

Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5204 phone
301-644-5213 fax
shane.ryberg@fcps.org



Stephen P. Starmer, C.P.M., CSBA,
Purchasing Manager
Kim Miskell, CSBO, Assistant Purchasing
Manager
Billie Laughland, Purchasing Agent
Bill Meekins CPPB, CSBO, CPCP,
Purchasing Agent
Shane Ryberg, Purchasing Agent

ADDENDUM

October 17, 2018

ADDENDUM 1

RFP 19FS3, DISPOSABLE FOOD SERVICE PRODUCTS

DUE DATE/TIME: FCPS Main Lobby, Tuesday, October 30, 2018, prior to and time stamped no later than 2:00 P.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 bid.

1. CHANGES TO THE RFP DOCUMENT:

A. Section II: Pricing

REMOVE the following:

3. PRICING

a. ~~All prices shall remain firm through the initial contract period.~~

REPLACE with the following:

3. PRICING

a. All prices shall remain firm through the first year of the initial contract.

b. Section II: Preparation of Proposal

REMOVE the following:

6. PREPARATION OF PROPOSAL

Cost Proposal:

- i. Submit one original Cost Proposal, along with (1) electronic copy in Excel/Word/~~PDF format~~ (on CD or USB Flash Drive) in a sealed envelope, properly labeled on the outside with the bidder's name, bid # and "COST PROPOSAL".

REPLACE with the following:

- a. 6. PREPARATION OF PROPOSAL



Cost Proposal:

- i. Submit one original Cost Proposal, along with (1) electronic copy in Excel/Word (on CD or USB Flash Drive) in a sealed envelope, properly labeled on the outside with the bidder's name, bid # and "COST PROPOSAL".

2. QUESTIONS

Based upon the previous award tabulation, 16FS2, from 2015-2018, there were two awarded vendors or one awarded vendor? And whom was the awarded vendor?

You can find our previous awarded solicitation documents by visiting our website at, <https://apps.fcps.org/fullbids/?status=awarded>, and searching for the previous solicitation number 16FS2. From there, you will be able to download all of the solicitation documents needed.

Based upon previous history, how many actual delivery locations receive the gloves? Are they a warehouse delivery? Or do they get delivered to each and every school listed in the bid?

These items may be delivered to any one of the locations listed in the solicitation.

Based upon previous history, how often are orders placed for the gloves? Monthly, quarterly, annually, other?

In the past these items have been purchased on an as needed basis.

Based upon previous history, when an order is placed, what is an approximate case size order?

This information would be found on the Bid tabulation for 16FS2, to download the bid tab, please follow the instructions below. The updated approximate case size order is indicated on the Cost Proposal for 19FS3.

You can find our previous awarded solicitation documents by visiting our website at, <https://apps.fcps.org/fullbids/?status=awarded>, and searching for the previous solicitation number 16FS2. From there, you will be able to download all of the solicitation documents needed.

Based upon previous history, has this been awarded line by line, by group, other?

The past solicitation was awarded in the aggregate.

Per Section 6, d. Cost Proposal, VI: *Vendors are encouraged to submit pricing on all items to be considered for award. Failure to submit pricing on at **least 30** items may be cause for rejection of the single award – **School delivery proposal option.***

Will a vendor still be considered for award of individual line items if only direct to warehouse pricing is provided?

The evaluation will take place in the form of a technical and cost proposal. There is no restrictions to items being bid on for the warehouse. FCPS will evaluate all submissions and select the vendor/s that submit proposals most advantageous to FCPS.



3. ATTACHMENTS: REVISED Technical Proposal

Thank you for your interest in bidding with Frederick County Public Schools and we apologize for any inconvenience his may have caused.

