

**San Francisco Unified School District**

**Student Nutrition Services**

IFB No. FFS-1731100118

**Meal Services**

**MANDATORY PRE-BID CONFERENCE**

**November 28, 2017, 1 PM – 2 PM**

**135 Van Ness, Conference Room 210**

**Questions and Answers re IFB No. FFS-1731100118**

**Below are the questions that SFUSD has received regarding IFB No. FFS-1731100118, numbered 1 through 14, as well as the District's responses to these questions.**

1. Do you have beginning school year date? 07/01/2018 – 06/30/2019? The bid is vague about the dates. It only says SY18/19.

**District Response:** The contract starts July 1, 2018 and extends until June 30, 2019. There is an opportunity to extend the contract annually up to 4 times, for a total of 5 years.

2. Is this an all commercial bid or do you want commodity?

**District Response:** For the purpose of this bid, please provide commercial prices. After we award a contract, we will divert commodities to processors for some products such as meatballs and beef patties.

3. Do you want alternates also included on the bid (ie. JTM vs. Advance).

**District Response:** In some cases, the bid sheet lists SFUSD's current supplier of products. We are not limiting the bids to those specific brands. We are looking for products that have equal or better quality than what we are currently using. Please review our prohibited ingredient list prior to bidding on products.

4. I received bid information and notice there was not canned fruit category listed. Do you know if you will have a bid on canned fruit for the coming school year?

**District Response:** SFUSD does not currently use canned fruits.

5. I am seeking clarification please. Page 25 of 60 #67. My analysis of the clause gives me the conclusion that you are requiring prices to be locked down for 1 year. Is this correct?

**District Response:** We are expecting vendors to lock in as many prices as possible for the one-year duration of the contract. For items that vary with market conditions, we ask that vendors secure a monthly price with an agreed upon markup. We ask that the vendor use its efforts to secure items at the lowest possible price; and that the vendor not procure items from companies in which the vendor has a financial interest. Please indicate on the bid sheet which items are market items, but marking them with a "v."

6. Attachment B, Packaging Supplies tab, there are not any "Estimated Annual Quantities" listed. Is this something that the district can provide?

**District Response:** An updated bid sheet will be posted online with these responses.

7. I had a question regarding a bid request bid from Goldstar for teriyaki and orange sauce. We don't sell just the sauces. Can we bid it with chicken?

**District Response:** We are only looking for the items listed on the bid sheet at this time.

8. It states in the ITB terms & conditions that pricing is to remain firm for fiscal year. I don't know the timing of SFUSD's. Would you please clarify?

**District Response:** SFUSD's fiscal year is July 1 – June 30.

9. Will SFUSD recognize market based pricing as the previous contract did?

**District Response:** Market Price Items:

The bid may contain certain "market" priced items for which the pricing is sensitive to market fluctuations. Vendor agrees to use its efforts to secure monthly priced items at the lowest available price, and to provide at the District's request, written documentation to demonstrate the Contractor has met this obligation. Vendor agrees that it will not procure market items from companies in which Vendor has a financial interest. The price to be charged to the District for the Market priced items shall consist of the Vendor's actual cost plus the fixed mark-up. Market priced items must be indicated by writing a check mark "v" in the corresponding location on the applicable Bid Sheet(s). Market priced items must be guaranteed for a minimum of 30 days.

10. Would this Section be addressed by a Market Priced Items provision? Page 25 #67 "Caps at 5% price increase after 1 year of fixed pricing."

**District Response:** This section does not apply to market priced items.

11. Would this Section be addressed by a Market Priced Items provision? Page 25 #68 SFUSD states fixed percent mark-up Fixed pricing & mark up schedules are mutually exclusive

**District Response:** The fixed percentage markup applies to market priced items.

12. Will SFUSD provide a set delivery schedule? As stated, the number of deliveries could be between 23 and 115 per week. Would SFUSD comply with Distributor minimum drop size requirements? Page 28 #78 'Deliveries to the EED Central Kitchen and Middle and High School kitchens (23) will be required on an as needed basis, but, may be required daily.' Without a defined delivery schedule, the distributor is not able to calculate costs.

**District Response:** SFUSD requires 21 weekly deliveries – one to the Early Education Department kitchen, and 20 to most middle and high schools. We would like bidders to give us a delivery price for deliveries that meet the minimum quantities for delivery, and deliveries that do not meet the minimum quantities for delivery.

13. Is the length of time audit verification goes back negotiable? Page 27 #76 Vendor Audit Procedures-SFUSD states price verification can go back 24 months.

**District Response:** The length of time for audit verification is not negotiable. When SFUSD is audited by the California Department of Education, they sometime request records dating back this far.

14. Is the length of Contract negotiable? Length of Contract It is advantageous end user pricing to have the Distributor negotiate pricing on their behalf with the Manufacturer over the longest time possible. Procuring and maintaining proper inventory levels and adhering to such programs as 'Good Food' requires dynamic relationships that develop over time.

**District Response:** The contract is for one year, with the possibility of four extensions (for a total of 5 years). This is written into Federal policy, and is therefore not negotiable.

15. Are you able to please email me the past item award tabulations?

**District Response:** Please note previous bid has more categories. Items and the usage for each item may be different.

Categories	Sub-Total
Dairy	62,264.72
Frozen	332,746.26

<b>Canned and Dry Goods</b>	<b>233,023.32</b>
<b>Supplies</b>	<b>123,360.27</b>

16. What is the timeline for SFUSD requesting samples of products?

**District Response:** SFUSD will determine the lowest responsive bidder the first week of January. We may request samples on items with which we are unfamiliar, from the vendor prior to awarding the contract.