



***GARLAND INDEPENDENT SCHOOL DISTRICT***

**PURCHASING DEPARTMENT**

*501 S. Jupiter  
Garland, Texas 75042*

**March 5, 2024**

**ADDENDUM 2, RFP #10-25 (110556)**

**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.

**1. QUESTION:**

Can you please advise when Spring break will commence and end? This information is necessary so samples are not sent during that time. Thank you.

**RESPONSE:**

Garland ISD Spring Break is March 11-15.

**2. QUESTION:**

For line items of the 6/#10 cans of fruits where it indicates US preferred. Can you please confirm Garland is currently purchasing all Domestic?

**RESPONSE:**

This question is not applicable to the bid.

**3. QUESTION:**

For Nationally known brands for example cereal General Mills, Kellogg's or Pioneer dry mixes are cases samples required?

**RESPONSE:**

Yes samples are required.

**4. QUESTION:**

Is E- sign, ok?

**RESPONSE:**

Yes. E-sign is allowed.

**5. QUESTION:**

Do you require 1295?

**RESPONSE:**

The following language is in our RFP:

**TEXAS HOUSE BILL 1295, CERTIFICATE OF INTERESTED PARTIES**

If the individual contract/award exceeds \$1,000.000 or goes to the Board of Trustees, the person or entity submitting this proposal must comply with House Bill 1295 which is codified in the Texas Government Code §2252.908 effective January 1, 2016, by submitting a completed and signed Form 1295, Certificate of Interested Parties within 10 days after notification of intent to award. The appropriate form and additional information is available from the Texas Ethics commission at [www.ethics.state.tx.us/index.html](http://www.ethics.state.tx.us/index.html).

**6. QUESTION:**

Do you require a Certificate of Insurance, if so, what is the certificate holder's address?

**RESPONSE:**

Yes, Garland ISD does require a Certificate of Insurance. The certificate holder's address is 501 S. Jupiter Road Garland, Tx 75042.

**7. QUESTION:**

Do you want a copy of our W9 uploaded as well?

**RESPONSE:**

A current copy of your W-9 can be emailed to [Bids@garlandisd.net](mailto:Bids@garlandisd.net). You can also submit it with your RFP.

**8. QUESTION:**

Are full cases required for samples or will you accept partial cases, if partial cases are accepted what is the number of servings you need for testing?

**RESPONSE:**

Yes, we will accept partial cases. Please provide enough servings to be tested by the committee.

**9. QUESTION:**

Are you looking for re-sealable containers for the sauces?

**RESPONSE:**

This is not indicated on the bid line and therefore it is not a requirement.

**10. QUESTION:**

Line 7 States CANNED JUICE SPARKLING, VARIETY FLAVORS, 100% JUICE, 8 OZ CANS. Can we bid a different size?

**RESPONSE:**

Yes, you can bid a different size.

**11. QUESTION:**

Quote Minimum Release Amount - On Line Items, should this be the total dollar amount or number of cases?

**RESPONSE:**

The minimum released amount can be based on either dollars, pounds or cases.

**12. QUESTION:**

Will Garland have a public bid opening?

**RESPONSE:**

No, public bid openings are only required for BIDs.

**13. QUESTION:**

I need to send in samples, however, my samples comes from DOT Foods and not the warehouse. I do not have the ability to include paperwork, only on the invoice. Once I place the order, I can share the conformation email from DOT and also the tracking information once it ships out from DOT Foods.

**RESPONSE:**

Paperwork may be submitted electronically.

**14. QUESTION:**

Is there a particular ounce size you are looking for on the below item lines, and is row 9 for a bowl pack or another package type?

Category	PKG Type	Specs	Description	Line	Item, Rev	Unit	Est Q
JDSERVICE.STAPLES & DRY FOOD	Bowl Pack Sz??	CEREAL, FROSTED FLAKES FLAVOR, BOWL PACK, NO MORE THAN 8 GRAMS SUGAR PER BOWL, 51% WHOLE GRAIN CORN	CEREAL, FROSTED FLAKES	12	037460	Case	
JDSERVICE.STAPLES & DRY FOOD	Bowl Pack Sz??	CEREAL, HONEY GRAHAM FLAVOR, BOWL PACK, LOW SUGAR PREFERED, PRIMARY INGREDIENT MUST BE WHOLE GRAIN WHEAT, NO ARTIFICIAL FLAVORS OR COLORS, NO HIGH FRUCTOSE CORN SYRUP	CEREAL, HONEY GRAHAM FLAVOR	14	037467	Case	
JDSERVICE.STAPLES & DRY FOOD	??	CEREAL, LOWER SUGAR, FRUITY RINGS, WHOLE GRAIN OAT CEREAL, GLUTEN-FREE, NO ARTIFICIAL COLORS OR FLAVORS, NO HIGH FRUCTOSE CORN SYRUP, 9 GRAMS OF SUGAR OR LESS.	CEREAL, LOWER SUGAR, FRUITY RINGS	16	037463	Case	

**RESPONSE:**

Cereal lines should be for 1 oz. grain eq unless otherwise noted.

