



San Ramon Valley Unified School District

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May 16, 2016

Addendum/Clarification No. 1 **Item Bid: FRESH PRODUCE PRODUCTS** **RFB# 681**

The following clarifications, changes, additions, deletions and corrections hereinafter set forth shall apply to the Bid Documents for this project and shall be made a part thereof and subject to all the requirements thereof, as if originally specified and/or shown.

QUESTION 1:

Do we have to supply a full case (master unit) of each item we are bidding on? If no, what is the minimum amount we can provide?

ANSWER:

5# bag increments are sufficient

QUESTION 2:

Is there a standard format requirement for the "sample label" beside the basic info and product of origin info that is needed?

ANSWER:

IF REQUESTED, Bidders must provide samples of items. ALL SAMPLES MUST BE IDENTIFIED WITH LABEL ALONG WITH THE CORRESPONDING ITEM #.

QUESTION 3:

Given that produce market price fluctuates on a weekly basis, the prices quoted that we will be providing for this IFB, what happen after the 120 days period, if the price changes either increase or decrease?

ANSWER:

Unless there are circumstances of Mother Nature that are beyond the control of the distributor, the prices submitted are to be firm unless 30 day advanced notice is provided.

QUESTION 4:

In the event that any prices quoted change after the contract has been awarded and that we've submitted our 30 days notice of price change, if the new price is not acceptable, are we going to be terminated from service?

ANSWER:

No, a determination would be made if we will continue ordering at that price level. If it is beyond our cost perimeters, we will no longer order that item until the price goes down to a reasonable level.

QUESTION 5:

How is the purchase order being submitted from your end? Are there any special software or platform needed from the supplier end to exchange communication from the order processing aspect?

ANSWER:

A District issued purchase order will be mailed/Emailed or otherwise furnished to the successful bidder within time for acceptance specified, results in a binding contract without further action by either party.

QUESTION 6:

In the event that we are running short or out of stock of an item(s), what is the protocol for offering "substitute" item?

ANSWER:

SUBSTITUTIONS and DEVIATIONS

The San Ramon Valley Unified School District CHILD NUTRITION Department will not accept any substitutes or deviations after items(s) have been awarded as specified, unless such substitutions are deemed to be in the best interest of the District, and unless prior agreements have been reached and reduced to writing regarding such substitutions. Substituting without the prior approval of the San Ramon Valley Unified School District CHILD NUTRITION Department will constitute a breach of contract by the vendor which may result in the initiation of actions in terminating the contract, and may jeopardize any future business from the San Ramon Valley Unified School District CHILD NUTRITION Department.

QUESTION 7:

What is the earliest time window for delivery for each and / or all locations?

ANSWER:

CENTRAL KITCHEN and SITE DELIVERIES

5:00 am for the Central Kitchen or 5:30 – 6:00am depending on the staff hours at the other school sites.

WAREHOUSE DELIVERIES

If specific items are to be delivered to the District Warehouse, warehouse deliveries require delivery appointments. Normal Warehouse hours are 7:00 am – 3:30pm

CLARIFICATION 8

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SAMPLES ARE REQUIRED FOR EVALUATION OF OFFERING *TO BE FURNISHED ONLY UPON REQUEST OF THE DIRECTOR OF CHILD NUTRITION.*

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SAMPLES

*If requested, a clearly marked sample must be furnished, on the quoted product. Bidders must provide samples of all requested items listed on the bid sheet. ALL SAMPLES MUST BE IDENTIFIED WITH LABEL ALONG WITH THE CORRESPONDING ITEM #. Samples must accompany bid response on the same date and time of the bid due date. Samples, **when requested** shall be provided free of charge to the District.*

End of Addendum

When submitting your bid, please be sure to acknowledge the receipt of all addenda on the form of proposal.

A handwritten signature in black ink, reading "J. Gacusan". The signature is written in a cursive style with a large initial "J".

Jasmine R. Gacusan, CPPO
Director of Purchasing,
Duplicating & Warehouse