



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

Scott Elder
Interim Superintendent

January 4, 2021

ADDENDUM #2

RFP No. 21-040MS Manufacturer Direct – Processed Foods

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:** Are hard copies of anything required for this bid? If so, please specify what items must be mailed.

Response: No, all RFP documents must be uploaded through Vendor Registry.

- 3. Question:** Regarding product specifications - Page 15 indicates what information that must be included for every item submitted. Page 24 restates this requirement as part of the evaluation criteria. So, how should this information be submitted? Previously, a thumb drive or CD had to be mailed to APS. Please clarify your requirements for this RFP.

Response: Page 26, Vendor Registry Proposal Format lists how you should upload your files onto Vendor Registry. File #3 - Product Specification Information should be uploaded separately as this will be a large file. Name the file Product Specification Information. CD and Thumb Drives will not be accepted.

- 4. Question:** When can we access answers to all submitted bid questions?

Response: Week of January 4th.

- 5. Question:** Where will these questions and answers be located:

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

- 6. Question:** If a manufacturer has 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. List on column titled – Alternate Item Code, Commercial (if applicable)



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7. Question: Could you please confirm that all sheets, for all commodities, need to have “N/A” filled for all items not being proposed on.

(Example: If a manufacturer processes Apples, but does not process Beef, they will need to fill “N/A” in on all line items (all columns) for ‘Beef’, in addition to proposing the items they have that meet spec in ‘Apples’.)

Response: Yes, all items, categories you are not proposing on, must be filled in with “N/A”.

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