



APRIL 17, 2020

ADDENDUM No. 1 TO ALL OFFERORS:

Request for Proposal to Bid: RFP# 200030 - **NEW EVA BID NO. 572**

Description: Grocery & Non-food Supply Items

RFP Dated: March 25, 2020

For Delivery To: Alexandria City Public Schools (ACPS)

RFP Due: May 4, 2020

**THE RFQ IS HEREBY BEEN MODIFIED AS FOLLOWS:**

- THE RFP HAS BEEN MODIFIED TO INCLUDE ANSWERS TO THE FOLLOWING QUESTIONS PRESENTED BY April 16, 2020.
- THIS SOLICITATION WILL BE PUBLISHED AND RECEIVE RESPONSES EXCLUSIVELY IN EVA. PLEASE VISIT [EVA.VIRGINIA.GOV](http://EVA.VIRGINIA.GOV) FOR ACTIVE SOLICITATIONS AND TO SUBMIT AN ELECTRONIC RESPONSE. The submittals of USBs are no longer required. **NOTE: REGISTRATION IN EVA IS REQUIRED.**

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**Note:** A signed acknowledgment of this addendum should be received at the location indicated on the RFQ either prior to the due date and hour or attached to your response. Signature on this addendum does not substitute for your signature on the original RFQ document. The original RFQ document must be signed.

Best Regards,

Angela Queen, VCA  
Buyer

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Name of Firm/Contractor

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Authorized Signature/Title

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Date

1. Are we able to set up electronic payment?

**Answer: ACPS does not send electronic payments. All payments are made by check.**

2. Do the deliveries have to be made on Monday? Would a Tuesday, Wednesday, or Thursday work?

**Answer: That would work, however, Monday is our preferred day of delivery. By offering pre-dawn drops at many of our sites, we are hoping this would assist vendors in meeting our needs.**

3. Page 9 Under delivery sites mentions pre-dawn deliveries. What is the earliest time we can get in to make a delivery? Is there an option to deliver prior to the dietary staff arriving? (Key Drop)

**Answer: The earliest would be 4:00am., preferably 5:00am**

4. Proposal timeline: All USB flash drive deliveries can only happen May 4 from 10am-3pm to ACPS. Does that mean we can not mail the USB flash drive to arrive prior to May 4th?

**Answer: This solicitation will published and receive responses exclusively in eva. Please visit [eva.virginia.gov](http://eva.virginia.gov) for active solicitations and to submit an electronic response. The submittals of USB are no longer required. NOTE: REGISTRATION IN EVA IS REQUIRED.**

5. Section 8 Selection Process C oral presentation: The bid says It is anticipated that these presentations, if scheduled, may occur the week of October 21, 2019. Can you clarify when they would be scheduled for the 2020/2021 bid?

**Answer: Oral presentations may occur on the week of May 11<sup>th</sup>. Vendors will be notified if required.**

6. What vendor was awarded the 2019 Prime Vendor Grocery and Non Food Supply Items?

**Answer: That information is not available during the bid process.**

7. For alternate items that vary in pack size, do we adjust the pricing extensions to reflect an accurate amount, or will conversions be done by ACPS?

**Answer: If you are offering an alternate item only, please reflect the accurate amount and pricing.**

8. Would you be able to provide the previous bid tabulations?

**Answer: Proposals are not public record for previous bids during the bid process. Request for information will need to be in the form of a FOIA request.**