



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762

May 22, 2020

To All Interested Parties:

**Subject: Addendum #1 - RFQ
Five-Day prepackaged meals (breakfast and lunch)**

Please note the following response to questions received regarding the above Request for Quotes. All available information has been provided.

Question: What is the anticipated order per week?

Answer: 1,650 per week meeting the specifications found in the RFQ. It is anticipated that we will use this for two weeks. However, after the delivery of the items, a IFB may be published to establish a term contract for weekly deliveries until the end of the feeding program.

CLARIFICATION: Suffolk Public Schools will likely order two weeks at a time and based on the quote may purchase more provided that the purchase stays within the confines of the small purchasing regulation and state code (less than \$100,000). Any purchases greater than \$100,000 would require a formal solicitation.

Please email Anthony Hinds at anthonyhinds@spsk12.net if you have any additional questions. As this is an informal solicitation and the quote is due on Wednesday, May 27, 2020, there will be no additional addendums. However, you may still ask a question by email and your answer will be returned to you by email as well.

Addendum 1 Acknowledged:

Date _____

Sent by:

Anthony W. Hinds, CPPB
Purchasing Manager

