

**Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

August 7, 2018

NOTICE TO OFFEROR'S

**The following are questions and responses regarding
RFP 9145.1, Fresh Produce**

Question 1: How many days in a typical week will the Department of Food and Nutritional Services (DFNS) Warehouse receive deliveries?

Answer: During the school year, the DFNS warehouse receives DAILY produce deliveries (Monday – Friday). During the summer program months, the DFNS warehouse typically receives deliveries 1-2 x per week.

Question 2: Do the quantities for items listed in the financial portion of RFP #: 9145.1, Fresh Produce represent the total fresh produce purchases of MCPS for the entire school year or will DOD funds be utilized in addition to the RFP?

Answer: DFNS does not participate in the Department of Defense program. The quantities listed represent projected annual usage.

Question 3: Does MCPS participate in the Fresh Fruit and Vegetable Program, and if so, how many schools are expected to participate for the 2018-2019 school year?

Answer: We currently have 3 schools participating in the Fresh Fruit and Vegetable Program. In previous years, the highest number of schools to participate was 6.

Question 4: On the produce bid there are 3 columns. Can I just put the price per case over cost in the Service fee or do I put a price in the Sell Price (Fixed) Column?

Answer: Fixed price would be entered for any produce item that you will sell to us at the same price no matter what the market price is. For example, chopped romaine lettuce that you would sell to us at \$12.00 per case at all times would be entered in the fixed price column. For produce items in which the price will go up or down with the market each week, the service fee for that item would be entered in the service fee column. If the price of a produce item is going to fluctuate based on market conditions from week to week, then only the service fee would be entered for that item.

Question 5: What does it mean by Variance?

Answer: Any deviation from the specification and/or pack size.

Question 6: Produce prices vary every week and I usually charge \$4 over cost. How do I enter that?

Answer: You would enter \$4.00 in the Service Fee column because this is a fixed fee for any produce item.

Question 7: Is this bid all or none or a line item bid?

Answer: This RFP is all or nothing. Our intention is to have one produce supplier for all items.

Question 8: How many copies of business and cost proposals do we need to submit and are they separate?

Answer: (1) Original business and cost proposal, (5) copies of the business and cost proposals. (1) Electronic on flash drive and (1) redacted copy.

Question 10: Please explain Section C – Commodity Processed Items.

Answer: USDA commodity processing is not applicable to fresh produce covered by this RFP.

Question 11: If our item specification does not match the spreadsheet items shall we price our items?

Example: Group D item D-5, we stock Carroteenie’s packed 100-2.6 oz.

Answer: Yes. You should price your items and note the specification difference in the variance column. For an example, a 2.6 oz. individual bag will meet the ½ cup vegetable requirements for child nutrition programs, therefore, we would accept that size.

Question 12: Weight on Grapes item A-5 – Industry standard 18 LBS.

Answer: Yes. The industry standard is 18 pounds for the bulk pack case of table grapes which we use during the school year. To clarify, the other type of “grapes” listed on the spreadsheet are the “lunch bunch” grapes, which are pre-portioned ready-to-eat individual packages of seedless grapes approximately 2-4 oz. per bag.

Question 13: Are bid prices limited to 2 decimal places (cents), or are 3 decimal places acceptable, such as 17.375?

Answer: Yes, pricing is limited to 2 decimal places.



Angela McIntosh-Davis, CPPB, Team Leader
Procurement Unit

AMD/tmb

Please indicate your receipt of this notice my signing below and returning with your proposal or under a separate cover.

Accepted By: _____
(Name & Title)

Name of Company: _____