

SOLICITATION ADDENDUM NO. 3
RFP 20-0016
USDA FOODS PROCESSING CHEESE

TO: Proposers

DATE: December 1st, 2020

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

This Addendum modifies or clarifies the Solicitation document(s) only to the extent indicated herein, and in all portions thereof. All other areas not specifically affected by the Addendum shall remain in full force and effect. All Addenda shall be added to and form an integral part of the Solicitation document(s).

Proposer shall acknowledge this Addendum on the Proposer Certification form, included as Attachment A of the original Solicitation document(s). All other terms, conditions, and specifications of the original solicitation remain unchanged.

- I. The closing date remains **January 11, 2021 not later than 2:00 PM Pacific Time.**

THE FOLLOWING IS FOR CLARIFICATION ONLY TO THE ABOVE CITED SOLICITATION AND DOES NOT CHANGE THE GENERAL PRODUCT SPECIFICATIONS:

The deadline for questions concerning the solicitation other than Equivalent Product Request is December 15th, 2020 not later than 4:00 p.m. Please refer to Exhibit 2 for Equivalent Product Request Process and Deadlines.

II. **QUESTIONS / ANSWERS:**

1. **QUESTION:** Are you accepting alternatives for the line items? Are you accepting "or equal" products?

ANSWER: Refer to Section IV Paragraph 2, Proposal Content Requirements.

2. **QUESTION:** Can you clarify the offer format:
The offer format submittal will be emailed, with 4 separate attachments: One complete response in PDF format.
Is this also including or excluding Attachments A-R and the pricing spreadsheet?

ANSWER: The complete response and Attachments A-R in PDF format and the pricing spreadsheet in Microsoft Excel.

3. **QUESTION:** Do you require the SEPDS to be included as part of the proposal? If so, would that be part of the 16 page count?

ANSWER:

- a) Yes, the SEPDS is to be included as part of the proposal.
- b) No, the SEPDS will NOT be counted towards the 16 page count.

4. **QUESTION:** Required Product Information: Can you clarify the Required Product Information for the Bid and Sample/Equivalent Products: Can you confirm two separate Flash Drives need to be submitted?

ANSWER:

- a) Yes, two separate USB Flash Drives must be submitted. Flash Drives with product information for evaluation as part of Equivalent Product Request Process are due no later than December 10th.
- b) First USB Flash Drive is due December 4th - The sample/Equivalent product request form and Nutritional/Ingredients/preparation instructions, and CN label or PFS are to be on a separate flash drive from the bid which requires product information.
- c) Second USB Flash Drive is due January 11th – this will be all products which are being Bid showing the Nutritional/Ingredients/preparation Instructions and CN label or PFS documentation. Excluding the equivalent product form.

5. **QUESTION:** Will you accept electronic signatures.

ANSWER: Yes, all attachments requiring signatures can be electronically signed.

6. **QUESTION:** If you will accept electronic signatures – how do we address Attachment C Affidavit of Non-Collusion/Compliance w/Tax Laws Form? Signature, Notary, Notary Signature

ANSWER: Attachment C will be accepted as a scanned document in PDF format.

7. **QUESTION:** USB for information in order to get a product approved. Does this get sent to the same address as the actual samples?

ANSWER: Yes, USB Flash Drives should be sent in a package separate from the samples. Please see Exhibit 2, Section 3b

8. **QUESTION:** How soon will a manufacturer be notified if their product has been approved in order to either bid or not bid?

ANSWER: A final Price Proposal and Specification form with all approved equivalents added to it will be posted to ORPIN on or before December 18th.

9. **QUESTION:** What days will you be “closed” for the Christmas and the New Year holidays?

ANSWER: The District will be closed December 21st through January 3rd, reopening January 4th. The Contracts@Beaverton.k12.or.us mailbox will be monitored intermittently during this time.

10. **QUESTION:** Section IV, page 15 / iv. Health Inspection Report. Do you only need the audit certificate returned or do you also need the scoring pages?

ANSWER: Only the audit certificate is required.

11. **QUESTION:** Section IV – Additional Remarks page. What are you expecting or needing to have returned on this page?

ANSWER: The Section IV Additional Remarks page of Attachment D Proposer Responsibility Form is to be used if the Proposer has additional remarks to make as part of an answer to a question on the attachment.

12. **QUESTION:** (3) references – do they all need to be from the State of Oregon or can references be used from another State?

ANSWER: References can be from another State.

13. **QUESTION:** USB drive is to be submitted separate from the sample and is to include exactly what? Nutritional Information / CN Label / PFS, Completed Attachment Q Equivalent Product Request Form, Completed Attachment R Equivalent Product Request Sample Label Form?

ANSWER: Please see Exhibit 2, section 1., b. and c.

14. **QUESTION:** USB drive is to be sent to the same address as the samples?

ANSWER: Please see Exhibit 2, section 3.

15. **QUESTION:** Are you taking a walk-in delivery of the samples (drop off by a person)?

ANSWER: Yes, walk in delivery of samples is acceptable. Please follow State mandated COVID-19 requirements relating to wearing an approved face covering and social distancing. Someone is in the office 8:30 to 3:30 Monday thru Friday.

16. **QUESTION:** Is the Completed Attachment R Equivalent Product Request Sample Label Form to be affixed to the sample package?

ANSWER: The completed Attachment R can be affixed to the sample package. Please see Exhibit 2, Section 2d

17. **QUESTION:** Exactly what is to be returned with the sample package if anything?

ANSWER: An Equivalent Product Request form must be affixed to each sample in the package. Please see Exhibit 2, Section 2b

18. **QUESTION:** The ONLY thing inside the box is the samples / NO paperwork?

ANSWER: An Equivalent Product Request form must be affixed to each sample in the package. Please see Exhibit 2, Section 2b

19. **QUESTION:** In regards to your SPECS. If you have a SPEC for an item and I am 1 gram of fat MORE and 20 mg's of Sodium MORE, do I just fill out attachment "Q" to be considered an EQUIVALENT? Or are your SPEC's so tight that if I am slightly more.... I won't be considered?

ANSWER: Please follow the Equivalent Product Request Process to have an item considered as an equivalent. A registered dietitian will compare the calories per serving, fat (g) per serving, sodium and the nutrition facts panel for equivalency to the specified item. This is a subjective evaluation dependent on the education, expertise, and experience of the registered dietitian.

Sincerely,

Larry Pelatt
Purchasing Manager

End of Addendum No. 3, RFP 20-0016