

**ADDENDUM NUMBER 2
BID NUMBER RFP 24-012**

**PRIME VENDOR 2024-2025 SY
ISSUED: MARCH 6, 2024**

PURCHASING DEPARTMENT
UNIFIED SCHOOL DISTRICT 500
2010 N. 59th STREET, ROOM 370
KANSAS CITY, KANSAS 66104
(913) 551-3200

Note the following changes to the above-mentioned bid. This information is to be taken into consideration when responding to the original bid document.

1. Responses to Bidder Questions:

1.	Should the Prime Vendor bid be upload to the site or delivered to the purchasing office?
KCKPS	Bidders may submit their bids via the Vendor Registry portal, hand-deliver them to the Purchasing Office, or use courier or delivery services like DHL, FedEx, UPS, or similar companies.
2.	Are you requesting audit documents upon award or at bid submission?
KCKPS	Yes. See Section 35 – Evaluation of the Bid, Subsection C (Page 15 of 72), and Section 40 – Bidder Checklist, Subsection 4.

2. Change to Instructions: Instructions for Completion of Market Basket in Addendum 1 issued March 5, 2024, Section 2 is hereby deleted in its entirety and replaced as follows (change shaded/bold):

Instructions for Completion of the Market Basket:

For each item listed, the bidder shall provide the following information:

- A. Brand Name and Product Code or Label of Product
- B. Pack Size
- C. Price/unit is the bidder's inventory price as of **01/01/2024** without mark-up. Price should be stated by case, carton, or bag.
- D. Fixed fee per case (same fee must be applied to all products)
- E. Total Cost is the dollar value based on the bid price per unit + the fixed fee x projected usage.

3. No Other Changes: No other changes or modification are intended by this Addendum. All other terms and conditions of the solicitation remain in effect.

WE HEREBY ACKNOWLEDGE AND UNDERSTAND THE ABOVE NOTED CHANGES TO THE ORIGINAL BID DOCUMENT AND AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS AND AMENDMENTS.

BY: _____ DATE: _____
TITLE: _____ PHONE: _____
FIRM _____