



GARLAND INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT

*501 S. Jupiter
Garland, Texas 75042
972/487-3009*

February 13, 2025

ADDENDUM 2, RFP #17-26 (153591)

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:

Can you tell me what Grain Equivalent your seeking on the line items below?
Line item 35 rolls and Line item 53 loaf.

RESPONSE:

For line 35 rolls, we prefer a 2-grain product. For line 53 loaf, we prefer a 2-grain product, but will consider a 1 grain product.

2. QUESTION:

Is it possible to submit less than full cases of samples for this bid? If so, will you please indicate the number of servings needed?

RESPONSE:

Yes, we will accept less than full cases as long as all samples are properly labeled and enough samples are provided for the evaluation committee. Typically, 15-20 servings is sufficient for the bid evaluation.

3. QUESTION:

Are the samples to be mailed or hand delivered?

RESPONSE:

Sample cases shall be delivered by Friday, February 28, 2025 to the warehouse dock located at 701 North First Street, Garland, TX, 75040. If shipped to our address, please address to Nancy Davila with the address above. Samples must be shipped and placed in a container suitable for shipping and holding items at their proper temperature.

4. QUESTION:

How many samples are required per bid line item?

RESPONSE:

One full case of samples is required of all brands listed on the bid.

5. QUESTION:

If I would like to submit a bid for one bid line item, is the request to submit one single portion sample?

RESPONSE:

One full case of samples is required of all brands listed on the bid.

6. QUESTION:

What are the packaging requirements for the sample?

RESPONSE:

Sample should come from the production line in the case that will be delivered after bid is awarded. The sample must be delivered in an intact case. In the situation that a full case is too large to ship, the box should be opened and broken down and included in the shipping container.

7. QUESTION:

Will email notifications be sent out for purchase order revisions?

RESPONSE:

Yes, email notifications will be sent out for purchase order revisions.

8. QUESTION:

If we prefer to deliver bid line items once awarded vs shipping is that acceptable?

RESPONSE:

Samples are requested for bid evaluation. Full, unopened cases should be delivered to the Garland ISD-Student Nutrition Services Warehouse, between 7:00 a.m. and 1:00 p.m., Monday through Friday. Sample cases shall be delivered by Friday, February 28, 2025 to the warehouse dock located at 701 North First Street, Garland, TX, 75040.

9. QUESTION:

The sample log, you need that one sheet filled out for each item, correct?

RESPONSE:

You may enter all samples delivered onto one sample log.

10. QUESTION:

If I bid the same item for different line items, would you need two full cases or would you only want 1 case to cover both of those line items?

RESPONSE:

You may submit one case to cover both lines as long as it is labeled for both lines.

11. QUESTION:

Lines 27 & 28 -What size and grain contribution size is spec'd

RESPONSE:

For the cookie dough pucks, 1oz is preferred but we would consider 1.5oz. Item must be Smart Snack approved and we do not require a grain contribution minimum.

12. QUESTION:

Line 47 – What is the spec'd, frozen fruit or frozen fruit juice?

RESPONSE:

Line 47 is Frozen fruit juice.

13. QUESTION:

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

RESPONSE:

We will accept less than full cases as long as all samples are properly labeled and enough samples are provided for the evaluation committee. Typically, 15-20 servings is sufficient for the bid evaluation.

14. QUESTION:

Do we need to provide a sample case for BOTH line-item numbers (USDA and non-USDA) for each product? (i.e. 1.01 USDA-P AND 1.02)

RESPONSE:

No. You may submit one case to cover both lines as long as it is labeled for both lines.

15. QUESTION:

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

RESPONSE:

The RFP is due no later than February 25, 2025 by 10:30 a.m.

16. QUESTION:

Section 1.1.13 Proposal Tabulations – when can we expect this to be awarded?

RESPONSE:

The bid tabulation will be post after March 25, 2025.

17. 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:

Secretary of State certificate is sufficient.

18. QUESTION:

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

RESPONSE:

Yes, we accept alternate items for each bid line item. Please include on the Compliance Form.

19. QUESTION:

If allowed to bid alternate products, how do we enter those items? What information is all needed?

RESPONSE:

Yes, we accept alternate items for each bid line item. Please include on the Compliance Form. Please include all required information needed for bid line items.

20. QUESTION:

If allowed to bid alternate products, do we need to submit samples for those items as well?

RESPONSE:

Yes. Samples of alternate products will need to be submitted.

21. QUESTION:

Generally, the Public Information Act requires the release of the confidential commercial or financial information. If pricing is requested to be held confidential, will Garland ISD be required to release this information under the Texas Public Information Act upon request?

RESPONSE:

Garland ISD does not release confidential information to the public.

22. QUESTION:

Was the products Chow Mein Noodles #00301-6 or #00302-3 on the Frozen/Refrigerated Food bid for Garland left out by error?

RESPONSE:

The bid lines are updated each year. Items were not left out by error.

23. QUESTION:

If samples have been supplied last year on certain items are samples required again and are full cases necessary?

RESPONSE:

Samples are required with each bid item. We will accept less than full cases as long as all samples are properly labeled and enough samples are provided for the evaluation committee. Typically, 15-20 servings is sufficient for the bid evaluation.

24. QUESTION:

Can you please confirm full cases are absolutely required for all items on this bid?

RESPONSE:

We will accept less than full cases as long as all samples are properly labeled and enough samples are provided for the evaluation committee. Typically, 15-20 servings is sufficient for the bid evaluation.

25. QUESTION:

Can few bags be provided?

RESPONSE:

We will accept less than full cases as long as all samples are properly labeled and enough samples are provided for the evaluation committee. Typically, 15-20 servings is sufficient for the bid evaluation.

26. QUESTION:

For line item # 3, Green Beans, what is the historical ordering pattern?

RESPONSE:

We order as needed. Typically, this product is ordered via USDA Foods. It is on bid as a back-up to our USDA Food allocations.

27. QUESTION:

For line # 60, breaded okra, what is the historical ordering pattern?

RESPONSE:

We have not ordered this product yet.

28. QUESTION:

Is electronic signature accepted?

RESPONSE:

Yes, Garland ISD accepts electronic signatures.

29. QUESTION:

Is a full case sample needed for each product?

RESPONSE:

We will accept less than full cases as long as all samples are properly labeled and enough samples are provided for the evaluation committee. Typically, 15-20 servings is sufficient for the bid evaluation.

30. QUESTION:

Would we be able to send a set amount of servings?

RESPONSE:

We will accept less than full cases as long as all samples are properly labeled and enough samples are provided for the evaluation committee. Typically, 15-20 servings is sufficient for the bid evaluation.

Mayte R. Martinez

Mayte R. Martinez
Assistant Director of Purchasing

Company Name

Address

City State Zip

Signature

Title