

## REQUEST FOR PROPOSAL (RFP) ADDENDUM

**Addendum Number:** 001

**Date of Addendum:** April 17, 2023

**Title:** RFP #107-2023-24-001: Prime Vendor Bid

### SCOPE OF ADDENDUM

The RFP is revised as follows with ~~strike-through~~ for deletions and underlining red font for insertions and includes answers to questions asked by Bidders.

## REVISION 1

### P. 7 – II. SCOPE OF PROPOSAL

#### Evaluation Factors – 100 point scale

- **51 Points – Product Specification/Market Basket Analysis\* ~~with Lowest Total Cost~~**
  - Bidder with Lowest Total Cost = 51 points
  - Bidder with Next Lowest Total Cost = 51 points - % higher cost
  - For example:
    - If next Lowest Total Cost is 10% HIGHER, Bidder earns 10% LESS points
    - 51 points – 10% (5.1 points) = 45.9 points
  - NOTE: Items with “No Bid” will be excluded from Market Basket Analysis comparison
  
- **20 points – Product Line Availability**
  - 10 points – Lowest No Bid Items and/or Deviations from Product Specifications, including Missouri NOI and Buy American
    - Bidder with Lowest No-Bid Items and/or Deviations = 10 points
    - Bidder with Next Lowest No-Bid Items and/or Deviations = 10 points - % higher
    - For example:
      - If next Lowest Bid/Deviation is 50% HIGHER, Bidder earns 50% less points
      - 10 points – 50% (5 points) = 5 points
    - NOTE: No points deducted for verified manufacturer discontinued items
  - 10 points – Lowest Special-Order Items
    - Bidder with Lowest Special-Order Items = 10 points
    - Bidder with Next Lowest Special-Order Items = 10 points - % higher

## REVISION 2

### p. 15 – SECTION III, V. PRODUCT SPECIFICATIONS WORKSHEET/MARKET BASKET

For each item listed, the successful Bidder should include the following information on the provided worksheet:

#### Food and Supplies

- **Park Hill Number** – PHSNS ordering system number corresponding to the product
- **Product Description** – Identifies and lists the product name, specifications, and pack size
- **Brand or Equivalent** – Lists the acceptable brand(s) or equivalent brand
- **Manufacturer** – Identifies manufacturer's name
- **Manufacturer Code** – Manufacturer code for the product/brand specified
- **Meets Buy American Standard** – Indicate "yes" if product meets Buy American standard and "no" if it does not
- **Check if Alternate Manufacturer/Product is Proposed** – Place a check mark to indicate alternate bid (*complete only if alternate item is bid*)
- **Proposed Alternate Manufacturer and Manufacture Code** – Indicate alternate product and code being proposed (*complete only if alternate item is bid*)
- **Proposed Alternate Servings Per Case/Pack Size** – Note the correct servings per case/pack size of the alternate bid item (*complete only if alternate item is bid*)
- **SPO** – Check if product specified is considered a special-order (SPO) item
- **Vendor Code** – Indicate vendor number used to identify the product
- **Servings Per Case** – Number of servings per case as indicated by manufacturer
- **Vendor Cost** – Enter vendor cost including freight/laid in cost as defined in Contract Terms
- **Bid Allowance** – Enter any bid allowance to be subtracted from the vendor cost
- **Fixed Fee** – Enter the fixed delivery fee per case
- **Bid Unit Cost** – Vendor Cost minus – Bid Allowance plus + Fixed Fee
- **Estimated Usage** – Number forecasted cases for purchase based on historical data provided by PHSNS
- **Total Cost** – "Bid Unit Cost" multiplied by the forecast cases noted in "Estimated Usage"
- **Notes** - Indicate additional information or notes to be communicated to PHSNS. Manufacturer discontinued items should be noted here as "DISC." Please note corrections to provided data (ie. Missing or Incorrect Servings per Case) here, as well. Indicate "MARKET" for items without guaranteed supplier pricing.

Sum all "Total Cost" extensions to obtain a total bottom line price for this group. **Enter this number on the appropriate line in Section I to indicate a total for "Food and Supplies Bid."**

## REVISION 3

### P. 8 – SECTION III, A. Standard Requirements

5. Any brand name or manufacturer reference used herein is intended to be descriptive and not restrictive. Offers of a reputable manufacturer’s regularly produced product that is substantially equivalent will be considered. PHSD reserves the right to make final decisions as to comparable items. There is no penalty for bidding alternative items if item is listed as “BRAND NAME or equal” on the Product Specification Worksheet. However, PHSD requests cost for both the Brand Name specified and the alternative offered.

## REVISION 4

### p. 11 – SECTION III, O. Price Adjustments

1. This Proposal requests firm annual pricing. However, a midterm cost adjustment with proof of a significant manufacturer increase may be requested.
  - Cost adjustment requests should state the proposed new price changes, provide a copy of the manufacturer’s old and new price list, and a letter/documentation indicating the necessity of the price adjustment, if available.
  - All proposed price adjustments with supporting documentation should be received by the Park Hill School Nutrition Director or designee by the first Monday in December of the contract year.
  - Agreed upon price increases will go into effect for products ordered on or after January 1 of the following year.
  - Price decreases will not require any proof from the manufacturer.
  - Mid-term price adjustments are not available for commodity Net Off Invoice (NOI) items; NOI items shall be firm for the entire term, July 1 through June 30.
  - It is understood that food suppliers commonly do not guarantee pricing on commodity-type items, such as produce, milk, cheese, some meats, etc. These purchased items should be indicated as “MARKET” in the notes section of the Product Specification Worksheet. Price changes will be accepted monthly for items validated as “Market” changes.
    - Bid costing for MARKET items should be as of proposal opening date, May 8, 2023.

## QUESTIONS from BIDDER(S):

### Q1. Can we continue to ask item related questions after the deadline for questions?

- A. Yes, general questions about the specific items listed on the Product Specification Worksheet/Market Basket may be asked after the Clarification Deadline of April 14, 2023. Responses will be posted as ADDENDA to the RFP.

*This addendum will become part of the Request for Proposal (RFP) and acknowledgement of its receipt should be submitted with the RFP Response.*

RESPONDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_