



GLENDALE UNIFIED SCHOOL DISTRICT

"Preparing our students for *their* future"

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PROCUREMENT AND CONTRACT SERVICES

ADDENDUM NO. 1

July 15, 2022

Request for Proposal: GLENDALE USD
SANDWICH DELIVERY AND READY SERVE
RFP 3 22-22/23

This addendum forms part of the Contract documents and may modify the original Bidding Documents. Any revisions, clarifications, deletions and/or additions shall be made to the bid documents for RFP #22-22/23. It is mandatory to acknowledge receipt of this addendum with your Proposal.

RESPONSE TO QUESTIONS FOR CLARIFICATION/QUESTIONS:

1. **Question:** Does the list of sandwiches require cheese?
Answer: Yes. Should be meat and cheese and only cheese for vegetarian sandwiches.
2. **Question:** The ham sandwich listed, is it Pork Ham or Turkey Ham?
Answer: Turkey ham is preferred.
3. **Question:** Is the RFP for frozen or fresh sandwiches? If it is actually frozen then no lettuce or any other kind of veggies can be used?
Answer: This is a Fresh Sandwich RFP.
4. **Question:** From the listed items, what is the difference between the Turkey Cold Cut and Turkey?

Answer: Turkey Cold Cut = an assortment of lunch meats like turkey ham, turkey pastrami, etc. Turkey = turkey breast meat.

5. **Question:** Would each District require delivery once a week or more?

Answer: This would have to be arranged with each District depending on their menu rotation, refrigeration capacity, etc.

6. **Question:** The Districts that do order, will it be a single drop to the address of their choosing?

Answer: This would have to be arranged with each District based on their needs and the vendor's capacity.

7. **Question:** The RFP listed 10 Districts, would we deliver to the warehouse to the listed District?

Answer: Each District will have different delivery requirements based on their operation. It will be up to the District and Vendor to negotiate delivery dates/times/terms.

8. **Questions:** If any other San Gabriel Coop members decide to order as well, will it be delivered to their warehouse?

Answer: Only 10 of the 30 San Gabriel Valley Districts have indicated they will be participating in this Bid for the 22-23 school year.

9. **Question:** It says response may not be more than 10 pages, but the sample agreement on your website is more than that.

Answer: This statement is in reference to the Proposal Form in Attachment A on page 19 stating *"Indicate annual estimate for 10 school districts only and those School District's are listed"*

10. **Question:** I do not understand the part of the Certification of Lobbying. I do not have any lobbying, but I didn't see any area to indicate that. Do I still have to return that form?

Answer: Yes, this form must be completed and returned. Attachment G, page 28 is the Disclosure and Instruction of Lobbying Activities; page 29 is the "Certification Regarding Lobbying" to certify current status of lobbying

activities, Section (1) on page 29 includes a statement that “No Federal appropriated funds have been paid or will be paid” related to lobbying activities”. Attachment H is to be completed to disclose if there are current lobbying activities.

11. **Question:** There was a page to be notarized, do I have to get that done now when I send the Bid.

Answer: Yes, all specified pages must be notarized and included in the Bid.

END OF ADDENDUM

Barbara Howard, Director, Procurement & Contracts
Glendale Unified School District