

January 17, 2020

## ADDENDUM #1

RFP No. 20-031MS Manufacturer Direct – Processed Foods (State of New Mexico Approved Processors Only)

### Questions and Response

- 1. Question:** Does Albuquerque Public Schools intend to consider renewals of the resulting contract and if so, will Albuquerque Public Schools consider price increases during the renewal period? How many additional terms for renewal will be available?

**Response:** Contract term for this RFP is 7/1/2020 to 5/31/2021 with no annual renewals.

- 2. Question:** If we were to send our proposal via carrier service like UPS, then we do not need to factor in the additional 5 business days for APS internal delivery. For example; this bid opens on 1/27 at 2:00 pm, If UPS can deliver the bid package by 1/26 by 4:00 then this is acceptable, correct?

**Response:** The proposal must be here by January 27, 2020 at 2:00pm. It is not Albuquerque Public Schools responsibility, but it is your responsibility to have it here on time.

- 3. Question:** What are the hours of APS so I can arrange UPS delivery service accordingly?

**Response:** The hours of operation for the Procurement Department are from 7:00am to 5:00pm, Monday through Friday.

- 4. Question:** Page 27 and Tab 6 of the RFP, Product Specification Information - Information on the products you are proposing on, must submit by commodity code on a separate CD or Thumb Drive and labeled. Can you please confirm if you want the Product Specification Information in a hard copy as well?

**Response:** Product Specification Information is to be submitted on a CD or Thumb Drive only. Please do not submit a hard copy.

- 5. Question:** There is a line in the RFP that asks for a % discount on commercial items, is this something new?

**Response:** This is the discount the company will offer to APS after donated food pounds have been depleted. This field must be filled in for every Commodity you are proposing on. You can locate this language in the RFP on page 17, under paragraph, Percentage Discount Offered.

**6. Question:** Do we have to put an offer on all items in a category or are we allowed to put an offer on a single item in a specific category?

**Response:** You do not have to put an offer on all items within a category.

**7. Question:** We only need to return the part of the RFP that we had to fill out and have signed along with the 9 Tabs of Information, correct?

**Response:** Submittal Requirements are on page 26 & 27 as well as the Proposal Submittal Requirements and Checklist on page 39 of the RFP.

**8. Question:** Please confirm we need to return our proposal with the below:

a) 1 hardcopy signed original & Pricing Proposal in a 3 ring binder?

**Response:** Yes and marked Original. Page 26 under Proposal - Detailed Requirements

b) 5 identical copies of original in 3 ring binder (a total of 6 copies in 3 ring binders)

**Response:** All identical copies must be in a 3 ring binder and all tabs labeled per Proposal Detailed Requirements on page 26 of the RFP.

c) 1 USB with excel pricing proposal and copy of the signed bid documents and 9 Tabs of information?

**Response:** Yes, page 16 of the RFP under Pricing Proposal

d) 1 USB with Product Specifications – SPEC, Nutritional, PFS/CN Forms and product labels?

**Response:** Yes, page 15 of the RFP under Product Specification Information.

**9. Question:** All pages have to be numbered except Tab dividers, Cover page, front and back. (The documents we sign and fill out already have page numbers on them). Do you want us to keep these page numbers and for Tab 9 as is or renumber these?

**Response:** Please do not renumber RFP pages, leave number pages as is. Tab dividers should be labeled per the tab name, example, Tab 1 Letter of Transmittal Form, Tab 2 Company Profile, Tab 9 Attachments, and so on. Please refer to page 26 & 27, for tab format.

**10. Question:** Please clarify if a signed and printed copy of the pricing proposal sheet, Attachment A, is to be submitted with the RFP Submission? Or is the Excel sheet on its own USB drive is sufficient?

**Response:** Page 16, in paragraph Pricing Proposal – A CD or Thumb Drive of the excel file is required and must be labeled along with a hard copy of the Pricing Proposal.

**11. Question:** Does the Offeror have to offer a percent discount on items in order to participate in the RFP? Or is it up to the offeror(s) discretion?

**Response:** Not offering a percentage will not eliminate the offeror from this RFP, contract, or an order. It is the offeror(s) discretion on the percentage they would like to offer. This section must be filled in.

**12. Question:** On Attachment A, can you please confirm that on the line titled “Pass Through Value,” Offeror(s) should enter the USDA Donated Food Value per case?

**Response:** Yes, please put in the value per case.

**13. Question:** On Attachment A, on line titled “Fee for Service Price 3 (Minimum),” can you please confirm that you are asking for the delivered price per case net of the donated food value? For example, if the commodity processing fee per case is \$50 and the Donated Food Value is \$10, offeror(s) should enter \$50 in this line and not \$60?

**Response:** Yes, the “Fee for Service” price is the delivered price per case minus the donated food value.

**14. Question:** Are Offeror(s) allowed to propose additional items that are not already specified on Attachment A?

**Response:** If vendor does not have specific item, you may list an equal or better item on column titled “Alternate Product Item Code” (if applicable). New items that are not listed will not be accepted.

**15. Question:** Regarding the Evaluation Criteria points system on page 25, can you please provide further details on how pricing points will be awarded? For example, will the lowest price receive 30 points and the next lowest price 29 points? How are price points awarded if an offer offers more than one product?

**Response:** The lowest Responsive Offeror’s cost will be divided by the Offeror’s cost, then multiplied by the number of available points in the evaluation process to arrive at the final ranking of Offerors.



**ALBUQUERQUE  
PUBLIC SCHOOLS**

*Accelerate Progress for Students*

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**16. Question:** Under the Evaluation Criteria on page 25, the following verbiage was stated, “Offeror(s) shall include in their proposal a copy of certificate issued by State of New Mexico Taxation & Revenue. The preference does not apply if APS is utilizing Federal Funds. Is it possible to clarify if the certificate is needed by the manufactures in this case?”

**Response:** Please disregard.

**17. Question:** What other documents can an offeror submit to demonstrate adequate financial resources? Would an Irrevocable Letter of Credit be acceptable as proof that our company has adequate financial resources?

**Response:** Financial resources can be anything from business operations, funding, contributions, bank loans/statements and issues, line of credit, letters of credit, etc. However, remember your proposal is public information.

**18. Question:** We are wanting to propose an offer with our commodity code that is not listed in Attachment A, against an item listed under a different commodity code? Would APS be open to this?

**Response:** Commodity Processing codes are selected prior to the RFP being posted. Adding commodity codes during and after the RFP process will not be accepted. You are able to offer competitive items under the same commodity code, but not an alternate commodity code under a different commodity code. Bidding on competitive items within the same commodity code can be listed in the column marked “**Alternate Product Item Code.**”

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