



***GARLAND INDEPENDENT SCHOOL DISTRICT***

**PURCHASING DEPARTMENT**

*501 S. Jupiter  
Garland, Texas 75042*

**November 17, 2023**

**ADDENDUM 1, RFP #141-25 (101552)**

**Commodity Processing 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:**

Page 17, section 3.23 Oracle Bulk Load Catalogs.

The link does not work, says page can't be found. Is there an example you can provide? It indicates that that catalog can be emailed?

**RESPONSE:**

The below link is the correct one that will take you to the instructions for completing Bulk Loading and to the Excel spreadsheet.

<https://garlandisd.net/connect/how-do-business-us>

**2. QUESTION:**

Page 18, Fingerprinting Requirements, section 3.25. Does this pertain to the vendor or common carrier?

All Suppliers must: Follow instructions on the FAST Pass to arrange an appointment for employees to be fingerprinted. Employers may select the most convenient location to their zip code.

**RESPONSE:**

Section 3.25 Fingerprinting Requirement would pertain to either the vendor or common carrier depending on the situation.

**3.25. FINGERPRINTING REQUIREMENT**

Suppliers who will only deliver but not enter a school building to perform services, will be required to complete and submit the **CERTIFICATION FOR CRIMINAL HISTORY CHECK FORM** only prior to beginning services.

Suppliers who will deliver and enter a school building to perform services, will be required to complete the Criminal History Check process described below, prior to beginning services should be completed and returned after all personnel have been fingerprinted.

**Criminal History Checks**

During the term of this agreement, the firm's employees have the potential to have continuing duties and direct contact with students. Subsequently, the supplier is responsible for complying with Texas Education Code § 22.0834. Supplier may not commence work until all employees have been approved by the Purchasing Department.

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At a minimum, the company recommended for award shall:

Obtain required criminal history record information, through the Department of Public Safety's Fingerprint-based Applicant Clearinghouse of Texas (FACT), regarding its employees assigned to work GISD premises. The following steps should be followed to complete the process:

**All Suppliers must:**

Follow instructions on the FAST Pass to arrange an appointment for employees to be fingerprinted. Employers may select the most convenient location to their zip code.

3. **QUESTION:**

Can the vendor bid only on the commercial estimated quantity products?

**RESPONSE:**

Please bid the commercial product on both lines.

4. **QUESTION:**

I have not done a commodity bid before and have more questions regarding the details on how to provide pricing and on other sections from the bid.

Would it be better to have a phone meeting or should everything be in writing? Thank you

**RESPONSE:**

Please contact our iSupplier Administrator, Angie Anzaldua at 972-487-3009 or email her at

[Bids@garlandisd.net](mailto:Bids@garlandisd.net) to assist with iSourcing navigation.

5. **QUESTION:**

Are electronic signature accepted?

**RESPONSE:**

Yes, electronic signatures are accepted.

6. **QUESTION:**

Is bidding Commercial a requirement or if we can bid just Commodity if we don't have an equivalent in commercial?

**RESPONSE:**

Please bid the commodity product on both lines. Please include commodity pricing for the commodity line and non-commodity pricing for the commercial line.

7. **QUESTION:** Will Garland ISD accept Commodity Processed American Cheese 100036 in lieu of 110242 & 110244 items per the bid?

**RESPONSE:**

We will consider bid items that deviate from the specification.

8. **QUESTION:**

The bid states full cases of samples are required. Will Garland ISD accept less than full cases? If so, how many servings can be submitted in lieu of a full case?

**RESPONSE:**

Yes, we will accept partial cases. The packages need to be properly labeled and include all required documents. The number of servings provided need to be sufficient for effective testing for the evaluation committee.

9. **QUESTION:**

Page 17- #3.23. Oracle Bulk Load Catalogs - Garland ISD requires the suppliers to provide price list and catalogs. Providing a price list only will that suffice? If not, exactly what is needed for a catalog?

**RESPONSE:**

The below link is the correct one that will take you to the instructions for completing Bulk Loading and to the Excel spreadsheet.

<https://garlandisd.net/connect/how-do-business-us>

10. **QUESTION:**

Page 17- #3.23. Oracle Bulk Load Catalogs - GISD Purchasing website for the "Instructions for completing Oracle Bulk Load Catalog" and Excel Price List, does not exist when you log on. Will it be available on the website soon or in another format?

**RESPONSE:**

The below link is the correct one that will take you to the instructions for completing Bulk Loading and to the Excel spreadsheet.

<https://garlandisd.net/connect/how-do-business-us>

**11. QUESTION:**

On Line 97: Chicken & Cheese Tamales are listed. Would Garland ISD accept a bid for this item with chicken drawdown instead of cheese?

**RESPONSE:**

Yes, we will consider bid items that deviate from the specification.

