



Department of Procurement Services

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

QUESTIONS AND ANSWERS

IFB 02202024ANW 2024 2025 Commodity Processed Commercial Equivalent Bid

1. Is 50LB Limit for dry products only?

Answer: No, it applies to all products.

2. If the excel spreadsheet is not functioning properly in some of the locked cells, do we need to email this as a question?

Answer: Yes, please email williamsa38@scsk12.org and saundersme@scsk12.org so we can resolve this issue.

On page 15, it states samples are due Feb 28th. On page 5 it states samples are due on Feb 16th. Please confirm which date is correct.

Answer: The sample due date is February 16, 2024, at 4pm CST. An addendum will be submitted to revise the date on page 15.

3. What is the difference between the Manufacturer's Brand & Code from the Bidder's Brand & Code??

Answer: On the Commodity/Commercial bid these columns usually have the same information because the bidders on this bid are manufacturers and not distributors.

4. Can you explain the difference between columns 13 Pounds of Donated Commodity per serving and column 14 Value of donated commodity per serving?

Answer: Pounds relate to the number of pounds needed per serving of the commodity. Value is the dollar value of the commodity used per serving.

5. Should column 20 Commodity Value Plus Processing Fee per Case equal Column 17 Value of Donated Commodity per Case + Column 18 Commodity Processing fee per case.

Answer: Yes

6. Can a commercial only manufacturer submit pricing on this bid?

Answer: No. Successful bidders must be the commodity items as well as the commercial equivalent.

7. Are we able to use our own company Product Formulation statements lieu of the ones provided in the bid document, granted all the same information is provided?

Answer: Yes, you may use your company Product Formulation statements, but the document has to be signed by the manufacturing company President and your Research and Development Director. It must contain all the information that the PFS sheet would contain. ie: Grain crediting needs to indicate if it is whole grain and the grain equivalents in ounces.

8. Based on the pallet configuration requirements stated in the RFP, this will add significant freight costs to ship in the 56-inch height requirements. To ensure we are able to give our best pricing possible on this RFP, is it possible to agree to a lumping fee for each delivery without incurring penalties for being out of compliance?

Answer: There will be a lumping fee on all deliveries that exceed our height requirements. You will only be out of compliance when the lumping fee is not paid.

9. All of our pallet's ship from the plant at 62.5" for frozen products, we understand that you require maximum pallet height of 60", can we request an exception? If our driver were to restack the pallets upon delivery to meet the 60" max pallet height, will we be charged the Lumping fee? Will the lumping fee only be charged if Shelby County personnel restock the pallets to meet the 60" height requirement for frozen products? For the Dry products will they make any exceptions? Will the lumping charge if our driver restocks? Will the lumping fee only be charged if Shelby County personnel restock the pallets to meet the 48" height requirement for dry products?

Answer: All frozen products shall not be stacked on pallets any higher than fifty-six inches (56") high. This is the new high for our frozen products. Lumping fee will only be charged when MSCS employees are required to lump product. If the driver is willing to lump product to requirements there will be no fee charged.

10. Do you accept e-signature?

Answer: Yes

11. Where is the addendum found?

Answer: I could not locate on state site as stated in IFB, just the document found on Ionwave. An addendum will be found on our procurement website for this bid.

12. For future addendums, will they be posted on Ionwave?

Answer: All food bids addendums will be posted on the website. CNC is using IONWAVE as a platform to notify when the bids are first posted.

13. In the Commodity Bid -FRZN SRV tab of the Bid Specification Excel Sheet, it appears that the descriptions in column c indicate the ship lot. However, most of the cells cut off a lot of product information, and the cells are locked and cannot be selected. Is there another way to view the complete product descriptions?

Answer: We will submit an addendum correcting this information so all vendors can review the entire description.

14. In the Commodity Bid -FRZN SRV tab of the Bid Specification Excel Sheet, it appears that the descriptions in column c indicate the ship lot. However, most of the cells cut off a lot of product information, and the cells are locked and cannot be selected. Is there another way to view the complete product descriptions?

Answer: We will submit an addendum correcting this information so all vendors can review the entire description.

15. Can you please confirm that if we are listed as an approved brand on the Excel spreadsheet, we do not need to submit samples by the February 16th deadline?

Answer: If you are listed as an approved brand, you DO NOT need to submit samples if there have been no changes to your product(s) and your product meets the specification listed.

16. Can you please confirm that we do not have to submit attachment D Product Formulation Statement if our company Formulation Statement has the same information listed?

Answer: That is correct. However, the information submitted must be as detailed as the Product Formulation Sheet (PFS) would be for the grain equivalent crediting and the meat/meat alternate crediting.

17. If our products do not have any alternate protein what should bidders do for page 44 of the bid documents?

Answer: The information on alternative protein crediting must be covered in your Product Formulation sheet (PFS) or statement. That's why we prefer that you use that Form to make sure that all information is provided. Failure to provide proper crediting information may result in a non-responsive result, thereby disqualifying that product(s) from evaluation.

18. On the Product Information Profile Form, can you please clarify where bidders can find the SCS Stock Number we have to fill in?

Answer: Stock ID numbers are found on the bid spreadsheets.

Thank you,

Procurement Services