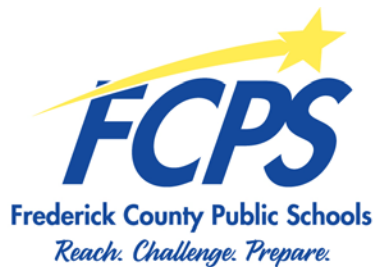


Purchasing Office
191 South East Street
Frederick, Maryland 21701
301-644-5204 phone
301-644-5213 fax



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 23, 2018

ADDENDUM # 2

RFP 19FS1, Food Products and Distribution for K-12 and Other Public Agencies

DUE DATE/TIME: FCPS Main Lobby, Thursday, November 1, 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.

Questions:

1. Please confirm the number of hard copies and electronic copies required for both the technical proposal and cost proposal. The requirements as stated on page 21 (Section 3-1, Preparation of Proposal) and page 22 (Section 3-3, Preparation of Bid) are different. **Answer: Please see the changes to the RFP in this Addendum.**
2. Do any additional paper copies if required for both the technical and cost proposals require original signatures? **Answer: One original with signatures is sufficient for RFP submission.**
3. For pricing, RFP 19FS1 requires proposers to use a price date of October 2, 2018 as well as pricing to be held firm for the school year. Please provide clarification if school year pricing is to be current (July 1, 2018 through June 30, 2019) or future school year (July 1, 2019 through June 30, 2020). **Answer: Please see the changes to the RFP in this Addendum.**
4. If we cannot for instance bid all the beef items and can only bid a few beef items are we still allowed to bid direct as a Manufacturer? Please advise if a Manufacturer can bid multiple items in different categories on the bid even if they cannot bid all items in a specific category. **Answer: The intent of the solicitation is not to award on a line item basis. Please see Section 2 on page 18 of the RFP: #5. BIDS FOR ALL OR PART.**
5. Is the below an appropriate method of tracking USDA donated foods? (Reference Page 20, Item 13)
 - Track commodity items on monthly usage report
 - Fill out manufacturers commodity forms
 - Attach this documentation & send to schools for review
 - Submitted by school district to manufacturer for payment
 - Lump sum check set to Food Service office

Answer: This is not the process outlined in the RFP. Net off Invoice requires the vendor to reduce each invoice by the appropriate value.

6. Can this be a line item bid for the Fresh Sliced Apple Only? Line items 4 and 5. **Answer: Please see the answer to Question #4.**
7. Can the sliced apple be delivered to one warehouse as opposed to multiple school locations? **Answer: Under the terms of the solicitation, deliveries can be to school sites, warehouse sites, and drop ship sites.**
8. Who won the distribution for sliced apple in the last RFP? **Answer: The previous solicitation was awarded as a whole. Premier Inc./U.S. Foods is the current vendor.**
9. Based on the Local, Regional and National specification we can submit a proposal for Frederick County Public Schools only? **Answer: This is correct. Please see Section 2 on page 18 of the RFP: #4. LOCAL, REGIONAL & NATIONAL.**
10. Based on Bids for All or Part specification, can we submit an offer as a Prime Vendor for various categories or the bid as a whole, correct? **Answer: Correct.**
11. No nutritional information is required to be submitted with the bid, correct? **Answer: Vendors shall provide nutritional information for all market basket items upon request. They are required to provide nutritional information on any additional items that become part of the contract with 48 hours upon request.**
12. Is this bid directed towards food distribution companies or are you looking for direct from manufacturing/processor information? **Answer: The RFP states no preference on whether the items are received through a manufacturer and/or distributor.**
13. Is this bid a direct delivery from the manufacturer (Appeeling Fruit) to one central drop off location? **Answer: Please see the answer to #7 above.**
14. If not, what distributors have you worked with in the past so that I may adjust my freight costs accordingly? **Answer: We currently use Dori Foods for the distribution of our commodities.**
15. Must we complete both technical and cost proposals in section 3? **Answer: Yes, in order to have a complete submission you will need to submit the required information listed under both technical and cost proposals.**
16. Section 5 is directed towards national distribution. Do we have to complete that section if we are interested in bidding on only the FCPS portion of the bid? **Answer: No.**
17. Is “Section 7 exhibits” the only required paperwork needed for us to participate? **Answer: Please see Section 3: Proposal Instructions, page 21, which lists the required information.**
18. Peterson Farms is currently the product specified? Would our brand be considered a product substitution? **Answer: As long as the item referenced meets the specifications of the listed item it will be considered.**
19. Are you able to clarify the “market basket” bid concept? Our product has a short shelf life and would be difficult to service nationwide. We are interested in bidding on only the FCPS portion of the bid. Must we complete the national market basket to be considered? **Answer: Under this solicitation, we are currently accepting proposals on a National, Regional, and local level. On the market basket pricing list, you may check the appropriate box indicating your intentions.**

