



Accelerate Progress for Students

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DATE: February 5, 2024

RFP NUMBER: 24-043MS

RFP TITLE: Grocery Products

ADDENDUM NUMBER: 1

Please see Questions and Answers.

Question: On the Proposal Format Vendor Registry, it states on File #3 and File #4 to include Product Specification Information. I want to confirm that the nutritional's should be included in both files.

Response: File #3 is for you to upload product specification sheets for items you are proposing on only. File #4 pertains to the Evaluation Criteria on pages 32 & 33. Each criteria is assigned points for the information/summary you are providing.

Question: The current renewal contract period is 7/1-6/30/24 would that date sequence continue?

Response: This is a 3 year contract, so the term would be 7/1/2024 thru 6/30/2027.

Question: On the excel worksheet column J says "price 3 minimum". Can you clarify? Does this mean the minimum order quantity for the LTL field? Or the minimum price (which should be a FTL as that's the cheapest to ship)

Response: Column J, Commercial price 3 Minimum is the minimum, less than LTL. Column J must be filled out, this column is part of the Evaluation Criteria. Column H (TL) - cost for full truck load. Column I (LTL) - cost for less than truck load

Question: Can J and I be the same cost?

Response: Yes

Question: Can we bid more than one brand per line item?

Response: Page 24, Paragraph Pricing Proposal - Attachment A - If vendor does not have specific item, you may list an equal or better item on column titled - Alternate Product Item Code - Column E. (if applicable). Offerors should propose only on items that the company can provide as APS requests. Do not add additional new items as they will not be accepted.



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Question: Can I bid two different brands for example; canned peaches?

Response: Food and Nutrition Services is not accepting additional brands as the fields are locked. You can only submit pricing for the specified items. If you do not have that specific item/brand, then you will enter your Alternate Brand Item/code in Column E and make your selection in column F.

Question: General Mills provides the attached Buy American Communication as part of our Product Specification Information. Will this document be sufficient for the Buy American Form requirements? I will also include in File 2 FORMS when uploading to the portal.

Response: You may upload your Buy American Form as additional documentation, in addition I will need Buy American pages, 30 and 46 signed and uploaded as well.

Question: GMI has 4 price brackets which APS will be assigned, based on temp channel, to a bracket based on the last 12 months average order size. How would I enter the 4 price brackets and would I notate the PB you are assigned in the notes section?

Response: Please list the bracket pricing in Columns H, I, and J and please add the additional 4th bracket in the notes.

Question: Does the alternative column need to have a NA?

Response: No, if you selected "specified" in column F then you do not have to include N/A in column E. If you select "alternate" then you will need to include the item code in column E.

Question: Do I need to add an N/A to all NON GMI rows/columns?

Response: yes

Question: GTIN column- is this going to be an issue? There isn't enough space in the column?

Response: When you double click on the GTIN number, the whole number will appear, #10016000318790. I will be expanding the columns for hidden information in the evaluation process.

Question: Are the manufacturers giving bid price for the full 3 years or is there room for increases (if needed) throughout the term of this contract with documentation to justify the escalation?

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 requests. Price escalations also may be considered during the term of the contract with a 30 day notice with justification for increase/decrease.

Question: If we have a flavor that is not listed, can we add another line or should we include the information next to a different flavor that we don't offer?

Response: Do not add a line, list your alternate brand/item code in column E and select "Alternate" in Column F. drop down box.



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Question: If we are not listed as an Approved Brand on the spreadsheet, are we still able to bid?

Response: yes

Question: Is Electronic Signature acceptable?

Response: Yes

Question: In the RFP documents, it states that Certificates of Insurance should be forwarded to the Albuquerque Public School P.O. Box. Is this still needed, or would it be acceptable to only include in the electronic RFP submission?

Response: Please include with the electronic RFP submission.

Question: Our Company is not based in Albuquerque. Would we still need to provide the “City of Albuquerque Environmental Health Inspection Certification” listed in the RFP?

Response: No, please submit a Health Inspection from your city/state.

Question: We have multiple items that would meet the specifications for a line. Are we able to offer pricing for multiple products per line?

Response: No

Question: If samples are requested, how many servings would be needed?

Response: 1cs will be required if requested.

Question: Our product is specified under the wrong brand name. Should we list the correct brand in the “Alternate Product Item Code” column?

Response: Yes

Question: When do you anticipate addendums will be posted?

Response: An addendum for questions and answers will be posted by end of day Monday 2/5/2024.

Question: When will awards be announced?

Response: TBD

Question: How will bidders be notified?

Response: The buyer will email the vendor after Board Approval.

Question: Can you please confirm whether you want all pricing sheets on Attachment A included when submitting the bid, or only those pricing sheets that include items we are bidding?

Response: Only submit pricing sheets you are bidding on.



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Question: Are product specifications/nutritionals required for all items, including those that are exact matches to column C (Specific Item Code)?

Response: Nutritionals are required for all items you are bidding on even if they are the specified item listed.

Question: If manufacturer does not provide a GTIN, is the manufacturer UPC or manufacturer product code acceptable?

Response: Yes

Question: Where on attachment A should we list the packer and location of items?

Response: Additional information can be listed in Column K Notes.

Question: If a specific item code is not entered under column C, should we provide our match under that same column C or in column E (Alternate Product Item)?

Response: Column E Alternate Product Item

Question: The drop down specifying “alternate” or “exact” in column F must be filled out. What should we put if there is not a specific item listed in column C?

Response: Select "Alternate" if other than specified.

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



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