

Questions and Answers - Addendum 1

This document is hereby incorporated into the NorCal SN Co-op Request for Proposals CN-2026. Information herein is intended to be consistent with the original text of the RFP, however, in the case of any discrepancy, this addendum shall serve as the controlling document.

Pre-Bid Conference, April 6, 2026, 1:00pm <https://tinyurl.com/yxzjp2jw>

April 8, 2026 was the deadline for submission of questions. Questions were due in writing to the Lead District (email bguyton@tamdistrict.org).

1. If a vendor does not want to submit a proposal on the listed items/item types, but would like to be able to bid on other item types (e.g. equipment, laundry services) for Member Districts, do they need to respond to this Request?
 - A. No, Member Districts will procure equipment and services not listed in the RFP as separate processes. The Co-op requests that Vendors not intending to submit a proposal for the current RFP instead notify the Co-op in writing of this intent.
2. Is each item awarded per line item?
 - A. Yes, awards will be made by item using the scoring rubric (see RFP document). A respondent's score for a particular item will be the composite of their scoring based on Vendor-specific criteria, like ordering process and delivery details, and item-specific criteria, like price and lead time.
Member Districts are allowed to purchase from any awarded vendor. Each member of the Co-op reserves the right to purchase awarded items from any or all approved vendors. Each member will make their own decisions based on their own approved award criteria (e.g. flavor profile, student acceptability, price).
3. What is the difference between "Cup Paper 8oz Hot", "Bowl Paper 8oz Hot", and "Container Paper 8oz Hot"? Is there a difference between a "bowl" and a "soup container"?
 - A. Items named "cup" are specifically for drinking from. Items named "bowl" tend to be squat, shorter than the same sized "container". "Container" is a more generic term that covers both items that would be considered bowls as well as other take-out style vessels.
There is no specific difference between a "bowl" and a "soup container". Different manufacturers might call the same item by either name.
The Co-op uses this generic nomenclature as our way of encouraging competition and allowing Vendors to be the experts in knowing their offerings.

4. Bellevue Union School District has a small delivery window listed in their district profile (8:30a-10a). Is that correct and does it apply for all delivery types?
 - A. The correct delivery window for all delivery types at BUSD sites is 8:30a - 12:30p.
5. Sometimes item prices spike due to weather and other external reasons, particularly for produce. How does the Co-op expect a vendor to handle such market fluctuations and reflect them in pricing?
 - A. The Co-op expects Vendors, as experts in supplying their products, to be able to factor customary market fluctuations into an annualized price to include in their proposal (not including items specifically identified as seasonal). Occasionally there may be extraordinary circumstances that could not be foreseen. In the event of an emergency or Force Majeure situation, Vendor may submit a 30-day notice of price change to the Lead District. Such a temporary price change may lag the market price fluctuation in both onset and conclusion, as agreed in writing by the Lead District.
6. Do Vendors have any protection from Member Districts switching between vendors to get best prices as a regular practice, or as a response to market fluctuations or extreme circumstances?
 - A. Member Districts reserve the right to purchase products covered by this RFP from alternative sources should, during the contract term, the District obtain more favorable pricing from those alternative sources.
 - A. Emergency pricing (see Q&A #5) remains contract pricing for the approved window of emergency. Provided that other bid award criteria (delivery, quality, availability, geographic preference, et cetera) have not changed, a Vendor's approved price variance shall not be considered a change in qualifying criteria.

The Co-op and Member Districts value sustained relationships with our communities and business partners.
7. What is the Co-op's definition of "local"?
 - A. Items grown or produced in California are considered local.
8. How many vendors have we worked with annually per category? How many per category can win a bid?
 - A. The Co-op has awarded bids to 1-3 vendors per delivery category (broadline, produce, paper/plastic). Member districts generally work with only one per category in the current school year. We have no minimum or maximum written into the RFP/Purchase Agreement.
9. Will ordering forecasts be provided on a monthly basis?
 - A. Only the annualized quantities included with the Itemized Bid List are submitted prior to orders being placed. These quantities are subject to change. Individual

Member Districts may work with individual vendors to provide forecasts at their discretion.

10. For each school's delivery preference how much flexibility is there? Can Vendor propose different delivery windows?

A. Delivery windows listed in the Member District Profiles are set. Proposals will be scored based, in part, on the Vendor's ability to adhere to delivery windows as listed.

11. Does a vendor have to service all member districts if they win the bid?

A. All vendors are required to provide the same level of service to all Member Districts.

12. Can a vendor have different delivery minimums per member district?

A. All vendors are required to provide the same level of service to all Member Districts.

13. Can we know who current (2025-26) vendors are and what member pain points are with the current vendors?

A. For the 2025-26 school year, we are contracted with Gold Star Foods, Sysco, Daylight Foods, and Brady IFS.

For the Co-op's values, goals, and expectations, please refer to the RFP document, Purchase Agreement, and Scoring Rubric.

14. Does the Co-op take into consideration small businesses when making bid awards? (Or women-owned, minority-owned, veteran-owned?) Is there a mandate to award a certain portion of our procurement to any of these categories of business, if so, what certification would qualify a vendor as above?

A. Vendor may self-report their ownership and company qualities. This is not a scored criteria. The Co-op does not have any requirement to award any portion of the total procurement using these attributes of respondent businesses. Individual Member Districts may include such characteristics in their individualized award decisions.

15. What is the lead time between contract award and order fulfillment?

A. Bid award is expected to be approximately six weeks prior to the beginning of the contract term, July 1, 2026. Member districts may need order fulfillment in July 2026, but would not expect the vendor's full catalog to be available. The full catalog, as bid, shall be available for fulfillment in August 2026 for the start of the regular school year.

16. Are Vendors expected to be prepared to supply samples of all items proposed that do not exactly meet the RFP specifications?

- A. While the Co-op reserves the right to request samples of any proposed products that do not strictly meet the specifications in the Itemized Bid List, Vendor should wait to be contacted by the Co-op before arranging any samples.

17. How is the RFP to be submitted?

- A. See page 6 of the RFP, GENERAL INSTRUCTIONS FOR RESPONDENTS. Proposals shall be submitted in digital format. Emailed submissions with attachments may be sent to bguyton@tamdistrict.org.

18. Why are there no item numbers on the Itemized Bid List?

- A. We have intentionally not included manufacturer or vendor item numbers to promote competition.

In attendance for the Pre-Bid Conference Monday, 4/6/26 (not a response requirement)

- Ben Guyton, TUHSD
- Ryan Farman, Supply Master
- Sharon Lu, Vegan Distribution
- Eric Bergman, Marin-Sonoma Produce
- Chris Kouretas, Daylight Foods
- Peter Woods, Gold Star Foods