20. We had reached out to you earlier in the year and were informed that your USDA commodities bid is released in January. Is this current RFP a non-commodity bid? Will we be able to bid on both commodity and non-commodity solicitations? **Answer: You are able to bid on any open solicitation that FCPS has available. You will receive notice of current solicitations through EMaryland Marketplace for the NIGP codes you are registered under.**

Changes to the RFP:

A. Section 3: Proposal Instructions (Page 21)

REMOVE the following:

1. PREPARATION OF PROPOSAL

c. Technical Proposal:

- i. Submit one original and (2) additional copies of the Technical Proposal, along with an electronic copy in Excel (spreadsheets) and Word/PDF format (other documents) on USB Flash Drive, in a sealed envelope, properly labeled on the outside with the bidder's name and "TECHNICAL PROPOSAL".

d. Cost Proposal:

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

REPLACE with the following:

1. PREPARATION OF PROPOSAL

c. Technical Proposal:

- i. Submit one original hard copy, along with two (2) electronic copies in Excel (spreadsheets) and Word/PDF format (other documents) on USB Flash Drives, in a sealed envelope, properly labeled on the outside with the bidder's name and "TECHNICAL PROPOSAL".

d. Cost Proposal:

- i. Submit two (2) electronic copies in Excel format only on a USB Flash Drives, in a sealed envelope, properly labeled on the outside with the bidder's name and "COST PROPOSAL".

B. EXHIBIT 2- MARKET BASKET PRICING SHEET (Page 105)

REMOVE the following:

Proposers should price the market basket using prices as of October 2nd, 2018.

Prices proposed should be held firm for the school year. If firm fixed pricing is not possible, or would result in higher costs to participating public agencies, please propose an alternate method of managing price changes.

REPLACE with the following:

Please explain how you will manage prices on an ongoing basis to keep costs as low as possible for FCPS and Participating Public Agencies.

C. Section 3: 3.1 TECHNICAL PROPOSAL (Page 24)

REMOVE the following:

TAB F- SUPPLIER INFORMATION

- a. Completed and signed Supplier Worksheet for National Program Consideration.
(Ref . page 58)
- b. Completed Section 5: Supplier Information (Ref. pages 45-51)

REPLACE with the following:

TAB F- SUPPLIER INFORMATION

- a. Completed and signed Supplier Worksheet for National Program Consideration.
(Ref. page 56)
- b. Completed Section 5: Supplier Information (Ref. pages 43-49)

This Addendum includes the following attachment:

- a. Pre-Proposal Attendance Roster (1 page)

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

Sincerely,

Shane Ryberg

Shane Ryberg
Purchasing Agent

SR/ab

pc: Robert Kelly, Senior Manager Food and Nutrition Services
Alexis Turner, Solicitation Manager, U.S. Communities

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

RFP 19FS1, FOOD PRODUCTS AND DISTRIBUTION FOR K-12 AND OTHER PUBLIC AGENCIES

MEETING DATE/TIME: 11:00 A.M., LOCAL TIME, ON OCTOBER 16, 2018; FOOD SERVICE, 33 TJ DR.

NAME (PLEASE PRINT)	FIRM REPRESENTED (PLEASE PRINT)	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Denny Buda	Co. Name: US Foods WPA Address: PO Box 632 Altoona, PA 16603	4814-330-3376 814-946-1201		denny.buda@usfoods.com
ADAM GAIL	Co. Name: US FOODS WPA Address: P.O. BOX 632 ALTOONA, PA 16603	6832-341-7436 0814-949-8329		ADAM.GAIL@USFOODS.COM
Stacy Lofton	Co. Name: Premier, Inc. Address: 13034 Bullintyne Corp. Pl. Charlotte NC 28277	O/M: 360-609-0076		stacy-lofton@premierinc.com
Chris Robb	Co. Name: U.S. Communities Address: 9711 Washingtonian Blvd, Gaithersburg	571-243-1651		crob6@uscommunities.org
Alexis Turner	Co. Name: US Communities Address: 9711 Washingtonian Blvd.	2146292056		aturner@uscommunities.org
TRACYE FRIEDMAN	Co. Name: Rich Products Address: 1 Robert Richway Buffalo NY	443-519-9453		tfriedman@Rich.com
Kathy Backstrom	Co. Name: Affinity Group Address: Hanover MD	443-577-1200		kbackstrom@infusionsg.com
	Co. Name: Address:			
	Co. Name: Address:			
	Co. Name: Address:			
	Co. Name: Address:			