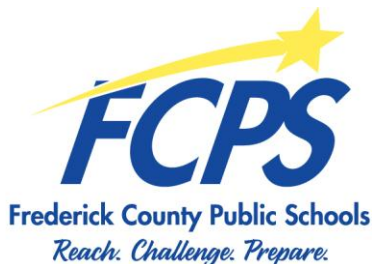


Purchasing Office  
191 South East Street  
Frederick, Maryland 21701  
**301-644-5204 phone**  
301-644-5213 fax



Stephen P. Starmer, C.P.M., Purchasing Manager  
Kim Miskell, Assistant Purchasing Manager  
Billie Laughland, Buyer Specialist  
Bill Meekins, Buyer Specialist  
**Scott Bachtell, Buyer Specialist**

## ***ADDENDUM #1***

April 2, 2015

RFP 15FS3, Processed Commodities  
RFP Due Date: April 29, 2015 @ 11:00 A.M.

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original bid packages and any resultant contracts for the above RFP.

1. Replace the RFP Cover page, with **revised** as of 4.2.15:

**SAMPLES DUE: BY APRIL 22, 2015**

2. Replace Special Notices page 20 - 22, with **revised** as of 4.2.15:

6. Submission of Proposal (b.,5.) added:

5. Two copies of the Commodity "School Year" Price sheet. **School Year Price List (August 1 through July 31) should include all Commodity items that your company has available under each category for which you are submitting samples.**

7. Proposal Format

2. Two copies of the Commodity "School Year" Price sheet. **School Year Price List (August 1 through July 31) should include all Commodity items that your company has available under each category for which you are submitting samples.**

12. Samples

3. **Initial samples are due BY APRIL 22, 2015:**

3. Replace Sample Shipping Doc, with **revised** as of 4.2.15:

**SAMPLES DUE: APRIL 22, 2015**

Thank you for your interest in bidding with FCPS.

Sincerely,

***Scott Bachtell***

Scott Bachtell,  
Buyer Specialist

SB/kp

Pc: Robert Kelly, F&N Senior Manager  
Dennis R. Smith, F&N Specialist

Bid File

FREDERICK COUNTY PUBLIC SCHOOLS  
PURCHASING DEPARTMENT  
191 SOUTH EAST STREET  
FREDERICK, MD 21701  
TELEPHONE: 301-644-5219 FAX: 301-644-5213



SPECIFICATIONS AND PROPOSAL FORMS

FOR

PROCESSED COMMODITIES

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RFP NUMBER:	15FS3,
PRE-PROPOSAL MEETING TIME/DATE/LOCATION:	10:00 A.M. local time, April 14, 2015 FCPS/Food and Nutrition Services/Conf. Rm. 33 Thomas Johnson Drive Frederick, MD 21702
SAMPLES DUE:	<b>BY APRIL 22, 2015</b>
PRE-PROPOSAL ATTENDANCE:	Not mandatory, however, attendance is encouraged.
RFP DUE TIME/DATE/ LOCATION:	11:00 A.M. local time, April 29, 2015 FCPS Main Lobby 191 South East Street Frederick, MD 21701 (Parking is available at Deck #5 All Saints Street)
TENTATIVE AWARD SCHEDULED FOR BOARD MEETING:	May 27, 2015

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QUESTIONS REGARDING THIS SOLICITATION SHOULD BE DIRECTED TO:

Stephen Starmer, Purchasing Manager  
Kim Miskell, Assistant Purchasing Manager  
Billie Laughland, Buyer Specialist  
Bill Meekins, Buyer Specialist  
**X Scott Bachtell, Buyer Specialist**

NOTE: Companies must have on file an approved General Application form in order to ensure notification of future bid solicitations. Contact Mrs. Robin Underwood, Vendor Maintenance Specialist, e-mail: [robin.underwood@fcps.org](mailto:robin.underwood@fcps.org), if you are uncertain as to your company's registration status.

Issued: 04.01.15

## **RFP 15FS3, PROCESSED COMMODITIES - SPECIAL NOTICES**

### **3. AVAILABILITY OF RFP TABULATIONS/RFP AWARD**

Final award and a copy of the RFP tabulation will be posted on the FCPS website: [www.fcps.org/bidlist](http://www.fcps.org/bidlist) after BOE approval.

