

San Francisco Unified School District

**Student Nutrition Services
Invitation for Bid No. MDS-2013**

**Meal Delivery Services
MANDATORY PRE-BID CONFERENCE
May 10, 2013 – 2:00 P.M., Room 210**

Questions and Answers re IFB No. MDS-2013

Below are the questions that SFUSD has received regarding IFB No. MDS-2013, as well as the District's responses to these questions.

1. All class B drivers. All straight trucks with refer and liftgate. Correct?
District Response: Yes to class B drivers; the truck determination is left to the contractor. Refer to Section 52 "PERFORMANCE LOGISTICS" AND Section 57 "CONTRACTOR VEHICLES".
2. We're responsible to load trucks. How long will it take to load each truck?
District Response: As defined in Section 52 "PERFORMANCE LOGISTICS", paragraph 3, the contractor is to provide the routing schedule that is to be approved by Student Nutrition Services; the load timing is dependent on the route definition.
3. How many loading doors at DC?
District Response: Neither the Revolution Foods distribution center nor the EED central kitchen have loading doors.
4. How many trucks can be loaded at once?
District Response: Both facilities are grade level and are accessible for loading of multiple trucks concurrently. A bidder may wish to visit the sites.
5. How long will it take to complete each delivery?
District Response: Delivery timing is dependent on the definition of the route.
6. Our operating window is 7 hours or less for loads from the DC (4 AM pickup, delivery at least one hour before lunch). Correct?
District Response: The 4 AM start is based upon current practices; the timing is based upon the contractor's determination of the number of routes and trucks needed to perform the daily work. This is subject to approval by Student Nutrition Services and the meal vendor.
7. Operating window is might tighter for loads from the EED Central Kitchen. These items are not available for pickup until 9:30 AM and still must be delivered at least one hour before lunch. Correct? How many locations are from the EED Central Kitchen and how many from the DC?
District Response: There are approximately 114 K-12 daily site deliveries and 14 EED daily site deliveries.

- 8.** About 130 deliveries per day during school year and about 46 deliveries per day during summer. Correct?
District Response: During K-12 recesses (Winter, Spring, Summer), EED daily deliveries increase to approximately 46; K-12 summer school daily site deliveries vary from year to year, approximating 50 – 60 per summer.
- 9.** How many trucks/drivers is their current provider using?
District Response: Sixteen (16).
- 10.** Fuel Billing – will we be allowed to bill fuel and refer fuel as a separate line item?
District Response: NO.
- 11.** Will we be able to bill for delay time loading/unloading?
District Response: No.
- 12.** Distribution Center for Student Nutrition Services (SNS) currently in San Bruno, CA correct?
District Response: Correct, the address is 890 7th Ave., San Bruno CA 94066.
- 13.** Location may change. New location will be within 15 miles of the city of San Francisco (page 21). How many available loading doors in existing facility and how many would be in new location if location changes?
District Response: Answered above.
- 14.** Items ready for pickup starting at 4 AM each day.
District Response: Answered above.
- 15.** Central Kitchen for Early Education Department (EED) items ready for pickup starting at 9:30 AM each day?
District Response: Correct.
- 16.** Where is this located?
District Response: School of the Arts (SOTA) campus kitchen, 555 Portola Drive, San Francisco, CA.
- 17.** How many available loading doors?
District Response: Answered above.
- 18.** Which locations are picked up at the SNS DC and which locations are picked up at the EED Central Kitchen?
District Response: Refer to revised Attachment K.
- 19.** Per item #53 all deliveries must be made at least one hour before scheduled lunch period. When is the scheduled lunch period for each location?
District Response: Attachment K updated to include lunch meal service start times.
- 20.** Just one delivery to each location each day, correct? Breakfasts are delivered with lunch the day before, correct? Monday breakfast is delivered with Friday lunch
District Response: All correct.
- 21.** Delivery location total number discrepancies?

District Response: The updated attachment K lists all sites currently served; sites served are subject to minor changes from year to year. Attachment K includes some changes from current operations.

- 22.** We must load trucks at DC and Central Kitchen with all food and supplies per packing lists. How long does it take to load each truck?

District Response: Answered above.

- 23.** Can deliveries be unattended?

District Response: YES

- 24.** What is the earliest in the morning we can deliver?

District Response: Elementary schools – 7:30 AM; Middle/High schools – 6:30 AM.

- 25.** Once per week driver must pick up paperwork for delivery to the office of Student Nutrition Services. This is a different location from the DC, correct? Can all items be consolidated back at the DC for one delivery to the office?

District Response: This is a vendor decision.

- 26.** Can we get a more legible copy of attachments L and M?

District Response: To provide a more legible copy as possible.

- 27.** Driver must also pick up Cash Deposit Bags at each school each day. Correct? Must driver count cash at point of pickup or is it in a locked bag?

District Response: It is in a sealed bag.

- 28.** We will be responsible for the delivery of consolidated daily cash to the bank?

District Response: The consolidated cash deposits are to be delivered to the Student Nutrition Services central office at 841 Ellis St., SF, CA.

- 29.** General Terms – Will the District negotiate regarding legal terms of the contract or be flexible as a business partner finalizing the contract language?

District Response: In a competitive bid, any alterations, changes or conditions placed by a bidder on its bid response regarding provisions, terms or conditions of the IFB/Contract will render that bid response non-responsive and will be disqualified as such.

- 30.** We need to understand what “craft” to identify. There are 2 different Driver under statewide and “Teamster” under Northern CA. We just need to identify what group we fall into and that will give us the minimum.

District Response: This invitation for bid is for food delivery service contract, not a public works construction contract. It is the responsibility of the vendor to determine what federal, state, and local laws may apply to vendor’s business. SFUSD cannot provide legal advice to a vendor on such issue.

- 31.** Page 36 – Attachment G: Suspension and Debarment Certification

What is the meaning of PR/Award Number or Project Name?

District Response: It refers to the specific Bid Number that the vendor is submitting.