San Francisco Unified School District
Student Nutrition Services
RFQ/P No. FP-2018

Fresh Produce
MANDATORY PRE-PROPOSAL CONFERENCE
January 3, 2019, 11 AM – 12 PM
135 Van Ness, Conference Room 210

Questions and Answers – RFQ/P No. FP-2018

Below are the questions that SFUSD has received regarding IFB No. FP-2018 and the District’s responses to these questions.

Questions Received Before the Bid Conference on January 3, 2019:

1. How will the district determine “Past performance”?

   **District Response**: Please see Section 1 in the Score Card provided in Attachment Q. References will be an important component of our evaluation.

2. Can you please describe which facilities will require a Monday and Wednesday delivery vs. a Tuesday and Thursday delivery as described in question 13?

   **District Response**: We are flexible. This can be determined after the award is made in partnership with the Vendor.

3. In regards to the required Bonds, can you please describe in further detail the difference between the “Bid Bond” and the “Performance Bond”?

   **District Response**: Bid bond is required to guarantee that the bidder will honor the term of the proposal. Performance bond is required to guarantee that the bidder will honor the term of the contract.

   Performance bond is required from the vendor after they receive the award of the contract. Bid bonds will be returned to the bidders once the contract is finalized.

4. In question #46, “Allowable” product is discussed in regards to rebates, can you describe which product fall under allowable vs. non-allowable?

   **District Response**: “Allowable,” in this context, are any costs associated with serving students under the National School Meal Program or Child and Adult
Care Food Program. While the vast majority of our purchases are “allowable,” occasionally the District may purchase produce for catering or special events, for which we require separate invoicing from the Vendor.

Questions Received at the Bid Conference on January 3, 2019:

5. Please clarify that the fixed delivery fee applies only to local product the District wishes to purchase directly from local farms.  
   **District Response:** Correct.

6. It will be difficult to provide pricing for February 2019 for seasonal item like stone fruit, melons, and corn. Should Vendors provide pricing for these items during a different period?  
   **District Response:** The District has revised the bid Sheet(Attachment B) to indicate the month and year for which bidders should provide pricing – See Column L. Please provide pricing for February, 2019 for all items except stone fruit, melons, and corn. Please provide pricing for August, 2018 for stone fruit, melons, and corn.

7. Should the fixed delivery fee for local produce include freight or should this fee only be for delivery from the Vendor’s warehouse to the schools, without taking into account any freight charges for picking up produce from a farm?  
   **District Response:** The fixed delivery fee for local product should not include freight. This fee should only be for delivery from the bidder’s warehouse to the school locations indicated in Attachment J.

8. Should vendors include case size/unit on the bid sheet?  
   **District Response:** Yes, please indicate in Column G of the Bid Sheet – Attachment B.

9. Please confirm that TB testing is not required for drivers.  
   **District Response:** In the section Tuberculosis Clearance of Attachment L, the award vendor checks the box for Only Have Limited Or No Contact with District students which do not required TB testing for drivers.

10. How will the District audit prices the Vendor pays to suppliers/farms?  
    **District Response:** The District will audit invoices to confirm prices charged match the monthly quotes provided (see Section 4 of the Special Terms and Conditions.) The District may also request the Vendor to show proof of any rebates, discounts, or credits due.

11. If the contract goes over $375,000, will the Vendor be paid?  
    **District Response:** Yes. The District will request a contract amendment from the School Board to increase the contract value.
12. Should bidders submit or sign Attachment C?
   **District Response:** Please complete and submit only Section 41, part D of Attachment C.

13. Are “dark drops” or keys available for any District locations?
   **District Response:** Negotiating “dark drops/key drops” with SFUSD’s Security Department has been historically challenging. The District this type of arrangement with some Vendors at some schools. It is reasonable to assume that this type of delivery arrangement can be established for 3-5 of the Delivery Location in Attachment J.

14. Please confirm that only companies present at today’s meeting can bid on this contract.
   **District Response:** Correct.

15. Please confirm where samples are to be submitted.
   **District Response:** Please submit samples to 841 Ellis Street, San Francisco, 94109.

16. If the bidder has more than one spec of a product available, should they provide multiple samples?
   **District Response:** No, please only submit samples of the products for which you are submitting pricing in the Bid Sheets – Attachment B. Please make sure samples provided match the specifications in the Bid Sheets.

17. Can bidders submit separate documents/attachments to answer the questionnaire sections of the bid or are responses required in the forms provided?
   **District Response:** Yes. Please keep your response length reasonable – one to two paragraphs per question are sufficient.

18. Please confirm what type of background check is required.
   **District Response:** In the section Criminal Background Check of Attachment L, the award vendor checks the box for Only Have Limited Or No Contact with SFUSD students which do not required a background check for drivers.

19. For the Mozzarella Cheese and Tofu, should bidders indicate whether the product is made by a local company on the bid sheet?
   **District Response:** Yes.

20. Please confirm the contract start date – February 1, 2019?
   **District Response:** Contract will need to be approved by the school board and will likely start March 1, 2019.