

April 2, 2019

SOLICITATION ADDENDUM NO. 1
RFP 19-0006
District-Wide Broadline Grocery and Distribution of USDA Foods

THE FOLLOWING CHANGES/ADDITIONS TO THE ABOVE CITED SOLICITATION ARE ANNOUNCED:

This Addendum modifies the Request for Proposal (RFP) document(s) only to the extent indicated herein. All other areas not changed or otherwise modified by this Addendum shall remain in full force and effect. This Addendum is hereby made an integral part of the RFP document. Proposers must be responsive to any requirements of this Addendum as if the requirements were set forth in the RFP. Failure to do so may result in Proposal rejection. See the RFP regarding requests for clarification or change and protests of this Addendum, and the deadlines for the foregoing.

This addendum is to be acknowledged in the space provided on the Proposer Certification Form supplied in the solicitation document. Failure to acknowledge receipt of this addendum may be cause to reject your Proposal.

The closing date **REMAINS UNCHANGED: June 5, 2019 at 2:00 PM Pacific Time**

CHANGES:

1. Section I – Introduction, paragraph 13 added:

PRICE ESCALATION/DE-ESCALATION. This Solicitation requires cost reimbursable monthly pricing with a fixed fee per item (Contractor's mark-up). The fixed fee per item must remain unchanged for the initial Contract term, upon Contract execution through June 30, 2020, and through June 30 of each Contract extension, if any. Per 2 CFR 200.323 (d) the cost plus a percentage of cost must not be used.

- a. Upon receipt of the District's Contract extension (renewal), Contractor may request to increase or decrease the fixed fee (Contractor's mark-up). Increases to the fixed fee must be based on the Consumer Price Index (CPI) for all Urban Consumers for the preceding twelve (12) month period as calculated using the CPI Inflation Calculator located at https://www.bls.gov/data/inflation_calculator.htm, and must be supported by documentation stating the reason for the price increase. The Contractor's fixed fee must remain unchanged through June 30 of each Contract extension, if any.

2. Section II – Statement of Work, paragraph 15 – Delivery Requirements, item I changed as follows (changes ~~struck through~~):

“All dry goods products must be delivered and placed inside dry goods ~~storerooms on a first-in first-out basis.~~”

CLARIFICATIONS:

Clarifications and Questions from March 22, 2019 Pre-Proposal meeting

Question: Where do we electronically submit alternate items?

Answer: Substitute/Equivalent Product Requests must be emailed to contracts@beaverton.k12.or.us.

Question: The Solicitation states Contractor must rotate stock of dry goods first in-last out, but not refrigerated or frozen goods?

Answer: Please see CHANGES above, this requirement has been removed.

Question: The solicitation requests 50% shelf life left on product at delivery, which I can understand, but then you don't want anything to be special order, it has to be stock items. The issue is when there's small quantities, trying to guarantee 50% shelf life and stock items may not necessarily match up. If an item is special order but we can get it within a week time, can we have that time to do that, to get the best shelf life on items that are small quantity items.

Answer: That requirement can be addressed on a case by case basis.

Question: What the average size of the drop sizes? Roughly: Low end, High end?

Answer: There is a wide range of school population, storage capacity, and product need, therefore we do not have a useable average we can provide.

Question: There is a delivery requirement that indicates in your dry goods you want product placed first in, first out. So are you asking that the delivery drivers are rotating the stock. I don't see this verbiage in the refrigerated or frozen requirements.

Answer: Please see CHANGES above, this requirement has been removed.

Question: We don't do NOI invoicing. I know you have commodities that your looking at for NOI. What we do on our end is purchase and then we rebate back through the manufacturer the difference in the diversion to you, is that something that you can be open to?

Answer: We are not currently using NOI value pass through method. Right now, 100% of our items are Fee For Service, so we would be placing the orders for those items, and you would invoice us for the storage at and delivery from your location. The District may be open to other options.

Question: Background checks are required for both routine and backup delivery drivers?
Answer: Background checks are required for all personnel performing services on a District site.

Question: Some schools have twice a week delivery? How many is this?
Answer: Currently ten (10) schools require twice weekly deliveries.

Question: When you decide to buy commodities, is there communication with the distributor during the process, can you give us an idea of what we can be expecting?
Answer: Yes, orders originate in the District's Food Service Management system, which are sent to the processor, and copied to the distributor so the distributor can issue a Receiving PO to the processor, as soon as the processor gives us a projected delivery date. The District attempts to keep orders to a minimum. Orders usually have a two (2) to four (4) week lead time.

Question: What system do you currently use to generate orders?
Answer: Cybersoft PrimeroEdge. The software can generate orders in many different formats, we can send via email or File Transfer Protocol (FTP).

Question: On the frozen commodities. Is there a tally of how many weeks on hand what you are trying to project?
Answer: No less than three (3) to four (4) weeks, depending on the processor's minimum order.

Question: In the Solicitation it says delivery times are 6:00 AM to 2:00 PM, but then it also mentions something about individual schools also have their own time frames?
Answer: There are schools that have a conflict between delivery location and student pick up/drop off. Trucks are NOT allowed to be onsite, fifteen (15) minutes before the start time or end time of these schools. If they are onsite, they will need to find a safe place to wait.

Question: Do you have a list of the sites with delivery conflicts?
Answer: Yes, this is provided in Attachment 1G - Delivery Location Information.

Question: For sites with delivery conflicts, if the truck is in the parking lot delivering before your bell goes off as long as they don't move the truck is it okay for them to stay put.
Answer: Yes.

Question: Clarification of the 6:00 AM to 2:00 PM delivery requirement. Does the driver have to be there and deliver by 2:00 PM, or can they get there by 2:00 PM?
Answer: Deliveries must arrive by 2:00 PM.

Questions received via email

Question: Is this open for DIRECT bid? Can we submit Direct proposals from some of our clients or is this RFP intended to be through Distributors only?

Answer: This Solicitation is intended to be awarded to a single distributor.

-END of Addendum

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