

**Office of Finance  
Division of Procurement  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 3100  
Rockville, Maryland 20850**

8/16/2023

**NOTICE TO BIDDERS**

**The following are questions and responses regarding  
RFP No. 9145.2 Fresh Produce**

**Question 1.**

**May we please ask for more accurate information on the number of weekly deliveries? From my calculations, your description in the RFP Final, Section 5.0 Scope of Service leaves the interpretation of weekly deliveries to fall between 100-240. That is a very wide range – and a wide range of costs that your potential vendors must guess to try to cover. Any further past data would prove beneficial to understanding the full scope and pricing this opportunity accordingly, for your vendor and for Montgomery County.**

**Response 1:**

The locations for direct deliveries as listed in the RFP are included below with the anticipated number of deliveries per week.

We expect that this would be the list of deliveries for the initial contract.

The list is subject to change and we reserve the right to add or subtract schools as mutually agreed upon.

- DFNS WAREHOUSE - Daily deliveries to the warehouse needed unless we are closed due to holiday or systemwide closure. 5 deliveries per week.
- All MCPS Middle Schools – Currently 40 middle schools with 2 deliveries per week per school. 80 deliveries per week.
- All MCPS High Schools – Currently 25 high schools with 2 deliveries per week per school. 50 deliveries per week.
- Elementary Schools with Fresh Fruit and Vegetable Program (FFVP) - For SY24, 2 FFVP schools needing (2) deliveries per week per school. The number of FFVP schools changes annually based on funding from the state. In SY23, we had 13 FFVP schools needing (2) deliveries per week per school.
- 25 MCPS Elementary Schools identified annually based on need - (2) deliveries per week per school. 50 deliveries per week.
- Adult Cafeterias - Café 45 at 45 West Gude Drive and CESC Cafeteria – (2) deliveries per week per site. 4 deliveries per week.

**Question #2.**

**Are the bananas are 40lb 1# or 150ct petites?**

**Response #2.**

The Item Specification worksheet states regular size bananas (not petite). There are 40 pounds per case and the count is between 100-120 each/case. We request stage 4 ripeness at the time of delivery.

**Question # 3**

**What are the preferred ingredients for Fresh Fruit Cut 2-3oz – Master Case? Is there a specific brand/product that you prefer?**

**Response # 3**

The first option is vendor packaged ready to serve individual 2- 3 oz servings of fresh cut fruits based on the capabilities of their current in-house fresh cut program. For example, cups of cubed melons (cantaloupe, honeydew, watermelon), cubed pineapple, assorted fresh grape cups, sliced strawberry cups, fresh berry cups, orange wedges etc.

The second option would be individually packaged ready to serve pre-packaged options that the vendor would purchase. For example, Taylor Farms Healthy Fruit Snacks, DNO produce fresh cut options for schools, HMC Farms lunch bunch grapes.

**Question #4**

**Vegetable Snack Pack 2oz – Are the varieties to be determined, or is there a specific brand/product that you prefer?**

**Response #4**

The first option is vendor packaged ready to serve individual 2- 3 oz servings of fresh cut vegetables based on the capabilities of their in-house fresh cut program. Some offerings to include a lite ranch dressing. For example, fresh cut julienne bell peppers, zucchini squash coins, cucumber coins, sugar snap peas, etc.

The second option would be individually packaged ready to serve pre-packaged options that the vendor would purchase. For example, Taylor Farms Healthy Vegetable Snacks or DNO produce fresh cut vegetable options for schools.

**Question #5**

**We perform background checks prior to hire, will we be required to perform additional background checks? Our drivers will deliver to the cafeterias, is this considered a space that they may come in contact with the students?**

**Response #5**

No, since the driver will not be coming in contact with students.

**Question #6**

**What is the Term of the contract? It is mentioned in two locations in the RFP, but they do not have the same period of time.**

- a. Attachment 9145.2 RFP new final
  - i. #22 Contract Term states the initial term of the contract shall be for two (2) years as stipulated in the RFP.
- b. Attachment 9145 General contract Articles
  - i. Article 11. Term of Contract – states that the term of the contract shall be for one year.

**Response # 6**

9145.2 RFP (new final) Contract Term #22 The initial term of contract shall be for two (2) years as stipulated on the RFP, MCPS reserves the right to extend this contract per terms, and conditions for up to three (3) additional one (1) year terms.

Article 11. Term of Contract –**Unless otherwise stated in the contract** the term of the contract shall be for one year. It is otherwise stated in 9145.2 RFP (new final) Contract Term #22

**Question #7**

**Article 29 Guarantee**

**This article states that the Contactor guarantees that all deliverables are to be free of all defects for a minimum of one year from acceptance. Does this article apply to Fresh Produce?**

**Response # 7**

No this does not apply to Fresh Produce

**Question #8**

**Is the pricing page available in Excel format?**

**Response # 8**

The excel sheet has been posted on the MCPS Procurement website, under open solicitations

[http://procurement.montgomeryschoolsmd.org/Home/Bid\\_Record/3007](http://procurement.montgomeryschoolsmd.org/Home/Bid_Record/3007)

**Question # 9**

In Attachment E (DFNS) RFP 12.0 Pricing and Quotations – “Respondents shall clearly indicate when a price is a service fee or fixed cost.” The pricing sheet supplied has already been notated with fixed fee and service fee for each line item, are we to make changes to the pricing sheet indicating which we are offering?

c. Also, Attachment G - There is a “Note” at the bottom of the pricing page requesting “Shaded cells should not be completed as a fixed price.” There are no shaded cells on the pricing sheet. Please clarify.

**Response #9**

Shaded cells will appear on the excel version of the spread sheet. (Attachment G) The excel sheet has been posted on the MCPS Procurement website, under open solicitations

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**Question #10**

I am unable to locate the RFP on the eMMA website. When will the RFP be available there?

**Response # 10**

MCPS posts a Public Notice on eMMA, not the actual solicitation. All RFP documents can be found on the MCPS Procurement website, under open solicitations

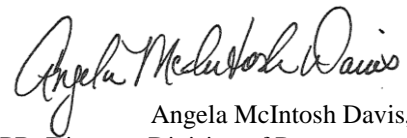
[http://procurement.montgomeryschoolsmd.org/Home/Bid\\_Record/3007](http://procurement.montgomeryschoolsmd.org/Home/Bid_Record/3007)

Please indicate your acceptance of this notice by signing below and returning with your RFP or under separate cover.

Accepted: \_\_\_\_\_

Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_



Angela McIntosh Davis,  
CPPB, Director, Division of Procurement  
Division of Procurement

AMD:skh  
Copy to file: RFP Q&A