

HAMILTON COUNTY DEPARTMENT OF EDUCATION
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Posted Date: April 20, 2023

Solicitation No.: RFP 23-24

Solicitation Name: Main Food Items For School Nutrition

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases, or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded phrases or sentences represent additions to the original solicitation.

1. **ATTACHMENT:** **NONE**

2. **QUESTIONS/ANSWERS**

1.	Q1 - We are wondering if this bid due in May is also supposed to be for manufacturers to bid directly. Or are you looking for a distributor to participate in this bid?
Answer	A1 - Service of this contract is by a food distributor. Manufacturers should work with distributors to provide pricing for their products. See page # 16

2.	Q2 - Vendor is requesting permission to include a letter concerning unit pricing for the school year 23-24. If permission is granted where would you like this letter to be included, Cost Proposal or Technical Proposal?
Answer	A2 - Unit pricing letter may be included in the Cost Proposal section.

3.	Q3 - Can we include a discount offer in the technical section for price redetermination?
Answer	A3 - Any discounts offer may be considered in the price redetermination question in the technical proposal.

4.	Q4 - When submitting nutritional data sheets, do we need to include hard copies or is the electronic copies via the USB sufficient?
Answer	A4 - The electronic copies of the nutritional data sheets are acceptable and sufficient.
5.	Q5 - On the certificate of insurance, do we need to have Hamilton County Department of Education listed as the “certificate holder”?
Answer	A5 - The Certificate of insurance must have Hamilton County Department of Education, 3074 Hickory Valley Rd. Chattanooga, TN 37421.
6.	Q6 - Can you provide more clarification on what is meant by the “PAGE TABS/SECTION DIVIDERS” on page 24?
Answer	A6 - The RFP must be clearly separate. You can use page tabs or section dividers to separate the Signed forms, Technical proposal, and cost proposal (in a sealed envelope).
7.	Q7 - When I pull up attachment A on the RFP main food items on page 40, it’s the Non-Collusion Affidavit. Are there supposed to be more attachments? In the bid site all I have is the main RFP & the pricing sheet. Please advise.
Answer	A7 - Technical proposal questions are in pages 31, 32 and 33.
8.	Q8 - Is this a DTM bid or a Distributor bid? Martha had told me last month that there would be no applesauce or sliced apples on the commodity bid.
Answer	A8 - This is the School Nutrition Main Commercial Food RFP for food distributors to complete. Manufacturers should work with distributors to provide pricing for their products. See page # 16
9.	Q9 - On page 23 under 2.2 ORDERS, it says, "Vendors must have system that is compatible with Titan software." I am not familiar with that software. If this indeed is a bid for manufacturers, is this a requirement for manufacturers to have in order to compete for this bid?
Answer	A9 - Titan/Linq Software is a menu planning, inventory and POS system for School Nutrition Programs. The vendor must able to receive weekly electronic orders directly from Titan system.

10.	Q10 - (if this bid is for manufacturers) page 24 under 1. PROPOSAL REQUIREMENTS, it mentions the RFP Attachment A: Technical Proposal & Evaluation Guide. Is this attachment a separate document or is this referring to the pages embedded in the Final RFP 23-24 Main Food Items for the School Nutrition Program Document pages 31-33? If it is a separate document, will you please email it?
Answer	A10 - Technical proposal questions are in pages 31, 32 and 33.

11.	Q11 - (if this bid is for manufacturers) page 25 under 3. COST PROPOSAL, it references Attachment B, Cost Proposal & Scoring Guide. I do not see any document titled that. Perhaps you can email it please?
Answer	A11 - Cost Proposal spec sheet is in page 34.

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

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