



Fresno Unified School District

Preparing Career Ready Graduates

Purchasing Services

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August 11, 2020

ADDENDUM No. 1 Bid 21-06 USDA Commodity Prepared Food Products

NOTICE TO ALL BIDDERS

This Addendum is attached to and made a part of the above entitled specifications for Fresno Unified School District with a scheduled bid opening on Wednesday, August 19, 2020. All changes and/or clarifications will appear in **bold** type and deletions will be struck out in revised sentences.

Incorporate the following into your bid response.

I. NOTICE OF BID TITLE CHANGE.

Change: Notice of change in bid title.

Notice of bid title change from ~~USDA Commodity Processing Service of Food Products~~ to USDA Commodity Prepared Food Products. Bid number to remain the same (21-06).

II. REFERENCE: PAGE 1, PRE-PROPOSAL SIGN-IN SHEET

Add: Number of submitted documents.

Attached is the Pre-Bid Conference Attendance Sheet via Skype for the mandatory pre-bid conference held on August 7, 2020 at 10:00 AM. Only vendors attending the mandatory pre-bid meeting will be eligible to submit a bid,

III. REFERENCE: PAGE 33, BID CHECKLIST

Replace: revised page 33.

Attached revised form noted with Addendum No. 1 footer to remove and add various forms for submittal with bid.

ADDENDUM No. 1 (Continued)
Bid #21-06
USDA Commodity Prepared Food Products

IV. REFERENCE: PRICE SHEETS

Replace: Replace Appendix 1 Price Sheets with revised.

Replace Appendix 1 Price Sheets with revised Appendix 1 Price Sheets noted with Addendum No. 1. Revised form allows for bidder to submit the current approved brand and/or equal alternative brand. District will award the lowest price item of the current approved brand and/or approved equal alternate. The price sheet is available in Excel format in Bid Opportunities.

V. REFERENCE: PRE-BID CONFERENCE QUESTIONS AND RESPONSES

Incorporate: Add responses to bid requirements

Q1: Bid Contract Date is Oct. 12, but USDA SEPDS values will change during this time?

A1: Response will be provided on next addendum.

Q2: Will you accept substitutions that do not exactly meet specifications?

A2: Only accepting "or equal" items. If submitting an "or equal" item they should be a like for like item. An item that exceeds the sodium requirement would be disqualified. An item that does not meet the M/MA or Grain requirements would be disqualified. We will allow for M/MA or Grain requirement to go over the minimum requirement.

Q3: Will you allow people to physically attend the bid opening?

A3: Attendance of bid opening will only be by skype to comply with COVID guidelines.

Q4 Will you read out loud the bid prices at bid opening?

A4: Due to the anticipated number of bid responses and volume of information to read, only company names that submitted bids will be read out loud; bid prices will not be read out loud.

Q5: Confirm bid bond is not required?

A5: Bid bond is not required for this bid. Check list has been revised.

Q6: Submittal of Samples – are you requiring a full case or a specific serving size?

A6: Samples should reflect what a case would look like. Full cases are preferred to give a clear idea of what the case looks like and how the products come. If they are IW we can accept half cases.

ADDENDUM No. 1 (Continued)
Bid #21-06
USDA Commodity Prepared Food Products

V. REFERENCE: PRE-BID CONFERENCE QUESTIONS AND RESPONSES (continued)

Incorporate: Add responses to bid requirements

Q7: How will bidders be notified of Addendums?

A7: Addendums will be posted on the Purchasing web site. Vendors are responsible for checking web site for addendums. An email notifying vendor of posted addendums will be sent to participants of the pre-bid conference. However, District does not take responsibility for notifications that do not reach vendors. Vendors are encouraged to complete the Vendor Registration form to verify email address is current.

Q8: Will Price Sheets be available in Excel format?

A8: Addendum No. 1 revised Price Sheets in Excel format is posted on Purchasing web site.

Q9: What is meant by minimum order requirements may result in rejection of bid?

