



## Department of Procurement Services

---

3176 Jackson Avenue · Memphis, TN 38112 · (901) 416-5550

### QUESTIONS AND ANSWERS

#### **IFB 06182024MES 2024 - 2025 SY Commercial Food**

1. We are listed as an approved brand on this bid, but the product code listed is an older product code for a jug version; our current sauce is stored in shelf stable pouches. Will SCBE accept pouched sauce for this specification? Would we need to get the correct item approved with a sample, or would this just be updated in an addendum?

**Answer: Please submit a sample even though only the product code has changed. This way we can verify that there has only been a packaging change rather than a product formulation change.**
2. I am writing to inquire about the bid for commercial foods products recently released, specifically on for stock number 1781 - Dry Serv No Nut Spread. We recently had our new replacement item for this line tested at the student testing event this year, and it received a passing score. Could you please advise if there will be a separate bid for this item, or if the current specification can be adjusted to accommodate our new product? Alternatively, is it possible to submit a bid for this item on the existing line despite the current specifications? Would I need to send samples, or would the passing score be sufficient?

**Answer: We are bidding on the Cocoa No Nut Spread again this year. Items that are approved at the food show may or may not appear on the menus the next school year but will be listed as an approved brand when we bid on an item that meets the specification we are looking for. We are currently purchasing the Cocoa No Nut Spread from your company.**
3. Upon reviewing the Shelby County commercial food bid for next school year, I noticed that there weren't a lot of items listed including any meat alternatives except for a crumble and tofu. Is this the complete bid for next school year? I was hoping our plant-based products would still be an option.

**Answer: Presently, we have most of the items that we will be using in the next school year. If we decide later to add some additional items, we will have the opportunity to create another bid.**
4. Regarding the terms of agreement, Page 3 states that the that contract shall begin July 1, 2024- June 30, 2025. By mutual agreement, the SCBE reserves the right to renew the contract. The term of renewal shall not exceed an additional one (1) year period, July 1, 2025- June 30, 2026. If the option to renew is exercised, the agreement will continue under the same terms and conditions set forth herein. Page 8 states that the term of renewal shall not exceed six months. Which is correct?

**Answer: The term of renewal should state as follows: The term of renewal shall not exceed an additional one-year period.**

5. Regarding page 19 of the specifications in which SCBE references Executive Order 11246 Equal Employment Opportunity, Executive Order 11738, Clean Air Act, section 306; Certificate of Lobbying Agreements, Debarment Suspension Certificate, and the Buy American Provision. Please explain all of these for clarity.

**Answer: Please read and review each regulation indicated in our specifications. These specifically may be found on the Environmental Protection Agency website. It is incumbent upon each participating bidder to understand and ensure that they are compliant with each regulation. Because SCBE is the recipient of Federal dollars, we are required to identify these regulations and notify prospective bidders that they must be in compliance with them.**

6. Page 33 of the specification states: NON -HIRING OF EMPLOYEES- No employee of the SCBE shall be employed or encouraged to become employed by the bidder.

**Answer: The SCBE wants to ensure that there is no conflict of interest in the event that an employee should find other employment with a prospective bidder during the term of an open bid.**

7. Since the pricing from our company, Mondelez International Food Service, does not include the distributor markup, is that ok?

**Answer: First, if a vendor wishes to work through a distributor, that relationship is between the seller and the distributor. The SCBE will purchase products from vendors who have met all qualifications and specifications as outlined in our bid documents.**

**Any pricing submitted for the SCBE shall include any markups, freight, distributorship fees and any other costs associated with the products specified. The SCBE will evaluate each bid submitted for the best and lowest cost meeting all specifications.**

8. What is the Vendor stock number on the product information profile form? Is that our manufacturer number?

**Answer: The Vendor stock number is the manufacturer stock number.**

9. Is electronic signature acceptable?

**Answer: Yes, an electronic signature will suffice.**

10. The bid documents request an “End Product Data Sheet”, would the “Summary End Product Data Sheet” meet this requirement? This would include all drawdown information for commodity items.

**Answer: Yes, the terms are the same. On the next bid cycle, we can add both document names in the bid. This is strictly related to those items that are commodity processed.**

11. On the Excel sheet, the instructions state that we should enter “Bidder” & “Bidder Terms” for the first item only. Is this the first line item on the page, or the first line item we are bidding on?

**The bidder should complete all columns of the spreadsheet for the products(s) they are bidding.**

12. When do you anticipate awards will be announced? How will bidding vendors be notified of awards?

Answer: **Awards should be announced not long after the end of the bid, but it will take time to tabulate every bidder's response. Vendors will be notified via email of who was awarded and who wasn't.**

**There will also be a final bid tabulation posted on the MSCS website.**

13. The individual that has legal authorization to bind our company has the ability to sign using a scanned version of their physical signature. Is this type of electronic signature acceptable for this bid submission?

**Answer: Yes, this type of electronic signature will suffice for this bid submission.**

14. We just received the approval from Ms. Emily Papineau to bid our product as an alternative to stock number 2301 and 2317.

We are now arranging the samples to ship tomorrow but due to tight sample timeline, I am not sure if we will be able to deliver on/before the deadline as requested in the bid (Friday, June 7 by 4 pm)

Will the board kindly consider an extension to the sample deadline and allow bidders to deliver the samples by **Tuesday, June 11 before 12 noon?**

**Answer: The sample submission deadline is final and there will be no extension.**

Thank you,

Procurement Services