

**HAMILTON COUNTY DEPARTMENT OF EDUCATION**  
**3074 Hickory Valley Road**  
**Chattanooga, TN 37421**  
**Main Line: (423) 498-7030**  
**Email: [doe\\_purchasing@hcde.org](mailto:doe_purchasing@hcde.org)**

**Posted Date:** February 22, 2023

**Solicitation No.:** Bid 23-22

**Solicitation Name:** Bid 23-22 Commodity Processing For School Nutrition SY 2023-2024

**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.	The bid asks for addendum acknowledgement. Do you anticipate any addendum being released for this bid? If the bid is submitted before an addendum is released, can the addendum acknowledgement be emailed to the school?
<b>Answer</b>	<b>At this time, the only anticipated Addendum is (Addendum 1) providing answers to the questions posed during the Question period. The need for additional Addenda is unknown at this time.</b>  <b>The acknowledgement for a non-material Addendum is allowable to be sent after a bid has been submitted.</b>
2.	When do you anticipate awards will be announced? Where will they be issued?
<b>Answer</b>	<b>The award requires approval by the HCS Board of Education. Page 2 item #7 states the anticipated date to present recommendations will be the School Board meeting on March 16, 2023. This is an estimated date and subject to change.</b>
3.	The bid states that all bids are F.O.B Hamilton County, TN. Can you expand on this?  b. All bids are to be F.O.B. Hamilton County, TN. All responses to this invitation become the property of HCS. Bids/Bids submitted via e-mail or facsimile machine are unacceptable.
<b>Answer</b>	<b>When submitting your solicitation please send it with the address label on Page 36. Do not send it via COD or any other type of monies due. HCS does not accept email or fax copies of solicitations at this time.</b>
4.	The Proposal form asks if E-Commerce is accepted, can you expand on what you mean by this? Is this credit-card payment? ACH Payment?

<b>Answer</b>	<b>EFT and ACH payments reference digital payments. An electronic funds transfer is sending money through an online payment system moving money from one bank to another. This is an option; it is not requirement.</b>
5.	For alternate items, would you like us to manually insert a row for the alternative item or how shall we submit alternate items to bid?
<b>Answer</b>	<b>For alternate items that were approved during the pre-approved process (page 15, # 6), please cross out the existing item code and write the approved item code, then complete the information on the columns A thru H, K and M. Page 15: “only one bid quote per specified item” If the bidder has multiple approved items for the same line item, the bidder is only allowed to bid one per line item.</b>
6.	Which distributor is the state commodity distributor for your geographical area?
<b>Answer</b>	<b>For the School year 2022-2023 is IWC Food Service. That is under a State Contract.</b>
7.	On the Commodity Processing (Excel) Worksheet for SY23-24, there is a delivery cost per case listed of \$3.45 in column L. Is this a vendor participation fee?
<b>Answer</b>	<b>The delivery cost per case is not to be considered on your fee for processing. Column L is the State Distributor fee and it will be used for calculating the total cost of the item per serving. Page 4.</b>
8.	Will the delivery for these products be to one address only or several addresses?
<b>Answer</b>	<b>Products are to be delivered to one location. Page 17, Deliveries must go to the State Commodity Distributor</b>
9.	Pg 24-what do I put for the FNS Grant/Cooperative Agreement
<b>Answer</b>	<b>If your organization is a recipient of any FNS grant/cooperative agreements enter the name and number of the award. If it is not, please enter N/A.</b>
10.	Pg 32-what do I put for the PR/Award Number or Project Name
<b>Answer</b>	<b>Commodity Processing For School Nutrition SY 2023-2024</b>
11.	Which pages need to be included in the returned bid packet? All pages 1-36 and excel bid sheet or just the signature pages 17-36 and excel bid sheet?

<b>Answer</b>	<b>Bidders must include signature pages, product information statements and pricing (excel sheet) printed. Submit and mark an “original bid”, one “copy”, and one “USB Flash Drive” in one sealed envelope.</b>
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12.	For Pre-Approval Requirements statement “Vendor to submit pre-approved equal request with nutrition and crediting information”, what is the crediting information?
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<b>Answer</b>	<b>Crediting information refers to documentation showing how the item meets the meal pattern. This can be a CN Label or product information statement. Additional information can be found on page 14, 1. Requirements for Submitting Bids, under 3).</b>
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13.	On Page 17 of the ITB, #14 asks if we will accept E-commerce payments. Will you please clarify what E-commerce payments are?
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<b>Answer</b>	<b>The District uses Electronic Funds Transfers (EFT/ACH) if the awarded vendor agrees to it. Refer to Answer on Question #4.</b>
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14.	We are finalizing our proposal on the Sy 23-24 Commodity Bid and would like to know if you plan to issue any addendum. Please let us know so that we can acknowledge and include in our submission.
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<b>Answer</b>	<b>Please refer to Question 1.</b>  Also, we plan to send our proposal via UPS overnight early morning delivery. The UPS driver might deliver the package as early as 730 am in the morning. Can you please let me know if there will be anyone in your office that early to receive the package
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<b>Answer</b>	<b>HCS Central Office mailroom receives deliveries as early as 8am EST.</b>
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**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.**

*Debbie Jackson*

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