### **4. SCOPE**

The intent of this solicitation is to establish a contract with USDA commodity processors who have an approved processing agreement with Maryland State Department of Education (MSDE). FCPS may from time to time also purchase items at the commercial price to cover additional requirements or to supplement the donated USDA commodity products. The quantities intended for processing are subject to the availability of USDA commodities in the state of Maryland. The items on this RFP will be served by the Food and Nutrition Services Department within the Frederick County Public Schools. The Contractor(s) shall deliver directly to the designated warehouse specified in the contract.

### **5. CONTRACT ADMINISTRATION**

- a. The contract will be administered by Robert Kelly, Food and Nutrition Services Senior Manager and Scott Bachtell, Buyer Specialist, Frederick County Public Schools. Please refer all technical questions in writing via email regarding these specifications to Robert Kelly ([robert.kelly@fcps.org](mailto:robert.kelly@fcps.org)) with a copy to Scott Bachtell ([scott.bachtell@fcps.org](mailto:scott.bachtell@fcps.org)). Please include the RFP Name and Number in the subject line.
- b. When a vendor other than the awarded vendor(s) is used, the contract administrator or the originator of the requisition is required to submit written justification to the Purchasing Department for review. A copy of the written justification will be retained with the purchase order or in the contract file.
- c. Additional duties and responsibilities of the contract administrator are defined in Purchasing Regulation #200-7.

### **6. SUBMISSION OF PROPOSAL**

- a. Due to possible changes and/or additions to the solicitation package, Frederick County Public Schools encourages bidders not to submit their proposal package until after the date of the pre-proposal meeting. All changes will be processed through appropriate addenda.
- b. The following items must be included in a Proposal submission:
  - 1) Proposal pages completely and accurately filled out and signed.
  - 2) "Minority Business Enterprise" form completed and signed.
  - 3) "Statutory Affidavit and Non-Collusion Certification" form completed and signed.
  - 4) Commodity Category Check List filled out.
  - 5) Two copies of the Commodity "School Year" Price sheet. **School Year Price List (August 1 through July 31) should include all Commodity items that your company has available under each category for which you are submitting samples.**
    - a. One paper "hard" paper copy.
    - b. One "Electronic" copy on a USB flash drive or CD.
  - 6) Two copies of the most recent Nutrition and Ingredient Fact Sheets (including CN label)
    - a. One paper "hard" paper copy.
    - b. One "Electronic" copy on a USB flash drive or CD.
- c. All inner and outer envelopes and packaging, used by Fed Ex, Ups and etc., should be labeled with the RFP Name, Number, and Due Date/Time. This will help assure timely receipt of proposals in the Purchasing Department. Proposals not received in time, due to improper labeling will be considered non-responsive.
- d. FCPS will accept all RFP responses, however, only companies approved and qualified by Frederick County Public Schools' Purchasing Department will be considered for contract award. Applications are valid for a three (3) year period. Completed applications may be submitted separately or included in the RFP response. Pre-qualification prior to RFP due date is strongly encouraged.

7. PROPOSAL FORMAT

**Each proposal will consist of the following:**

1. Commodity Category Check List filled out.
  - a. An "X" should be place beside all Commodities that your company can provide.
  - b. The date that the sample was submitted
2. Two copies of the Commodity "School Year" Price sheet. **School Year Price List (August 1 through July 31) should include all Commodity items that your company has available under each category for which you are submitting samples.**
  - a. **Price sheet must include the following:** (One hardcopy and One Electronic Copy on a CD or Flash drive)
    1. Vender Name
    2. Manufacturer Name
    3. Product Description
    4. Finished Case Weight (LB)
    5. Servings Per Case
    6. Commercial Code Number
    7. Commercial Price per case
    8. Commercial Cost per Serving
    9. Commodity Code Number
    10. Commodity Value
    11. The Fee for Service per case
    12. The Commodity price per case
    13. Commodity Cost per Serving
3. Two copies of the most updated Nutrition and Ingredient Fact Sheets (including CN label) **(One hardcopy and One Electronic Copy on a CD or Flash drive)**

8. CONTRACT TERM

The contract term shall be effective **from August 1, 2015 through July 31, 2020. Prices are to remain firm on a yearly basis. The contract may be renewed for one (1) additional two (2) year period**, with all terms and conditions of the original contract applying to any such renewal. The renewal of the resultant contract shall be invoked at the discretion of the Board of Education. When a RFP is submitted, the bidder automatically accepts the renewal options as a condition of award.