A9: Exceptions or requirement from vendor to place a minimum quantity, such as full truck load or pallet may be grounds for district not accepting vendors proposal. However, the District will work with awarded vendors to minimize their shipment costs when possible.

Q10: Can we provide pricing at two different freight brackets?

A10: Vendor may only submit one freight bracket. District will work with vendor to place shipment quantities that minimize vendor shipping expense. However, District will not commit to any minimum quantities such as full pallet or truck loads.

Q11: Questionnaire item 12 regarding truck fleet, how should we respond if we are using carrier?

A11: Make note of this in the questionnaire.

Q12: Question 12 of Questionnaire refers to "produce" should this be "production"?

A12: This is in reference to the items that will be delivered.

Q13.1 Section 11 Government Donated Commodities page 22, regarding "A signed and dated copy of an approved California State Govt. Donated Commodities Processing Agreement and an EPDS Schedule for the correct year of the contract must be submitted with bid." Due to the COVID 19 virus the California Department of Ed (CDE) is running behind this year in sending out our State Participation Agreements (SPA), would you accept a letter from the Vendor stating this fact and that upon receipt of the SPA from the State the Vendor will forward to your attention?

A13.1: Yes, a letter from the vendor stating this is allowed. We will need the final copy of the SPA once received from the CDE.

ADDENDUM No. 1 (Continued)
Bid #21-06
USDA Commodity Prepared Food Products

V. REFERENCE: PRE-BID CONFERENCE QUESTIONS AND RESPONSES (continued)

Incorporate: Add responses to bid requirements

Q13.2 Regarding submitting EPDS's with our response, several years ago the Food and Nutrition Service of USDA sanctioned EPDS's as confidential information and they are not made public anymore. Will you accept a SEPDS in place of the EPDS?

A13.2: We will accept the SEPDS.

Q13.3 Do we need to submit a completed "Fresno contract" with our response? This action is on the check list of documents needed for a qualified response. This was not the case on the Dry/Frozen bid.

A13.3: Executed contract is not required at time of bid submittal. Awarded vendors will be sent an Award Letter requesting executed agreement, insurance, etc.

Q13.4 Regarding the QUESTIONNAIRE USED TO ASSIST WITH EVALUATION FOR ASSIGNING POINTS FOOD SAFETY/ FACILITY/ SANITATION REQUIREMENTS. Question #4, Please elaborate on what the District is looking in the way of a response from the Vendor "c" USDA- HACCP. HACCP Plans are proprietary and confidential.

A13.4: A letter from the vendor stating there is a HACCP plan in place is acceptable.

Q13.5 Question #7 of the Questionnaire states Submit a copy of your HACCP Plan. Again, HACCP Plans are proprietary and confidential. Would a letter from the vendor stating we have a HACCP plan in place be suffice for a repose to the request?

A13.5: A letter from the vendor stating there is a HACCP plan in place is acceptable.

Q13.6 The bidder check list asks for the following two documents be submitted with the bid. Student Safety Agreement and the Good Food Purchasing Plan. The bid does not address either of these two documents

A13.6: The Student Safety Agreement is not needed for this bid. Information (web page address) regarding the Good Food Purchasing Plan can be found on page 18 of the bid.

Q13.7 Please Confirm all we need to submit in our response to this bid is one original hard copy.

A13.7: Vendor is required to submit one original bid response and a flash drive to Fresno Unified Purchasing Department.

ADDENDUM No. 1 (*Continued*)
Bid #21-06
USDA Commodity Prepared Food Products

Acknowledge receipt and understanding of this addendum in designated area and submit with Bid Form.

Firm



Edward Collins, Director of Purchasing

Authorized Signature



Mandatory Pre-Bid Conference via SKYPE Sign-In Sheet

Bid # 21-06 – USDA Commodity Prepared Food Products

Friday, August 7th, 2020 at 10:00 A.M.

