

Request for Information No. 1

Bid No. 20/21-01NS, South Orange County Purchasing Group – Processed Commodity, Commercial, Snack & Beverage Products

June 2, 2020

Response to Contractors' Questions

- 1.1 Question: "It states that if we are a Corporation we need to have a Corp Seal stamped. With the pandemic that is happening all of us are working from home and the seal is kept with our Legal Department in our Corp office in Houston. Is this something that can be added at a later time?"

Answer: Yes.

- 1.2 Question: "For Signatures it is asking for President and Secretary. Can this be the President and CFO for our Local Operating Company at Sysco Riverside?"

Answer: Yes.

- 1.3 Question: "And just to Clarify all pages marked "Sample" need not to be filled out prior to the award?"

Answer: Correct; the pages marked "Sample" can also be confirmed by reviewing page 2 'Required Documents' and page 3 'Table of Contents'. District will notify awarding bidders after approval of the award(s) with the necessary documents.

- 1.4 Question: "Are the delivery locations and frequency negotiable?"

Answer: No.

- 1.5 Question: "Samples and Spec Sheets are not required for any of the items correct?"

Answer: Correct, samples and spec sheets are not required.

- 1.6 Question: "I wanted to make sure that all districts in this bid are part of the Super Coop for Commodity Bidding purposes."

Answer: Yes, all Districts are part of the Super Coop.

- 1.7 Question: "To confirm the information that is due and expected by June 8th no later than 11am we need to submit Bid form which is pages 15-21, non-collusion declaration page 22, certificate of primary participation regarding debarment, suspension and other responsibility matters page 23, Appendix C, & Box Waters W-9 – the only form that needs to be submitted on the thumb drive is appendix C correct? or does the bid & W9 need to be on the drive as well?"

Answer: Bidders should reference page 2 'Required Documents' for the documents that must be submitted by the deadline and as per the instructions in the Information for Bidders. The bidder's

entire submittal must be on the memory stick/thumb drive in PDF format, however, Appendix C – Pricing Sheet should be in excel format as well.

- 1.8 Question: “On pages 25 – 37 you provided sample agreements are we able to provide our own internal forms for the following:
- a. tobacco use policy pg 31,
 - b. workers compensation certificate page 32,
 - c. Drug free workplace certificate page 33-34 &
 - d. criminal records check page 36

or do we have the ability to replicate the sample agreement provided, if so can you please provide the forms without the sample written in the background?”

Answer: No, the documents that will be required will be provided by the District. Bidders cannot use their own contract documents.

- 1.9 Question: “Page 13 Sections 27 & 30 Piggyback clause / public information & Page 18 Pursuant to public contract code section 16 it mentions the fact that the bid can be made public unless a separate form is submitted, how do we go about submitting our pricing so that this is not made public information?”

Answer: This is a public bid, therefore, pricing is not considered confidential information.

- 1.10 Question: “On pages 25 – 34 (Sample agreement) since Boxed Water is entering the agreement with IUSD, but will be using a 3rd party distributor do we need to have our Distributor sign off on any of the requested information or how do we communicate that we are not directly delivering our products.”

Answer: Boxed Water will be required to enter into an Agreement with the District, if they are awarded a contract.

- 1.11 Question: “Can I also get an estimated order size for each of the delivery sites so I can determine what they deliveries would look like?”

Answer: Please refer to the Bid Form and Appendix C – Pricing Sheet for proper submission of the bid.

- 1.12 Question: “Number of cases on average?”

Answer: Please refer to the Bid Form and Appendix C – Pricing Sheet for proper submission of the bid.

- 1.13 Question: “We would need to know if there is any possibility of a key at some of these location? For doing night drops?”

Answer: Districts that allow night drops will provide a key to awarded bidder(s).

1.14 Question: “Also we would need to know what size trailer would fit at each location?”

Answer: Districts can accommodate up to a 48ft semi-truck.

1.15 Question: “When bid is dropped off at IUSD Purchasing Department, will a proof of delivery be provided?”

Answer: No.

1.16 Question: “Due to COVID-19, what are the plans for new school year (Fall) – virtual or in-person? Can you provide insights on what measures will need to be taken regarding meals on campuses?”

Answer: The Districts will follow the Federal, State and Local Health Care guidance and orders.

1.17 Question: “If we have “like” products to those listed on the Appendix C – Pricing Sheet, what is the process to add/present?”

Answer: District is not accepting alternate products. Reference Information for Bidders No. 17 and Appendix A – Scope of Work/General Conditions Nos. 4 and 5 specifically.

1.18 Question: “In Appendix B (page 45), TUSD – Pioneer Middle School delivery expectations state daily deliveries. Does this apply to beverages as well if we are delivering to all sites separately?”

Answer: Bidders should reference Appendix B – District Information & Delivery Sites.

1.19 Question: “Is there an option for “beverage exclusivity?”

Answer: No.

1.20 Question: “Do you need nutritional information of products offered?”

Answer: No.

1.21 Question: “Are there any equipment needs at any sites (i.e. coolers, vending machines, etc)?”

Answer: No.

1.22 Question: Can we bid alternate items? If yes, how would you like us to proceed on the spread sheet? What would the process be for providing the alternate items.”

Answer: Please see Answer 1.17 above.