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Superintendent

DATE: July 17, 2026

BID NUMBER: 27-002MS

RFP TITLE: New Mexico Grown and Produced Food Products

ADDENDUM NUMBER: 1

1. **Question:** Question regarding Resident Preference Certificate: Since the bid is only for New Mexico farmers and ranchers, would bidders receive additional preference for submitting a Resident Preference Certificate?

Response: Yes, to receive additional preference points, the Resident Preference Certificate must be submitted with your submission.

2. **Question:** In the “Instructions for All Bidders” section 18: **PRICING ESCALATION (if applicable):** Price escalation may be considered once per year 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 request.

Is this only for annual pricing escalation or does it apply to monthly pricing variations? If it refers to monthly price escalations, what is the allowable percentage that prices can increase? And what is the documentation that needs to be submitted to justify price increases?

Response: The Price Escalation Clause applies to all monthly and annual price adjustment requests. Any request for a price increase must be submitted with documentation supporting the requested adjustment and is subject to APS review and approval.

There is no allowable percentage on price increases. Although, vendors must provide market support for the request. Price increase requests will be considered only when supported by documented market conditions beyond the contractor’s reasonable control. Such conditions may include, but are not limited to, flooding, drought, freeze or frost events, wildfires, severe weather, pest or disease outbreaks, significant supply chain disruptions, or other circumstances that materially affect product availability or market pricing.

3. **Question:** In the “Terms and Conditions” section 14, what is the process for submitting the certificate of insurance? When does the certificate of insurance need to be submitted to the district? For example, at vendor setup, prior to PO or prior to purchasing?

Response: Certificate of Insurance can be submitted if you are awarded.

4. Question: Is it acceptable to use private vehicles for delivery?

Response: Vendors must provide delivery vehicles capable of maintaining appropriate temperature and sanitation standards. Vehicles delivering meat must be frozen solid and maintain a temperature of “0 degrees F”. Product temp will be verified upon receipt and refused if specification is not met.

5. Question: In “Specifications” section 12, will you clarify the receiving protocol? How does the farmers submit the signed documentation verifying that the product has been delivered? Does the APS District employee that receives the product submit the invoice to the procurement department for processing or is it up to the farmer to submit documentation to the central APS Food and Nutrition Department after delivery?

Response: The awarded vendor is responsible for providing all required delivery documentation. When products are delivered, the APS employee receiving the delivery will verify the order and sign the delivery receipt or invoice to acknowledge receipt of the products.

It is the responsibility of the awarded vendor – not the individual farmer unless they are the awarded vendor – to ensure that all required signed delivery documentation and invoices are submitted in accordance with APS’s invoicing and payment requirements. If a distributor or cooperative is the awarded vendor, that entity is responsible for collecting the necessary documentation from its producers and submitting the required paperwork to APS.

6. Question: What is the Item Code that is a column in the price sheet—is that farmer or rancher determined and arbitrary or are there standard codes to be used?

Response The “Item Code” is the product number or identifier that you use to identify a specific product in your inventory or ordering system. For example, if your ground beef is identified as “BG-001” or “10025”, you would enter that number in the Item Code column.

If you do not use item codes for your products, you may leave this field blank or enter “N/A”.

7. Question: About what the Case Count means in the price sheet. Does this mean how many jalapenos are in a case, for example? Does it mean the total number of cases you are submitting your bid for and anticipate being able to provide over the course of the season? Is there some kind of document to support in assessing how to answer this question?

Response: The “Case Count” refers to the quantity or packaging of the product within a single case. It does **not** refer to the total number of cases you expect to supply during the contract term.

8. Question: Is it okay to leave some of the columns in the Product and Price sheet blank? For instance, can a farmer leave the "Distributor" or "Item Code" columns blank? The bid states that "all columns must be filled out with correct information"; however, some small producers do not have product codes or know the exact case count. Will they be disqualified if they leave these columns blank?

Response: Bidders are not required to submit pricing for every category/column and may bid on one or more categories based on the products they grow, raise, produce, harvest, process or distribute.

9. **Question:** In the "Insurance (If Applicable)" section, what insurance requirements are "applicable" to small local producers? Are all listed requirements applicable? Professional Liability Insurance covers Errors and Omissions which seems unrelated to the delivery of local produce and meat. More clarity on which requirements are applicable would be greatly appreciated.

Response: The insurance requirements identified in the solicitation are mandatory and non-negotiable. These requirements are standard APS contractual requirements and apply equally to all vendors responding to the Bid.

10. **Question:** I have a question about the Specification Sheet. Should the bidder be listed as the distributor for each item for which they intend to provide pricing? Please see the excerpt from the section I am referring to below.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Item #	Description	Distributor	Item Code	Case Count	Case Weight	Unit	Case Price	Unit price	domestic or non-domestic?				
1F.	Apples, Fuji, 40#/cs, prefer 138ct - 163ct												
	Should be crisp, flavorful, well-colored												
	Skin firm and smooth. Free from												
	bruises, broken skin or internal browning												
	U.S. No 1 Grade Standard												
2F.	Apples, Gala, 40#/cs, prefer 138ct - 163ct												
	Should be crisp, flavorful, well-colored												
	Skin firm and smooth. Free from												
	bruises, broken skin or internal browning												
	U.S. No 1 Grade Standard												
3F.	Apple, Golden Delicious, 40#/cs, prefer												
	138ct - 163ct												
	Should be crisp, flavorful, well-colored												
	Skin firm and smooth. Free from												
	bruises, broken skin or internal browning												
	U.S. No 1 Grade Standard												
4F.	Apple, Granny Smith, 40#/cs, prefer												
	138ct - 163ct												
	Should be crisp, flavorful, well-colored												

Response: For each product for which pricing is submitted, the bidder shall identify the distributor or supplying entity responsible for providing that product. If the bidder is the producer and will supply the product directly to APS, the bidder shall list their own business name as the distributor.

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