



***GARLAND INDEPENDENT SCHOOL DISTRICT***

**PURCHASING DEPARTMENT**

*501 S. Jupiter  
Garland, Texas 75042*

**February 13, 2024**

**ADDENDUM 1, RFP #17-25 (108554)**

**Refrigerated and Frozen 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.

**1. QUESTION:**

Are you able to provide a spreadsheet of the line items? I am not able to export to spreadsheet on Oracle.

**RESPONSE:**

You may view the lines by clicking the lines tab once the RFP is accessed in Oracle.

**2. QUESTION:**

I want to make sure I do the sample log correctly. For all sample cases delivered and that I have on the bid need to be on this Sample Log sheet, is that correct? Would it be easier if I just deliver all samples myself?

**RESPONSE:**

All samples provided need to be logged on the sample log. The sample log can be filled out and delivered with the sample cases. Please see Section K. on the General Specifications document. Samples may be delivered directly from the manufacturer or by the sales rep or broker.

**3. QUESTION:**

On the bid Proposal #17-25 (108554) are electronic signatures acceptable?

**RESPONSE:**

Yes, electronic signatures are acceptable.

**4. QUESTION:**

Are we able to supply partial or half cases for this bid? Or are full cases required?

**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.

**5. QUESTION:**

Are Insurance documents required to be submitted with the bid? There's nothing in the terms and conditions that state Insurance needs to be included. However, the Q&A last year stated they needed to be so I just want to confirm.

**RESPONSE:**

Insurance documents can be submitted with the RFP.  
The insurance documents are to be submitted before the award date.

**6. QUESTION:**

First, page 27 in the bid (page 2 of 59) there is a section about credit card purchases. But on the general terms and conditions, it says Garland ISD buys by ACH or Check. How does the Garland Warehouse bid pay their current vendors?

**RESPONSE:****3.4. PAYMENTS VIA ACH**

Garland ISD will make payments via check or ACH. If the awarded supplier prefers ACH payments, the supplier will be required to submit a completed Vendor Direct Deposit Authorization form (contact this email to request the form), along with a bank verification letter to Finance@garlandisd.net Payment will be made within 30 days after the later of, receipt of goods/services and a properly submitted invoice. The district considers an invoice properly submitted when the following conditions are met:

- 3.4.1. Invoice is received at the address indicated on the purchase order
- 3.4.2. Pricing on the invoice matches the price on the purchase order
- 3.4.3. Include a description of the goods or services furnished, the purchase order number, invoice number and any applicable cash discount.
- 3.4.4. Quantities on the invoice do not exceed those specified on the Purchase Order
- 3.4.5. Unique invoice number used for each billing
- 3.4.6. Merchandise has been received

**7. QUESTION:**

On the additional requirements (page 3 & 4 of 6), are test cases pulled at every delivery or do you all check the temperature on the refer truck.

**RESPONSE:**

Yes, cases are pulled to check temperature upon arrival.

**8. QUESTION:**

Usually, one of our products is specified on this bid, our Chow Mein 51% Whole Grain Noodles #00301-6 (see attached specifications).

**RESPONSE:**

Please bid on the applicable line items or similar items.

**9. QUESTION:**

Sample Log: Who should complete and sign the Sample Log? The individual that has legal authorization to bind the company or the sales person that is actually in charge of sending the samples?

**RESPONSE:**

Our specifications do not state specifically who needs to fill out the sample log, but it is required for the sample log to be completed for each bid sample submitted.

**10. QUESTION:**

3.23 Oracle Bulk Load Catalogs – can you please clarify what items are needed on the spreadsheet?

**11. RESPONSE:**

3.23 ORACLE BULK LOAD CATALOGS states: Please refer to the pdf document titled “Instructions for completing Oracle Bulk Load Catalog” and the Excel Spreadsheet/Electronic Price List titled “Oracle Bulk Load Catalog” located at the GISD Purchasing website <https://garlandisd.net/connect/how-do-business-us>. This information should be submitted on a flash drive or CD-ROM with your submittal or via e-mail to [bids@garlandisd.net](mailto:bids@garlandisd.net). There’s also an example of what should be listed on the template.

**12. QUESTION:**

Should we only be including the items we are bidding on, or do you want our entire price list/catalog of 75+ products that the manufacture provides?

**RESPONSE:**

3.23 ORACLE BULK LOAD CATALOGS states: Please refer to the pdf document titled “Instructions for completing Oracle Bulk Load Catalog” and the Excel Spreadsheet/Electronic Price List titled “Oracle Bulk Load Catalog” located at the GISD Purchasing website <https://garlandisd.net/connect/how-do-business-us>. This information should be submitted on a flash drive or CD-ROM with your submittal or via e-mail to [bids@garlandisd.net](mailto:bids@garlandisd.net)

**13. 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.

**14. 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:**

The due date and time can be found on our [website](#) and the information can be found in Sourcing.

**15. 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)?

- a. Section 1.1 Submission of Proposals state, “When filing this RFP electronically, do not submit a paper copy, as the electronic version will prevail
- b. Section 1.1.5 Number of Copies state, “YOU MUST SUBMIT A HARDCOPY ORIGINAL. DO NOT SUBMIT AN ELECTRONIC COPY WITHOUT THE HARDCOPY ORIGINAL.”
- c. Section 1.1.6 Signed Original state, “Once completed and signed, return your Proposal for to the Garland ISD Purchasing department”

**RESPONSE:** If submitting electronically, then submit electronically. If submitting a hard copy then mail it in by the due date and time. Submit one or the other.

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

**16. QUESTION:**

State License in the additional bid requirements section – 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:**

All vendors must be properly licensed to be considered for the bid.

*Mayte R Martinez*  
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 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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Signature

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Title