



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

Scott Elder  
Superintendent

November 9, 2021

ADDENDUM #1

RFP No. 22-034MS 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:** Could you please provide me the contract period, resulting from this RFP?

**Response:** Contract Term: June 1, 2022 thru May 31, 2023

3. **Question:** Does Albuquerque Public Schools intend to consider renewals of the resulting contract?

**Response:** This contract is for one (1) year with no extensions.

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?

**Response:** Upload Attachment A – Pricing in excel format onto Vendor Registry. Signature is not required for Attachment A.

5. **Question:** If we do not offer any discount, then can we enter “0” as our response? Or is it mandatory for a bidder to offer some sort of a discount in order to be considered with an award?

**Response:** Enter zero (0) or N/A if not offering a discount. This is not mandatory to be considered for an award.

6. **Question:** Do you allow bidder(s) to offer more than one item per line? We would like to offer 2 or 3 additional items for a line.

**Response:** We are not accepting additional or new items other than what is being offered on the pricing proposal at this time. Items may be added throughout the term of the contract, to accommodate Albuquerque Public Schools lunch menus.

**7. Question:** Would APS be willing to extend the due date by a few weeks?

**Response:** No, changing the due date of the RFP will affect the schedule for Food & Nutrition Services Donated Food Pounds.

**8. Question:** Do bidders need to submit the SEPDS on this RFP?

**Response:** Yes, reference page 15, Paragraph; Product Specification Information for SEPDS submission.

**9. Question:** Do bidders need to submit the updated SPA (State Participation Agreement) with the RFP as well?

**Response:** SPA is not a requirement but welcomed.

**10. Question:** Can you please state which manufacturers has been approved to process commodities, in the State of New Mexico for SY 22/23?

**Response:** Contract Noelle Sanchez at [NoelleA.Sanchez@state.nm.us](mailto:NoelleA.Sanchez@state.nm.us) for an approved list of manufacturers to process for SY 22/23.

**11. Question:** Where should we include the signed Attachment B Federal Terms & Conditions document?

**Response:** Upload in File #2 - Required Forms

**12. Question:** For Attachment A – Price Proposal

- a. Do we only need to submit the sheets for the material code we are bidding on? Example, if we are not bidding on material code 110149 Apples, we do not need to include this sheet.

**Response:** Correct, only submit the sheets you are submitting a proposal for.

- b. If we are bidding on 2 out of 4 items for a material code. For the items we are not bidding, do we leave the cells blank or do we need to type N/A?

**Response:** Items you are not submitting a proposal, please type in N/A.



**ALBUQUERQUE  
PUBLIC SCHOOLS**

*Accelerate Progress for Students*

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**13. Question:** What info is required to answer the following under Product Information  
\*Pg 15 – document control including issue date?\*

**Response:** Product Formulation Statement. This needs to be submitted if you do not have a CN Label for an item. Product Formulation provides crediting information for processed products that do not have a CN Label.

**14. Question:** Regarding the Buy American Form contained in the RFP, Page 22. Are you asking the responder to type in our category of product in this paragraph? Or would you like the responder to create a Buy American form containing the appropriate information?

**Response:** In this field, type or write in your category for example; cheese or beef with the overall percentage that is processed in the U.S.

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

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SIGNATURE

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Date