



***GARLAND INDEPENDENT SCHOOL DISTRICT***

**PURCHASING DEPARTMENT**

*501 S. Jupiter  
Garland, Texas 75042*

**February 10, 2023**

**ADDENDUM 1, RFP #17-24 (72540)**

**Refrigerated and Frozen Foods for Student Nutrition Services (SNS)**

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addendum may be used as an evaluated factor.

**QUESTION:**

Will e-signatures be accepted if submitting the bid online?

**RESPONSE:**

Yes

**QUESTION:**

Are Insurance documents required to be submitted with the bid?

**RESPONSE:**

Yes

**QUESTION:**

The General Specification Attachment has 22/23 dates. Please confirm if Garland will be provide an updated 23/24 copy or should vendors initial the outdated copy?

**RESPONSE:**

This is for 23-24 school year.

**QUESTION:**

Does this bid apply to Fundraising (Cookie Dough / Desserts)?

**RESPONSE:**

No

**QUESTION:**

Are electronic signatures accepted?

**RESPONSE:**

Yes

**QUESTION:**

General Specifications PDF

- a. The Bid Period is stated as July 1, 2022 through June 30, 2023. Is this correct? If not, what is the correct bid period?

**RESPONSE:**

July 1, 2023 through June 30, 2024

**QUESTION:**

Required Forms – is this the correct form? Page, 10 the Assignment Form lists RFP#17-23.

**RESPONSE:**

Yes, it will be for #17-24

**QUESTION:**

Samples – are full case samples required or can we provide a certain number of servings? Will the school be closed any time between now and sample due date?

**RESPONSE:**

Full cases are required for a thorough evaluation of the product and case. We will consider partial, properly labeled cases or bags for evaluation. There are not any district closures from now until the due date.

**QUESTION:**

If we are submitting through the school's Oracle website, do we still need to send in a hard copy? The email and attachments from the school indicate we can submit online through Oracle but the bid documents contain information for a hard copy submittal.

**RESPONSE:**

No

**QUESTION:**

Item #68 are you sourcing a 1 or 2 GE?

**RESPONSE:**

We will consider a 1 or 2 GE item, but would prefer a 2 GE item

**QUESTION:**

Are you requiring one paper copy and a copy on a USB IN ADDITION to the ORACLE electronic submission?

**RESPONSE:**

No, unless responding via hard copy

**QUESTION:**

We have an additional question for line item 91, what type of pricing are you requesting?

**RESPONSE:**

Bid price should be per case

**QUESTION:**

Submission of Proposals: As stated within the first few pages of the documentation, is this proposal required to be submitted via hard copy through the mail or will electronic submissions through the Oracle iSourcing module be accepted as they've been completed historically?

**RESPONSE:**

No, electronic submissions are accepted.

**QUESTION:**

Electronic Signatures: The individual that has legal authorization to bind our company has the ability to sign using a scanned version of their physical signature. Is this type of electronic signature acceptable?

**RESPONSE:**

Yes

**QUESTION:**

Page 6 – 1.2.9 Price Escalation Provisions: Region 10 (R10MRPC) is referenced numerous times within this section; can you confirm if this is an error or is Garland a member of Region 10?

**RESPONSE:**

This is an error. It should have read “Garland ISD”

**QUESTION:**

Could you please confirm when samples are requested back? Under the RFP Template pdf, the ask is to have them back by February 28<sup>th</sup>, however the General specifications pdf, under K. Qualification of Products & the Sample log it asks to have them back on or before the bid opening date which is February 21<sup>st</sup>, unless the due date has been changed?

**RESPONSE:**

Samples are due no later than Tuesday, February 28<sup>th</sup>.

**QUESTION:**

Bid Period: Could you clarify/ confirm if this is for the 23-24 SY?

**RESPONSE:**

Yes

**QUESTION:**

Bid Award: Since it states that “USDA purchasing trends and available funds may affect the award” - Is pricing reviewed off of commodities or is this a commercial bid?

**RESPONSE:**

This is a commercial bid.

**QUESTION:**

Specifications for Products: States that “Product to be received from USDA and processed for the 2022-2023 school year”; can you confirm the school year this is for?

**RESPONSE:**

2023-2024

**QUESTION:**

Does this bid include fundraising services?

**RESPONSE:**

No

**QUESTION:**

There are conflicting dates in the bid documents regarding when samples are due. The RFP template lists 2/28/23 deadline and the General Specifications document lists samples delivered on or before the open date. Will you please confirm the date that samples are due?

**RESPONSE:**

Samples are due no later than Tuesday, February 28<sup>th</sup>.

**QUESTION:**

Will you accept less than full cases of samples? If so, will you accept 10-15 servings of each item?

**RESPONSE:**

Full cases are required for a thorough evaluation of the product and case. We will consider partial, properly labeled cases or bags for evaluation. There are not any district closures from now until the due date.

**QUESTION:**

“Certification for Criminal History Check” is found twice in the Required Forms pdf.

Do you want the proposer to fill out this form twice?

**RESPONSE:**

No

**QUESTION:**

Can we upload the main bid required documents as they come but have different dates when signed?

**RESPONSE:**

As long documents are submitted by the deadline

**QUESTION:**

Is it still the preference of Garland ISD to submit the bid electronically, as stated in past bid documents?

**RESPONSE:**

Yes

**QUESTION:**

Are hard copies required of the bid documents or pricing?

**RESPONSE:**

No, if you are responding through iSourcing/iSupplier

**QUESTION:**

If the bid is submitted in iSupplier/iSourcing electronically are hard copies of any bid documents or pricing required?

**RESPONSE:**

No, unless you respond by hard copy

**QUESTION:**

If I don't want to bid a certain line item, do I leave the line item as is "blank"?

**RESPONSE:**

Yes

**QUESTION:**

We are not able to bid at this time and would like to remain on the bid mailing list. Is there a "NO BID" form in the bid packet to submit? I don't see one in the bid packet.

**RESPONSE:**

A vendor is not required to submit a response

**QUESTION:**

Can you please advise why is the Red Icon on the line item if not bidding that specific line item?

**RESPONSE:**

This sounds like a technical question, contact the main line

*Mayte R. Martinez*  
Mayte R. Martinez  
Assistant Director of Purchasing

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Company Name

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Address

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City

State

Zip

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Signature

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Title