BARBARA STEWART

ANGELINA OROZCO

Buyer II

Buyer I

Vendor Sign In - SKYPE

Company	Company
AFFINITY FOODS	FRESH INNOVATIONS OF CA, LLC
ALBIE'S FOODS, INC.	GOLD STAR FOODS
ASIAN FOOD SOLUTIONS	HIGH LINER FOODS
ASSOCIATES OF FOOD SERVICES & SALES	IDAHOAN FOODS
BAKE CRAFTERS FOOD CO.	INTEGRATED FOOD SERVICE
BASIC AMERICAN FOODS	J.M. SMUCKERS CO.
BONGARDS CREAMERY	J.T.M. PROVISIONS CO., INC.
BROOKWOOD FARMS, INC.	KEY IMPACT
BUENA VISTA FOOD PRODUCTS, INC.	KRAFT HEINZ NORTH AMERICA
CARGILL KITCHEN SOLUTIONS	LAND O' LAKES, INC.
CARGILL MEATS	LONG LEGACY BROKERAGE
COMIDA VIDA, INC.	M.C.I. FOODS, INC.
CONAGRA FOOD SERVICE	MAID-RITE SPECIALTY FOODS
CORE GROUP	MCCAIN FOODS
DEL MONTE FOODS, INC.	MICHAEL B'S FOOD PRODUCTS
DON LEE FARMS	MICHAEL FOODS, INC.
ES FOODS	NARDONE BROTHERS BAKING CO.
PETERSON FARMS	PILGRIM'S PRIDE CORP /GOLDKIST



RED GOLD, LLC	SUPERIOR FOODS
RICH CHICKS, LLC	TABATCHNICK FINE FOODS
ROSE & SHORE MEAT CO., INC.	TOOLS FOR SCHOOLS/GOOD SOURCE SOLUTIONS
S.A. PIAZZA & ASSOC., LLC	TRIDENT SEAFOODS
SCHWAN'S FOOD SERVICE	TYSON PREPARED FOODS, INC.
SHADY BROOK FARM	VELMAR FOOD SERVICES/ARIZONA GOLD
SUNNY FRESH	WAWONA FROZEN FOODS
SUNOPTA	YANGS 5 TH TASTE/OUT OF THE SHELL, LLC
FRESNO UNIFIED SCHOOL DISTRICT:	
ED COLLINS, EXECUTIVE DIRECTOR OF PURCHASING	
AMANDA HARVEY, ACTING FOOD SERVICES DIRECTOR	
ANN LOORZ, PURCHASING MANAGER	
BARBARA STEWART, BUYER II, FOOD SERVICES	
ANGELINA OROZCO, BUYER I, FOOD SERVICES	
RICHARD OJEDA, PURCHASING TECH., FOOD SERVICES	

BID CHECK LIST

The forms below shall be signed and submitted with Bids. Notwithstanding any provisions to the contrary, all Bids shall include the following completed documents/forms. Failure to submit the documents/forms may render the bid non-responsive.

- Evaluation Criteria
 - HACCP Plan or Food Security and Safety Program
 - Delivery Narrative
 - Technology and Reports
 - Good Food Purchasing Program Standards Narrative
- Non-collusion Document
- Contractor's Certificate Regarding Workers Compensation
- Iran Contracting Act Declaration
- No Prohibited Interest/Conflict of Interest Declaration – Attachment
- Disclosure of Lobbying Activities
- Debarment, Suspension and Other Responsibility Matters
- References
- Questionnaire Used for Assigning Points
- Bid Signature Page Form
- Prime Point of Contact
- BID Pricing Sheets
- Addenda

**QUESTIONNAIRE USED TO ASSIST WITH EVALUATION FOR ASSIGNING POINTS
FOOD SAFETY / FACILITY / SANITATION REQUIREMENTS**
(Attach additional pages and documents as needed).

The District has pest control procedures in place at all of its storage facilities for food items and related products. In order not to compromise these procedures, any product delivered under this contract must have an audit trail that clearly demonstrates appropriate handling and storage practices.