Sincerely,

Shane Ryberg

Shane Ryberg
Purchasing Agent

Attachments: Revised Technical Proposal
Pre-bid Attendance Roster

SR/kl

cc: Robert Kelly, Senior Manager Food and Nutrition Services

RFP 19FS3, DISPOSABLE FOOD SERVICE PRODUCTS

REVISED TECHNICAL QUESTIONNAIRE

FINANCIAL INFORMATION:

1. If your company is a Publicly Traded Company - Please provide a rating from at least one of the following: AM Best, Standard and Poor's, Moody's, Fitch.

2. If your company is a Privately held company - Attach a letter from your lending institution stating the length of time your company has been with that institution, your current line of credit, and if you have maintained your deposit and loan accounts in an acceptable manner. **(Documents Required)**

TECHNOLOGY:

1. Does your company have a web-based ordering system (if yes, please provide a link to the web-site and a test login and password.

Username: _____ Password: _____

2. Does your system have the capability to create an approval path before the order is place? If yes, explain.

3. Can your company provide sales reports (Monthly, Quarterly, Yearly)? These reports should give detailed information showing FCPS purchases (i.e. item descriptions, quantity and cost) by school and general information of total sales by school.

STAFFING AND INFRASTRUCTURE:

1. Does your company own its delivery fleet? If yes, how many delivery vehicles do you have? What is the average age of your delivery fleet? If no, how do you plan to delivery to FCPS locations?

2. Please provide the address for the office or branch office that will be responsible for handling the FCPS account.

3. Please provide the address(s) for the distribution/warehouse facility(ies) that will be responsible for handling the FCPS account.

4. Please list the Account Representative(s) who will handle the FCPS account (including name, business phone number, cell phone number, and email address:

5. Provide the number of full-time delivery drivers and the number of part time delivery drivers your company employs. If deliveries will be shipping from more than one location, please list the number of drivers for each location.

SALES AND INVENTORY:

1. Please provide the companies approximate Gross sales dollars per year.

2. Please briefly describe the inventory strategies that your company utilizes to minimize stock outs and maximize inventory accuracy.

3. What is the dollar amount of inventory that you carry in your warehouse (on average)?

4. Please provide your lead time (in business days) for these key items.

ITEMS:	Lead Time in <u>Days</u> to FCPS
Item 23: Tray Five Compartments	
Item 24: Tray- Five Compartments, Compostable	
Item 39: Wrapped Plastic Ware Spork/Napkin	
Item 40: Wrapped Plastic Ware Fork/Napkin	
Item 41: Wrapped Plastic Ware Teaspoon/Napkin	

5. How will your company handle back orders?

6. How will your company handle delivery shortages?

REFERENCES

- 1. Company Name: _____
- Contact Name: _____
- Contact phone: _____ Email: _____
- Approximate contact value: _____
- Number of “delivery to” locations: _____

2. Company Name: _____
Contact Name: _____
Contact phone: _____ Email: _____
Approximate contact value: _____
Number of "delivery to" locations: _____

3. Company Name: _____
Contact Name: _____
Contact phone: _____ Email: _____
Approximate contact value: _____
Number of "delivery to" locations: _____

Frederick County Public Schools
 Purchasing Department
 PRE-BID MEETING ATTENDANCE ROSTER

RFP 19FS3, DISPOSABLE FOOD SERVICE PRODUCTS

MEETING DATE/TIME: OCTOBER 12, 2018 at 2:00 PM

NAME (PLEASE PRINT)	FIRM REPRESENTED (PLEASE PRINT)	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
<i>Richard Roe</i>	Co. Name: <i>FPC</i> Address: <i>Greenfield, MD</i>	<i>410-579-1000</i>	<i>410-580-4148</i>	<i>richard.roe@fpe-solutions.com</i>
<i>Kurt Schmitzer</i>	Co. Name: <i>FPC</i> Address: <i>Distributors</i>	<i>410-924-7831</i>		<i>Kurt.Schmitzer@fpe-solutions.com</i>
<i>Shane Ryberg</i>	Co. Name: Address: <i>FCS</i>	<i>301-684-5204</i>		
	Co. Name: Address:			