



Rennette R. Apodaca, MPA, CPPO
EXECUTIVE DIRECTOR OF PROCUREMENT

Scott Elder
Interim Superintendent

March 11, 2021

ADDENDUM #2

RFP No. 21-043MS Grocery Products

Questions and Response

- 1. Question:** Is your district in agreement with accepting, time stamped electronic signature via Adobe Sign in place of providing wet-signatures?

Response: Yes, we will accept time-stamped electronic signatures via Adobe Sign.

- 2. Question:** Could you please provide me the contract period, resulting from this RFP?

Response: Contract Term: July 1, 2021 – June 30, 2024

- 3. Question:** Will you be posting questions and answers? If so, where will these questions and answers be located:

Response: An Addendum for Questions and Responses will be posted on the APS Procurement Website as well as Vendor Registry.

- 4. Question:** Can you please confirm that this RFP should only be submitted through Vendor Registry and that nothing is to be mailed to Albuquerque Public Schools?

Response: Albuquerque Public Schools will not accept drop off or mailed in proposals. Only online submissions will be accepted through Vendor Registry.

- 5. Question:** If the contract period will be for 3 full years, will there be options to renew pricing annually?

Response: Price escalation may be considered only at yearly observance of award (anniversary date) and only upon receipt of written request from Contractor stating reason(s) for escalation and the amount being requested. Justifying documentation **MUST** accompany price escalation request.

- 6. Question:** Would you like us to provide samples for a replacement product code as we discontinue producing the product code listed in the RFP?

Response: No need to submit samples at this time. Food Services will request samples if needed.

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

Response: Submit an Environmental Health Inspection Certificate from your state.

8. 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?

Response: Attachment A, pricing does not require a signature. Submit Excel version.

9. Question: If we have more than one product that meets specifications, can more than one product be bid per line item?

Response: Yes, the item must be an equal or better. Below each item on the Pricing Proposal, an extra row will be provided for you to add any additional flavor that meets the specifications for that item.

10. Question: Some Items spec'd list TBD under the usage/volume column. It is hard to predict the future, especially during such uncertain times; however, does APS anticipate to return to previous order history/volume (pre-COVID)?

Response: Yes, we do anticipate to return to pre COVID volume for school year 21/22.

11. Question: What is your average delivery size per order in cases and dollars?

Response: Orders vary per menu cycle.

12. Question: How many deliveries per week do you require?

Response: Once a week to the Central Location, Food & Nutrition Services.

13. Question: If firm pricing is not available for a product, what price date should we use?

Response: Only submit proposals on items you have confirmed pricing for.



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14. Question: In reference to grocery on page 16- can you provide an example of items that we would be required to provide this information (packer, location, etc.) for such as frozen/can fruits and vegetables or private label items? Also, where on the pricing proposal would you like that information provided, can we use column I-notes?

Response: Yes, please type in the packer and their location in column I – Notes. This is to ensure we are complying with the Buy American Requirements, page 22 and 37 of the RFP. When quality is questioned, the successful vendor will furnish to APS on request, USDA Certificates of Grade.

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

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

COMPANY/FIRM NAME

SIGNATURE

Date