9. PRICING

School Year Pricing is requested annually from vendors who have an approved "State Participation Agreement" with the State of Maryland State Department of Education for USDA commodity processing.

10. PRICE ADJUSTMENT

All prices shall remain firm on a yearly basis. **Prior to April 15 (of each contract year)** each approved vendor will provide the "School Year Price List" (Valid from August 1<sup>st</sup> through July 31<sup>st</sup>) which contains the following:

1. Vender Name
2. Manufacturer Name
3. Product Description
4. Finished Case Weight (LB)
5. Servings Per Case
6. Commercial Code Number
7. Commercial Price per case
8. Commercial Cost per Serving
9. Commodity Code Number
10. Commodity Value

## **RFP 15FS3, PROCESSED COMMODITIES - SPECIAL NOTICES**

11. The Fee for Service per case
12. The Commodity price per case
13. Commodity Cost per Serving

**If, at any time, after the RFP opening the contractor/producer/processor/manufacturee makes a general price reduction in the comparable price of any item covered by the contract to customers generally, the Contractor must offer to Frederick County Public Schools a similar price reduction.**

### **11. PRODUCT REQUIREMENTS**

- a. All products provided under this contract are to be unconditionally guaranteed by the manufacturer against defects.
- b. **The Reference Manufacturer Name and Manufacturer Number does not restrict the bidder from bidding another product, but gives a general idea of the Style, Size, Quality, and Nutritional Values of the product desired.**
- c. Unacceptable Product Ingredients: FCPS will not accept any milk/cheese products that have been processed with the Bovine Somatotropin (BST) growth hormone.
- d. Products with Peanuts Or Nut Derivative: The Award Bidders are required to provide a listing of products that may contain peanuts and/or nut derivatives.
- e. Product Safety: Manufacturers must have functional in-line metal detectors to guarantee that product is pure and free of metal particles.
- f. Frozen products must be delivered at 0°F or lower. Refrigerated products must be delivered between 0°F and 0°F. Any manual product handling required will be the responsibility of the driver
- g. Preferred Packaging is specified as a guide to bidders (unless otherwise noted). Alternate packaging will be accepted if it varies slightly from the specification. Frederick County Public Schools reserves the right to reject a Proposal if the packaging is not in the best interest of the Board of Education.
- h. If a product meets the specification requirements established in this solicitation but does not meet the level of quality anticipated by the Food and Nutrition Services, Frederick County Public Schools reserves the right to request alternates, modify our requirements, or, switch to another vendor who is approved under the same Commodity Category.

### **12. SAMPLES**

1. **Initial Samples**: One (1) case of Samples is required for all items that your company has that meet the specifications listed for the FCPS Standard Commodity items.
2. **Yearly Samples**: **Prior to January 1 of each year** (or before the USDA State allotment allocations are due), samples will be requested so that new evaluations can be made on the commodity food items under each category.
3. **Initial samples are due BY APRIL 22, 2015**: (If the RFP due date is adjusted by an Addendum, that adjusted date will also be the sample due date). All samples shall be provided at the bidder's expense.
  - a. **The delivery of all samples shall be coordinated with Dennis Smith, Food and Nutrition Services Department (301-644-5063).**

**Please complete and include with your Samples**

**SAMPLES DUE BY: APRIL 22, 2015**

**SAMPLE DELIVERY ADDRESS**

**Frederick County Public Schools  
Food and Nutrition Services Office, Attn.: Dennis Smith  
33 Thomas Johnson Drive  
Frederick, Maryland 21702**

**All samples must be properly labeled with the following information:**

**“SAMPLE”**

Bidder's Name: \_\_\_\_\_

RFP #: **15FS3**

Commodity Category \_\_\_\_\_

Description of Product \_\_\_\_\_

Item Code \_\_\_\_\_

Product Brand Name \_\_\_\_\_

Package Weight of the Product \_\_\_\_\_