



***GARLAND INDEPENDENT SCHOOL DISTRICT***

**PURCHASING DEPARTMENT**

*501 S. Jupiter  
Garland, Texas 75042*

**April 3, 2025**

**ADDENDUM 1, RFP #9-26 (139579)**

**Disposable Products 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.

**1. QUESTION:**

Is it required to have Label Stickers on the samples or can you accept a printed version 8x11? Or, are both not necessary?

**RESPONSE:**

As long as all required information is provided, with the samples. The information must be included with the samples.

**2. QUESTION:**

Lines 54, 55, 56, 67 Soufflé Cups & Lids: Could you confirm the annual usages on these items. These quantities are much higher than previous bid in 2024-2025.

**RESPONSE:**

Since we changed the UOM from package to case, then our estimated quantities for these lines will be less than what we estimated. Our annual usage for these lines will be about 200-250 cases of each.

**3. QUESTION:**

Would it be possible to amend the number of samples in the higher value category?

**RESPONSE:**

Yes, we can accept smaller quantities for samples as long as they are properly labeled.

**4. QUESTION:**

Are samples required on items where a vendor bids the exact manufacturer and item requested?

**RESPONSE:**

As long as we have a sample for the product that is bid, then one sample is necessary. No need to send duplicates if bidding on the same exact item.

**5. QUESTION:**

Can you give me a list of lines that require samples?

**RESPONSE:**

All lines require samples, but we can accept smaller quantities for samples as long as they are properly labeled.

**6. QUESTION:**

Are all lines requiring a sample?

**RESPONSE:**

All lines require samples, but we can accept smaller quantities for samples as long as they are properly labeled.

**7. QUESTION:**

Do you want spec sheets only when alternate items are used?

**RESPONSE:**

The sample must be delivered marked with the brand, product code, print out of label, contact name and phone number.

**8. QUESTION:**

If bidding more than one item per line, can we add these to a separate page and submit with the deviations?

**RESPONSE:**

Please include any alternates/deviations on the Compliance Form.

**9. QUESTION:**

If a vendor/manufacture is bidding on an item that will be bid by more than one of the participating distributors, is it okay for that manufacturer to reference the participating distributors as opposed to sending samples of the same item for every distributor?

**RESPONSE:**

As long as we have a sample for the product that is bid, then one sample is necessary. No need to send duplicates if bidding on the same exact item.

**10. QUESTION:**

Also, if a manufacturer is bidding an item that is currently being used or has been used in the past does Garland ISD need to see a sample of new sample of that item?

**RESPONSE:**

All lines require samples, but we can accept smaller quantities for samples as long as they are properly labeled.

**11. QUESTION:**

If we are the current vendor for an item, do we still need to submit samples for the item?

**RESPONSE:**

All lines require samples, but we can accept smaller quantities for samples as long as they are properly labeled.

**12. QUESTION:**

Is it required to have Label Stickers on the samples or can you accept a printed version 8x11?

**RESPONSE:**

As long as all required information is provided, then you may submit either a label or other printed version with the samples. The information must be included with the samples.

**13. QUESTION:**

If we were awarded the item on the last bid, is a sample still required?

**RESPONSE:**

All lines require samples, but we can accept smaller quantities for samples as long as they are properly labeled.

  
 Mayte R. Martinez  
 Assistant Director of Purchasing

---

Company Name

---

Address

---

City

State

Zip

---

Signature

---

Title