



RFP No. 19-039MS – Addendum #1

Questions and Answers

March 18, 2019

1. **Question:** Evaluation Criteria page under Company Profile, how extent and in depth would you like this to be?

Answer: Keep into consideration on page 25 of the RFP, Proposals shall not exceed 70 pages total for all of the tabbed sections listed below excluding Tab 1, 7 and 8. A brief summary of the Company Profile is sufficient with the requested information.

2. **Question:** Are binders necessary and if so, how many?

Answer: Proposals shall be submitted in a three-ring binder. Offeror shall submit one (1) original proposal clearly marked ORIGINAL. Five (5) identical copies should be in a binder as well as this makes the evaluation process easier. Proposals including the copies should include a copy of the RFP.

3. **Question:** Usage Report that is needed to be submitted with the RFP submission, is a copy of the monthly report usage that our company has, be sufficient or does it have to be the yearly report?

Answer: A velocity report which shows monthly or yearly historical data on an item. Page 37 of the RFP, Proposal Submittal Requirements and Checklists asks for a sample Usage Report be submitted which will be attached in Tab 8 of all required documents.

4. **Question:** Do we need to fill out the Buy American content on page 22?

Answer: Yes

5. **Question:** Will APS only be awarding one vendor per line item? Or will multiple vendors be awarded per line item?

Answer: Line items can be single or multi awarded.

6. **Question:** How do we input pricing if our company does not do Bracket Pricing?

Answer: Input your price in the minimum column and in the column marked Notes, put N/A for bracket pricing. Also put N/A in the bracket columns as well to ensure there is no price.

7. **Question:** If pallets are the same size for all brackets in price, how would you like us to list our price?

Answer: Brackets are generally divided up by weight. We're basically looking for pricing on a quarter truck, half truck, and full truckload. If your pricing is the same for one pallet as it is for 22 pallets, then you're only giving us one price. And, all other brackets will need to be submitted as NA (Not Applicable).

8. **Question:** Approximate quantities listed on Attachment A, are they case quantities?

Answer: Yes

9. **Question:** Attachment A, last tab marked "Additional Items", can we list Commercial Competing Items on this page?

Answer: Under "**Additional Items tab**" you can submit competing items to the specified items listed only under the Alternate Product Column. These items are non-commodity items only.

10. **Question:** Attachment A, if we do not have a specific Item listed on sheets, can we add competing Items?

Answer: Competing Items to Specified Items listed can be submitted under the Alternate Product Column. Cannot add additional items beyond the specified items that is listed.

11. **Question:** What is the contract term for RFP 19-039MS, Manufacturer Direct – Processed Foods?

Answer: July 1, 2019 – June 30, 2020

12. **Question:** On page 16, under the section titled, Customer Support Services, define restocking fee?

Answer: A restocking fee is a charge issued when merchandise is returned.

13. **Question:** If our company is not the approved manufacturer for the Gluten Free BBQ Teriyaki Chicken and will be bidding as an alternate, are samples required to be submitted to APS before the bid deadline? If a sample is needed can you please tell me the amount of sample that we should submit (number of servings or a full case) and can you also provide the delivery address for the samples?

Answer: You can bid your alternate for the Gluten Free BBQ Teriyaki Chicken and you DO NOT need to send in a sample. Food & Nutrition Services will request samples if needed.



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

Raquel Reedy
SUPERINTENDENT

14. Question: Page 17, under Purchase Order and Invoice Procedures; copies of delivery tickets or proof of delivery – Will APS email signed copies of such documents to the manufacturer once product is received and accepted?

Answer: No, APS does not email a signed copy of the proof of delivery to the Manufacturer, unless otherwise requested by the manufacturer.

15. Question: RFP #19-039MS states that alternate products may be submitted but that nutritional information for alternates must be provided. Due to the size of our files, are we able to provide our nutritional solely on the USB submission? OR Would you like them to be printed and provided in our tabbed Hard Copy Submission?

Answer: Page 15 under Nutritional Information reads; Contractor’s most current Nutritional Information for each food items **may** be requested by Food & Nutrition Services after RFP is awarded for audit purposes. **DO NOT** submit Nutritional Information with this RFP.

16. Question: On Attachment A, code tab 100047 Whole Eggs, the same item is being requested on Line 2 and Line 6. Review and confirm the flavor and size for French toast on these lines.

Answer: Line 2, please input N/A on this line as this was inputted incorrectly. Line 6 is the Cinnamon Glazed French Toast Bulk #46025-75014-00, 144/2.9oz. Line 5 is missing the flavor as well, and that is also Cinnamon Glazed.

17. Question: Requesting Recap of this year’s current Commodity Processing from a few manufacturers/processers.

Answer: I will post Addendum #2 Recap Bid No. 18-049MS Commodity Processed Foods for review.

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