

**San Francisco Unified School District**

**Student Nutrition Services  
Invitation for Bid No. MDS-2014**

**Meal Delivery Services  
MANDATORY PRE-BID CONFERENCE  
May 9, 2014 – 10:00 A.M., Room 113**

**Questions and Answers re IFB No. MDS-2014**

**Below are the questions SFUSD has received regarding IFB No. MDS-2014, as well as the District's responses to these questions.**

1. In some of the referenced page numbers, the number of Elementary, Middle and High Schools is shown as 114. On Attachment K starting on Page 46, the number of schools listed is 112. Which is correct?

*District Response: 112*

2. Regarding the "pick up" cash deposits and paperwork from approximately 90 locations, Attachment B estimates 36 pick-ups. Is this a weekly pick-up from these sites just during the school year?

*District Response: Yes*

3. Are there any pick-ups during the summer?

*District Response: None are expected at this time, but reserve the possibility that there might be in the future.*

4. Do the pick-ups all occur on the same day each week for all schools or different days at different schools?

*District Response: The days of the week. Routing is to be determined by the Contractor.*

5. Does the vendor need to store cash overnight in their location or does the combining of deposits and delivery to the designated site happen on the same day as pick-up?

*District Response: Deposits can be held overnight by the Contractor or brought in the same day as pick up.*

6. Routing schedules: In the 3rd paragraph of Section 51, it states that the "Contractor will be required to provide a routing schedule which must be approved prior to implementation. In the 4th paragraph it says, "The bidder shall submit with its bid proposal a detailed proposed routing schedule". Which is correct?

*District Response: Bidder shall submit with its bid proposal a detailed proposed routing schedule. Further, it must be approved by Student Nutrition prior to implementation.*

7. Paragraph 5 discusses that the contractors invoice will be reduced by the overtime incurred by District staff in the schools for deliveries made after 3:00pm. Our question is: What if the delay in the delivery was caused by the food vendor? How will the arbitration of which vendor caused the delivery to be late be handled in situations where the Distribution vendor is directly effected by the food vendor?

*District Response: Meals and supplies will be ready starting at 4:00am at the Distribution Center and 9:30 at the Central Kitchen. Contractor will immediately notify Student Nutrition if there are delays, due to the meals and supplies not being ready by the times listed above, in leaving the Distribution Center or Central Kitchen.*

8. Delivery instructions: Reference is made to Contractors responsibility to "load hot meals and set the ovens". Is this reference made strictly on sites that are "unattended" or at all sites? How many sites currently fall into this category?

*District Response: The reference to 'hot' meals should be stricken, should read 'meals'. This would apply to all sites.*

9. Can the District please provide delivery windows for each school so we can plan the routings?

*District Response: The delivery window for Elementary Schools is after 7:30 and one hour before lunch, for Secondary Schools after 6:30 and one hour before lunch. Lunch times vary year to year and can change throughout the year. As referenced on page 22, last paragraph of section 51, District will provide Contractor with current instructional calendars (including meal service times).*

10. Contractor Vehicles: IFB states that "vehicles must keep cold food at 41 degrees and below and also keep hot foods above 135 degrees". Can you supply pictures, specifications, descriptions of where the hot food is placed in when being given to the Food Distributor at time of transfer?

*District Response: District will provide food in top loading Cambro carriers. See attached picture.*



**Specs:**

[http://www.cambro.com/Products/Insulated\\_Food\\_Transport/Insulated\\_Top>Loading\\_Food\\_Pan\\_Carriers/735/1033.aspx#](http://www.cambro.com/Products/Insulated_Food_Transport/Insulated_Top>Loading_Food_Pan_Carriers/735/1033.aspx#)

**11.** What is the temperature of the food at the time of pick up at the food vendor's location?

*District Response: At or below 41 degrees for cold food and at or above 165 degrees for hot food.*

**12.** Does the Transportation vendor need to verify Food vendor's temperatures?

*District Response: Yes. See pages 21, section 51, paragraph six; and 23, section 53, 3rd paragraph. Further, see Attachment L (Sample Packing Slip) on the second page, there is an area to record temp at departure.*

**13.** How will the District handle situations where the food did not arrive at the required temperature but the food wasn't at the proper temperature at the time of transfer?

*District Response: See pages 21, section 51, paragraph six; and page 24, section 56, paragraph two. Cold meals will be provided at or below 41 degrees, hot meals will be provided at or above 165 degrees. Contractor should not accept meals outside of the approved temperature ranges.*