



**Department of Purchasing  
100 N. Main Street, 2<sup>nd</sup> Floor  
Suffolk, VA 23434  
(757) 925-6762**

December 9, 2021

To All Interested Parties:

**Subject: Request for Proposal - Food Truck for Suffolk Public Schools  
Addendum 2**

**QUESTION:** Questions for this RFP are due on Friday, December 10th. The bid is due Tuesday, December 14th. It is stated in the bid that you do not anticipate extending the deadline. If we do not receive answers back on an addendum until the next business day, Monday December 13th, it will be impossible for us to include any changes on the addendum and still have the bid delivered by the deadline of December 14th.

**ANSWER:** Questions are due December 9, 2021 per Addendum 1. Proposal submissions are being requested on Tuesday, December 14, 2021 in order to allow for electronic submissions. The EVA site (state procurement site we use) is shutting off electronic submissions at some point on Wednesday, December 15, 2021. An extension would mean there would be no opportunity for electronic submission. Electronic submissions, due to COVID-19, have been very popular amongst bidders/proposers.

**QUESTION:** It would help us ensure we are supplying you with exactly what you need if the kitchen equipment descriptions were a little more specific.

2a. What size refrigerator is needed, or what items are being stored in there? Do you prefer a reach-in, undercounter, etc?

2b. Additionally, in regards to the "gas flat top grill". Do you want 24", 36", 48", etc?

2c. Regarding the "gas oven", what size is requested? Do you want burners on top of the aforementioned flat top grill?

2d. On the "prep table", are you referring to a cooler prep table, like a sandwich prep, or simply a stainless-steel table to prep food on?

**ANSWER:**

2a. Items being stored: Meats, milk, fresh vegetables. Ideally at 36" refrigerator.

2b. 36" gas grill flat top

2c. 36" gas oven. Either option is fine.

2d. Standard stainless-steel table is fine.

**QUESTION:** On the graphic wrap and design, are you looking for cost for a full wrap graphics design, or simply logos and lettering? Will a graphics file be provided or would we need to design everything?

**ANSWER:** Ideally, yes, however, we will reserve the option to add items to this RFP at a rate that is to be negotiated at a later date. Should the proposer have any ideas to include, they may certainly do so, however, we can design this at another time and be negotiated upon the award of the Request for Proposals.

**CLARIFICATIONS:**

A previous Addendum stated that we are requesting a 24" flat top. If the proposal has already been prepared with that size, Suffolk Public Schools shall accept that proposal and will ask for the additional price should that proposal be selected. An attempt will be made to incorporate the larger sized flat top in order to ensure that the pricing proposals are as equal as possible.

While it is the intent to provide as much information as possible during the RFP process, Suffolk Public Schools will reserve the right to modify the scope based on available funds for this purpose.

This Addendum can be signed before or after the receipt of the proposals if the proposal has already been submitted or mailed.

Addendum 2 Acknowledged:

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Sent by:

Anthony W. Hinds CPPB  
Purchasing Manager

