** If we do not have bracket pricing can we put our fixed pricing in each pricing column with a comment in the note section that we have fixed pricing and do not have bracket pricing?

**Answer:** Yes

**15. Question:** On the pricing sheet, Entree's Frozen, where exactly would I list our 16" pizzas? In column C, Specified Items, under the cell - E S Foods Pizza?

**Answer:** If your product is frozen and it is an entree, tab Entrée's frozen will be the correct category under Column D Titled –Alternate Product item code (if applicable).

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

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COMPANY/FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date