**12. QUESTION:**

On page 17-18 under section 3.23 pricelists, will an Excel spreadsheet be acceptable?

**RESPONSE:**

The below link is the correct one that will take you to the instructions for completing Bulk Loading and to the Excel spreadsheet.

<https://garlandisd.net/connect/how-do-business-us>

**13. QUESTION:**

Please confirm that the forms that need to be attached are as followed:

HACCP

Recall

CN or PFS/MMA Statement (SNS)

Commodity calculators (SNS)

Buy American Forms (SNS)

State licenses????

**RESPONSE:**

Yes, please include all of the mentioned forms and any other requests on this solicitation.

**14. QUESTION:**

Is the form 1295 required to submit with the RFP or when one is awarded?

**RESPONSE:**

Yes, please submit the HB 1295 Certificate along with your submission.

**15. QUESTION:**

Within the RFP, I'm unable to find a final due date – could you please confirm when this bid/RFP is due?

On the first page it states, "SUBMIT RESPONSE NO LATER THAN THE DATE AND TIME SPECIFIED IN THE SOURCING DOCUMENT.", however I'm unable to find the date and time specified in the document.

**RESPONSE:**

Correct, the due date is not on the RFP, the statement, "SUBMIT RESPONSE NO LATER THAN THE DATE AND TIME SPECIFIED IN THE SOURCING DOCUMENT" is correct, you can find the due date in the sourcing document. This proposal is due no later than 10:30 a.m. CDT, December 5, 2023.

**16. QUESTION:**

Is there any renewal options or is this solely for the term stated?

Section 1.2.8 Term of Contract states, "the term of the contract shall be from July 8, 2024 (or date of award) through June 30, 2025" with no options to renew.

Section A. Proposal Period states, "July 8, 2024, through June 30, 2025" with no options to renew,

**RESPONSE:**

Please refer to section 1.2.8 Terms and Conditions for renewal option information.

**17. QUESTION:**

Can you please confirm if a hard copy needs to be submitted/mailed in addition to an electronic version since different sections of the RFP are contradictory (see below)?

Section 1.1 Submission of Proposals state, "When filing this RFP electronically, do not submit a paper copy, as the electronic version will prevail

Section 1.1.5 Number of Copies state, "YOU MUST SUBMIT A HARDCOPY ORIGINAL. DO NOT SUBMIT AN ELECTRONIC COPY WITHOUT THE HARDCOPY ORIGINAL."

Section 1.1.6 Signed Original state, "Once completed and signed, return your Proposal for to the Garland ISD Purchasing department"

**RESPONSE:**

A hardcopy does not need to be submitted/mailed if you are submitting through sourcing.

**18. QUESTION:**

Section 1.1.6 Signed Original; do we need to send this if we are completing the bid electronically?

**RESPONSE:**

If you are submitting electronically through sourcing, you would disregard Section 1.1.6.

**DELIVERY OF PROPOSAL: (DISREGARD IF SUBMITTING ELECTRONICALLY THROUGH SOURCING)** Delivery of proposals shall be in accordance with the procedures listed. Mark the sealed return envelope in the lower left-hand corner with RFP#, time, and due date. If assistance is required for proposal submission, you may call Purchasing at 972.487.3009 during normal operating hours.

**Proposals submitted via Commercial Carriers (other than USPS) or hand delivered:** Garland ISD Purchasing Department 501 S Jupiter, Garland, Texas 75042. Submission must be received in the Purchasing Department and date/time stamped before the deadline.

Note: Submissions must be sealed and not exceed 14"x10"x5" to use the Purchasing Drop Box

**Proposals submitted via the U. S. Postal Service:**

Garland ISD Purchasing Department P. O. Box 469026, Garland, Texas 75046-9026

Clearly mark all Proposal envelopes as instructed on the front page. Allow sufficient transit time.

Delivery of submission to other Departments within the District is not considered as delivery to the Purchasing Department. The submission must be date/time stamped by Purchasing before the deadline.

**1.1.6. SIGNED ORIGINAL**

Once completed and signed, return your Proposal form to the Garland ISD Purchasing Department (as instructed above).

**19. QUESTION:**

Sample sections - Can you please confirm how many servings or cases will be needed per each sample?

**RESPONSE:**

We will accept partial cases. The packages need to be properly labeled and include all required documents. The number of servings provided need to be sufficient for effective testing for the evaluation committee.

**20. QUESTION:**

Do we need to provide a sample case for BOTH line item numbers for each product? (i.e. 83.01 AND 83.02)

**RESPONSE:**

One sample case will be required. There's no need to send separate cases for .01 and 0.02.

**21. QUESTION:**

Are we able to bid alternate products or can we only bid 1 product per line?

**RESPONSE:**

Yes, alternate bids are accepted. These need to be entered on the deviation form.

