



***GARLAND INDEPENDENT SCHOOL DISTRICT***

**PURCHASING DEPARTMENT**

*501 S. Jupiter  
Garland, Texas 75042*

**February 24, 2023**

**ADDENDUM 1, RFP #10-24 (72541)**

**Dry and Staple 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 1:**

- 1.Are electronic signatures accepted?
- 2.Are we able to submit the bid electronically through the Oracle website?
- 3.RFP Template PDF, section 1.2.9 and 1.2.10 references Region 10 multiple times. Is Garland ISD part of Region 10 Coop?
- 4.Do you require a form 1295?
- 5.Do you require a Certificate of Insurance? If so, what is the certificate holder address?
- 6.Do you want a copy of our W9 uploaded as well?

**RESPONSE 1:**

- 1.Yes, electronic signatures are accepted.
- 2.Yes, you may submit the bid through iSourcing.
- 3.No, this is for Garland ISD.
- 4.Yes, we require HB 1295.
- 5.Yes, we require Certificate of Insurance, the certificate holder address is 501 S. Jupiter Garland, Texas 75042.
- 6.Yes, please upload a copy of your W9.

**QUESTION 2:**

From the line, product category selection, in the iSourcing page, I do not see any selection that will be a good fit for our less sodium orange sauce. If you could let me know what I can do at this point that would be great.

The second question is regarding the **Minimum order weight and Minimum order quantity** from creating the quote. Since the price and quantity that we suggested is for a mix & match for the minimum order quantity, would you suggest inputting the quote value as 0001, and leave a note to the buyer of our minimum order weight and quantity.

**RESPONSE 2:**

Product category selection should be Dry and Staple Foods. If you do not see a specific line for your product, please enter under a similar type of product.

Please note minimum order weight and minimum order quantity for total amount of weight and/or cases for each order.

**QUESTION 3:**

- Are we able to provide less than a full case sample?
- On the Sample Log, Quantity per case column. Do you want us to list the case pack or the amounts of samples we are providing (if we are submitting less than a full case sample)?

**RESPONSE 3:**

Full cases are required, however, if less than full cases are submitted, each bag/package must be labeled with your official label and please provide a picture and description of boxes.

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

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Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title