

San Francisco Unified School District

**Student Nutrition Services
RFQ/P No. GAFF-2018**

**Grocery and Frozen Foods
MANDATORY PRE-PROPOSAL CONFERENCE
March 21, 2018, 10 AM – 11 PM
135 Van Ness, Conference Room 210**

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

Below are the questions that SFUSD has received regarding IFB No. FFS-1731100118, numbered 1 through 15, as well as the District's responses to these questions.

1. Does the District looking to purchase the products from the manufacture or through a distribution channel?

District Response: We are looking for a distributor as we need a wide range of products.

2. On Attachment C-Bid Sheets, can we get the current price, manufacturer, and code for line item# 1 and #9?

District Response: Item # 1 - \$32.83 for 1/30# case. SFUSD diverted commodity beef to the manufacturer for the FY18 school year. We have not diverted commodity beef to this item for FY19.
Item # 9 - \$21.72 for 140/2.3 oz case. SFUSD diverted commodity beef to the manufacturer for the FY18 school year. We have diverted commodity beef to Don Lee Farms for FY19 for this item.

3. We are discussing the RFP this morning and noticed, it does not include disposable? Are you planning on bidding those separate?

District Response: Yes, we are planning to bid the paper items separately.

4. If samples are needed after award, can you please add a phone number of the individual receiving them? Or should we add the Purchasing department's phone number (pg. 10).

District Response: Contact to provide samples: Alexandra Emmott, Office: 415-749-3604, emmotta@sfusd.edu

5. What are the start and stop dates for the School Year? The bid proposal runs for the fiscal beginning July 1st, but when does the District actually need service beginning and end?

District Response: School Starts August 20, 2018. We will likely need a few deliveries in July and August (for the Early Education Kitchen), but the bulk of deliveries will start the week of August 13, 2018.

6. How is the District planning on working with USDA commodity item programs?

District Response: We have diverted commodities to Don Lee Farms for hamburgers (CNQ163003) and to Schwann's for cheese pizza (Item # 44 on the Bid Sheet, Attachment C.) The Don Lee Farms hamburger will be the item used for item #9 on the Bid Sheet (Attachment C.) Additional commodity dollars were allocated to DOD and Brown Box.

7. The previous contract we are operating under includes disposables, equipment and supply, janitorial chemicals, table top items, etc. This proposal is only for frozen foods and grocery. Is there a separate bid for those items?

District Response: Yes.

8. And should those items be included in calculating delivery pricing if they would be coming on the same truck if both bids were awarded to the same Distributor?

District Response: This would be up to the Distributor.

9. The previous three years volume have been consistently at 28,000 cases and this year is trending exactly on that line. This RFP is for 8,563 cases. If 4,325 non-foods cases are removed from the proposal, there is still a 15,112 case differential. Should the distributor consider this proposal based off of the 8,563 cases in the RFP or 23,675 cases the District has needed in the last 4 years?

District Response: Total number of cases in this RFP is 31,642. This is based on usage reports from our current distributor (Bi Rite.) Distributor should consider the proposal based on the RFP. I am not sure where you are calculating the 8,563.

10. What is the dollar amount this RFP covers? (previously \$1,500,000.00). Dollar amount is needed to determine Performance and Bid Bond amounts.

District Response: \$1,500,000.00

11. The language of the RFP defines deliveries in several ways: to each individual school by the Distributor, to each individual school by Revolution Foods at a cost of \$37.00, and delivery to Revolution Foods facility. Is the District seeking deliveries to the schools?

District Response: The District is seeking a quote on Distributor's fee (if any) to deliver directly to schools. If this quote is close to or less than the fee charged by Revolution Foods (\$37), the District may elect to have deliveries made to individual schools by the Distributor. If proposed delivery fee is significantly higher than the fee charged by Revolution Foods (\$37), the District may elect to subcontract delivery to schools with Revolution Foods. In that case, the Distributor will be responsible for delivering weekly to Revolution Foods.

12. If so, at what frequency?

District Response: Weekly.

13. Or is the Distributor to deliver to Revolution Foods who will then make the deliveries to the schools at \$37.00?

District Response: See above.

14. If that is the case, is the Distributor responsible for the \$37.00 delivery fee?

District Response: No

15. The RFP calls for a fixed fee per case, a fixed fee by the pound and a mark-up schedule by category. These are mutually exclusive pricing strategies. Which one is the District seeking or prefer?

District Response: For Items listed on Bid Sheet (Attachment C), we are seeking fixed pricing (See page 5 of the RFP):

"For all products listed in the attached Bid Sheets (Attachment C), product pricing, mark-up fees, and delivery fees, if any, are to remain firm for the duration of the contract; in the case of renewals, price adjustments allowed not to exceed CPI or three (3) percent."

Please see page 5 of the RFP for full Bid Formula:

"Total bid price is calculated using the formula listed below, which weighs three factors:

1. Total Proposed Prices: Total amount for items listed on Bid Sheet (Attachment C)

2. *Delivery Fee: Vendor's per site Delivery Fee, if any, calculated based on assuming delivery to 1 location per week, for the 39 weeks school year (Attachment D).*
3. *Vendor's per case Fixed Fee Mark Up (Attachment D) for any items not listed on Bid Sheet*

Bid Price Formula:

*Bid Price = [Total Proposed Prices] + [Delivery Fee *39] + (Fixed Fee Mark Up/case*7900)"*

For items not listed on Attachment C (Bid Sheet), we are seeking a fixed fee mark-up pricing strategy. Items sold by the case will have a fixed fee per case mark-up and items sold by the pound will have a fixed fee per pound mark-up. This pricing structure does not apply to items on Attachment C, only to items the District may want to purchase in the future as we make changes to our menus. Please See Attachment D (page 30):

“Fixed Mark Up Fee Quote:

Enter your fixed fee mark up fee per case for any products purchased by the District not listed on the enclosed Bid Sheet (Attachment C). Fixed fees are to remain firm for the duration of the contract and any renewal periods.

a. For items the Distributor is invoiced by the Supplier by case price:

\$ _____ Per Case

b. For items the Distributor is invoiced by the Supplier by per pound price:

\$ _____ Per Pound”

FOLLOW UP QUESTIONS

1. Follow up to question #9.

District Response: We are separating the disposable, equipment and supply, janitorial chemical from this proposal.

Disregard the cases information in question #9 and provide the bid base on the quantity listed in Attachment C.

Another bid and proposal for these disposable items are coming soon.

2. Would it advisable to consider that these are on the same deliveries?

District Response: Deliveries will be the same

Could it be amended?

District Response: It is two separate bids.

3. Are Food and non-food items going to the same location?

District Response: Yes