**22. QUESTION:**

Per section T. State License in the Commodity Specification.pdf – do we need to include plant license of each individual plant our products are processed at or do you just need the Secretary of State certificate?

**RESPONSE:**

Secretary of State certificate should suffice.

**23. QUESTION:**

If we are submitting electronically via iSource, are there any hardcopy or flash drive requirements?

**RESPONSE:**

No, if you are submitting electronically through sourcing, there are no hardcopy or flash drive requirements.

**24. QUESTION:**

Are electronic signatures accepted?

**RESPONSE:**

Yes, electronic signatures are accepted.

**25. QUESTION:**

If the Manufacturer is direct bidding, do we need to fill out the Assignment of Rights Documentation?

**RESPONSE:**

Please refer to “2. Assignment of Rights Documentation”.

**26. QUESTION:**

Can an item be bid if it is not Commodity processed? Only Commercial available.

**RESPONSE:**

All items need to be available for commodity processing.

**27. QUESTION:**

Can you please confirm that bidders are NOT required to submit a hardcopy bid or USB drive if we are submitting our bid through Oracle?

**RESPONSE:**

If you are submitting your bid through Oracle, you don’t need to submit a hardcopy bid or USB drive.

**28. QUESTION:**

We understand that the bid language states that we must submit full case samples. Will you please consider accepting partial case samples? If so, will you advise on how many servings you require for each product?

**RESPONSE:**

Yes, we will accept partial cases. The packages need to be properly labeled and include all required documents. The number of servings provided need to be sufficient for effective testing for the evaluation committee.

**29. QUESTION:**

If Garland ISD is already purchasing one of the products we intend to bid, are we still required to submit a sample of that product?

**RESPONSE:**

Samples are required for all bids.

**30. QUESTION:**

The pallet height of our products exceeds 50". Most of our products have a pallet height of 68". Will you still be able to accept our products?

**RESPONSE:**

Yes, we will be able to accept the pallets, but we do prefer pallets to be 50” or less in height.

**31. QUESTION:**

Are bidders allowed to submit pricing for additional products? In the past, we've been able to offer additional flavors of items specified in the "Deviations/Compliance Form." If we are allowed to submit pricing for additional flavors, do we also need to submit samples of those additional items?

**RESPONSE:**

Yes, you are allowed to submit additional products on the Deviation/Compliance Form. Samples need to be submitted for any item that is bid.

**32. QUESTION:**

Are you intending to purchase direct or considering on purchasing through distribution?

**RESPONSE:**

The RFP is intended to be a Direct Fee for Service contract.

**33. QUESTION:**

Are you looking for our entire price list or only the line items we intend to bid within this RFP?

**RESPONSE:**

Pricing is required for the line items that are bid on.

**34. QUESTION:**

Who is the E-commerce Specialist we need to contact in order to gain access to Supplier Authoring?

**RESPONSE:**

If you would like to gain access to Supplier Authoring, please contact the Buyer that's on the contract, or email [bids@garlandisd.net](mailto:bids@garlandisd.net) to reach our E-Commerce Specialist.

**35. QUESTION:**

The hyperlink on the RFP PDF for the two forms don't work – could you please provide the pdf document “Instructions for completing Oracle Bulk Load Catalog” and the excel document “Oracle Bulk Load Catalog”?

**RESPONSE:**

The below link is the correct one that will take you to the instructions for completing Bulk Loading and to the Excel spreadsheet.

<https://garlandisd.net/connect/how-do-business-us>

**36. QUESTION:**

If there is a line item that we have a commercial product option, but not a commodity option, are we able to only bid the commercial option? Or do we have to bid both commodity & commercial?

**RESPONSE:**

All items need to be available for commodity processing. You may bid the same item on both lines.

**37. QUESTION:**

If we have more than 1 product option for a line item, how do we bid an additional product option? Or are we only allowed to bid 1 product option per line item?

**RESPONSE:**

Yes, you are allowed to submit additional products on the Deviation/Compliance Form. Samples need to be submitted for any item that is bid.

**38. QUESTION:**

If we are able to supply more than 1 product option per line item, how do we go about providing the product and pricing information for the additional codes?

**RESPONSE:**

Yes, you are allowed to submit additional products on the Deviation/Compliance Form. All required information will need to be on the form. Samples need to be submitted for any item that is bid.

**39. QUESTION:**

Are samples required for the commercial items also?

**RESPONSE:**

One sample case will be required. There's no need to send separate cases for .01 and 0.02. If the commercial item differs from the commodity item, then a sample will be preferred as well.

**40. QUESTION:**

Are samples required for additional product (alternate) items?

**RESPONSE:**

Samples need to be submitted for any item that is bid.

**41. QUESTION:**

If we are unable to login to the Oracle portal, is there another way to submit the bid?

**RESPONSE:**

Please refer to section 1.1 Submission of Proposals and delivery of proposals.

*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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