Vendor must complete the following questionnaire:

1. List address and location of your storage and processing facility.

2. Please describe your procedures for notifying customers of food safety and product recalls.

3. The District will be conducting periodic food safety audits and facility inspections conducted by the District's independent auditor at the District's expense. In the event the Vendor does not have successful audit and facility inspections, the Vendor will be provided the results of the food safety audits and facility inspection findings in writing. The Vendor has thirty (30) days to provide the District a corrective action plan and documentation to correct the findings. If the Vendor experiences repeated findings during the periodic food safety audits and facility inspections the District reserves the right to terminate the contract.

Please initial below confirming your acknowledgement of this requirement.

4. Please provide a copy of the last three (3) years of your food safety audits and inspections conducted by the following agencies:
 - a. Compliance with Global Food Safety Initiative (GFSI)
 - b. FDA Food Safety Modernization Act (FSMA)
 - c. USDA – HACCP
 - d. Fresno County Department of Public Health – Environmental Health Division
 - e. Independent third-party food safety audit firms

5. What is your procedure to ensure suppliers comply with the FDA Food Safety Modernization ACT (FSMA), State of California Department of Public Health Food and Drug Branch, California Department of Agriculture, and county and city laws and ordinances for your production facility?

6. Reserved.

7. Vendor must have a copy of their Hazard Analysis Critical Control Program (HACCP) including product recall procedures.

Please initial below confirming your acknowledgement of this requirement.

8. The District reserves the right to inspect the facilities of the Vendor prior to award of contract and/or during the term of the contract and if representatives of the District determine after such inspection that the Vendor is not capable of performance satisfactory to the school district, the Vendor's Bid will not be considered or it can be cancelled.

Please initial below confirming your acknowledgement of this requirement.

9. The Vendor's facility must be registered with the Food and Drug Administration and meet the requirements in the Public Health and Safety and Bioterrorism Preparedness and Response Act (Public Law 107-188, Section 305).

Please initial below confirming your acknowledgement of this requirement.

10. The District reserves the right to submit products for testing by a public laboratory of the District's choice to determine wholesomeness and adherence to BID specifications. Tests may include, but are not limited to: pathogen levels, content, weight, and other specification requirements.

If tests indicate that the samples have unsatisfactory pathogen levels or do not meet the contract specifications, the Vendor shall immediately pick up all of the remaining cases of that particular lot and issue a credit memo to the District for the full value of the returned product or offer immediate replacement at no cost to the District.

Reoccurring incidents of products not meeting minimum specifications and standards to the BID, as determined by a public laboratory may be cause for default and consequently termination of this contract.

Please initial below confirming your acknowledgement of this requirement.

11. The Vendor agrees to permit inspection of food products by Districts representatives with the right of rejection of inferior product. The District's decision shall be final.

Please initial below confirming your acknowledgement of this requirement.

12. Trucks are to be cleaned on a regular basis, free of excessive dirt and debris. Provide a list of your truck fleet inventory including age, mileage, capacity, and other relevant factors to describe your capabilities to delivery production on a consistent and timely basis.

Please initial below confirming your acknowledgement of this requirement.

13. Each case of product delivered must be labeled with Processor's name, product, date processed, and date packed. The District reserves the right to request documentation that verifies the traceability information provided on each case, and the Processor must provide documentation within twenty-four (24) hours of the request.

Please initial below confirming your acknowledgement of this requirement.

14. Audits of the vendor's records will be made at the discretion of District officials at any time. Awarded vendors must agree to make available to the District or its agent any and all information including food safety inspections, audits, and documentation of chemical application records. The District will give the vendor thirty (30) days' notice of an audit to allow the vendor to gather and assemble records.

Please initial below confirming your acknowledgement of this requirement.

15. Describe the organization's traceability process. How will the organization be able to source identify produce provided to Fresno Unified School District?

16. Please provide the qualifications and background of the personnel responsible for Food Safety and organizational chart of your company.

17. Describe your process for providing packing slips, invoices, confirmation orders in conformance with this BID including your checks and balance for accurate billings.