**15. QUESTION:**

Is this BOTH an electronic and a mail-in submission (hard copies, USB, etc.), or is it a choice of whatever delivery method we use?

**RESPONSE:**

This RFP has the option to do either electronic or a hardcopy mail in. See language below in our RFP:

1.1 Submission of Proposals Although we are legally required to accept paper RFPs, we strongly request that proposers submit this RFP electronically through the Oracle iSourcing module. Please feel free to call us at (972) 487-3009, if you require any assistance with this submittal. Electronic RFP submission eliminates errors, eliminates unnecessary work, and is friendlier to the environment. When filing this RFP electronically, do not submit a paper copy, as the electronic version will prevail. However, in the unlikely event that you do submit a paper RFP, it is imperative that you only submit the hard copy document provided by the Purchasing Department with all of the required fields completed and delivered as instructed below in DELIVERY OF PROPOSAL.

**16. QUESTION:**

Is this bid for a direct shipment, shipped to one location (school or warehouse)?

**RESPONSE:**

Yes, this RFP is for direct shipment to a central warehouse.

**17. QUESTION:**

In the “Compliance Form” (pg. 3) of the ‘Required Forms’ file, what are examples of deviations, i.e., item specs, credit terms, bid contract verbiage?

**RESPONSE:**

List any deviation from our Terms and Conditions. All deviations are specific by vendor.

**18. QUESTION:**

Based on Addendum 1 – the date of March 19th is the NEW bid proposal due date?

**RESPONSE:**

Yes. The new due date for RFP 10-25 Dry and Staple Foods for Student Nutrition Services is now March 19<sup>th</sup>, 2024 at 10:30 AM CDT.

**19. QUESTION:**

How can I find out about taste testing on samples submitted last year, can you advise if they passed taste testing?

**RESPONSE:**

Bids are posted once the evaluation is complete. Please contact [bids@garlandisd.net](mailto:bids@garlandisd.net) for further information.

**20. QUESTION:**

I see that the bid closes on 02/27 at 10:30 AM. In order for our quote to be considered valid won't we need to have samples submitted before then?

**21. RESPONSE:**

This RFP closes March 19, 2024 at 10:30 AM CDT. Bid samples are due March 22, 2024.

**22. QUESTION:**

For line items of the 6/#10 cans fruits where it indicates US preferred. Can you please confirm Garland is currently purchasing all Domestic?

**RESPONSE:**

This question is not applicable to the bid.

**23. QUESTION:**

We're doing the dry goods (we make a peanut-free spread). I couldn't tell from the forms if it wants us to ship directly to the district or if Garland utilizes a distributor.

**RESPONSE:**

You may ship direct or utilize a distributor.

**24. QUESTION:**

One question-- who is the distributor for Garland? This will help us fill out the pricing component, so we can take into account the distributor's margin.

**RESPONSE:**

You may ship direct or utilize a distributor.

**25. QUESTION:**

Since the bid was extended, can you confirm when bid samples need to be delivered?

**RESPONSE:**

Bid samples are due March 22, 2024.

**26. QUESTION:**

Is the address below where I send the product samples?

**RESPONSE:****1.1.4 SUBMITTING SAMPLES**

Samples are required for each item listed in this solicitation. Submit samples to: Food Service Dept, Attention: Nancy Davila, 701 N. First Street, Garland, TX 75040. Each individual sample must be clearly labeled with the bid number, company name, and the bid line item number of the item being submitted. Items for which the required information is not provided may be removed from consideration. Samples are due on or before March 22, 2024.

**27. QUESTION:**

Can you please advise if we can submit multiple brands/manufacturers on line items?  
For example, we have 3 separate manufacturers, all meet the specs but have different pricing.  
Sample tasting I'd assume be determining factor.

**RESPONSE:**

Yes, you may submit multiple brands. Please indicate alternates on the compliance form.

**28. QUESTION:**

Why does Garland insist to have full case samples be sent in every year when other large school districts in Texas wait until after bid opening to determine on which samples are required?

**RESPONSE:**

We will accept partial cases. Please provide enough servings to be tested by the committee.

**29. QUESTION:**

Section F.4 of 'General Specifications' states 'All products proposed must be approved and registered with the Texas Department of Agriculture to be considered'. We are based outside of Texas and are approved by the Dept of Agriculture in our state. Will providing that certification suffice?

**RESPONSE:**

Yes, providing a certification from your state will suffice.

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

\_\_\_\_\_  
Company Name  
  
\_\_\_\_\_  
Address  
  
\_\_\_\_\_  
City                      State                      Zip  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Title