



LONG BEACH UNIFIED SCHOOL DISTRICT

*Nutrition Services Branch*

3333 E. Airport Way, Long Beach, California 90806

Telephone: (562) 427-7923 • Fax: (562) 988-0263

**ADDENDUM TO BID NO. FS383-1920/65**

Date: April 5, 2019

Bid Name: Purchase of Cold-Store Foods (Commercial) for the Nutrition Services Branch

Addendum Number: 1

You are hereby notified of the following changes, additions, or deletions to the Documents for the above titled Bid. See below Questions Asked Verbatim (with some redactions applied to protect proprietary information):

1. Question:

Can you accept deliveries of 5,000 lbs. minimum (for hot dogs)? Since our hot dogs are produced in XXXX we have to send a minimum of 5,000 lb. deliveries on trucks that we send out weekly. Is the District able to handle that much product in one delivery? The product lasts XXX days frozen from date of pack.

Answer:

See Page 5, Section 25 METHOD OF AWARD, last paragraph:

“Qualifications of bid with a requirement by Bidder for any minimum order other than as specified in this bid **may be cause** for rejection of Bidder’s entire bid.”

See Page 8, Section 27 QUALIFIED BIDS:

“The District hereby notifies all Bidders that they are **advised not to** restrict their bids to minimum shipment (either quantity or dollar amount) on any item on this bid...”

See Page 8, Section 28 VENDOR SELECTION:

“The Long Beach Unified School District specifically reserves the right to evaluate, in its absolute discretion, the total bid of each Bidder so as to select the company which will best serve the needs of the District, thus ensuring that the best interest of the District and its tax paying public will be served.”

See Page 64, MINIMUM ORDER PAGE:

“Vendor to indicate all minimum order requirements of any items contained herein. Should no minimum requirements be shown, none will be honored throughout the contract period...”

2. Question:

All deliveries are to be made to The LBUSD Nutrition Service Branch on Airport Way in Long Beach, correct?

Answer

See Page 10, Section 35 DELIVERY REQUIREMENTS AND LOCATION:

...”Products are to be **delivered to** the Long Beach Unified School District, Nutrition Services Branch, 3333 E. Airport Way, Long Beach, CA 90806, as ordered by the Nutrition Services Branch. All deliveries are to be made between the hours of 7:00 A. M. and 2:00 P.M., Monday through Friday, except for scheduled District holidays....”

...”The Contractor shall be responsible for delivery **F.O.B. Long Beach Unified School District – Nutrition Services Branch Warehouse** and shall pay all costs...”

3. Question:

When would you anticipate needing samples of the hot dogs?

Answer:

See Page 18, Section 53 SAMPLES:

“Samples, CN Label (when applicable), Nutrition Analysis Sheet, Product Specification Sheet and Product Formulation Statement may be requested before award is made.”

In other words, no need to submit samples with the bid. If we determine that samples are needed, a formal request will be issued separately. Any items requested for sample must be tested and approved prior to award.

4. Question:

Do the “Suspension and Debarment Certification” form; the “Certification Regarding Lobbying” form and the “Disclosure of Lobbying Activity” form have to be signed and returned with the bid even if the contract would not be in excess of \$100,000? Our company has not made any payments to a lobbying entity either.

Answer:

Yes, these forms still require a signature. You can draw a diagonal line across the document(s) with “N/A”. But your signature is an acknowledgement that you have read and understand the documents.

5. Question:

The IFB references needing a “Product Formulation Statement” but an Example was not included in the proposal package. So if our Product Specification Sheet has similar information included, then would we still need to submit a PFS? If so, can you provide a Sample of one that is acceptable?

Answer:

If your Spec Sheet contains all the necessary information to properly analyze the nutrient content, then no PFS is needed. Most Spec Sheets do provide enough detail so please submit what you have and if we determine that more information is needed, we will make a separate, direct request. A sample PFS is available from USDS-FDS at:

<https://www.fns.usda.gov/sample-product-formulation-statement-product-analysis-meatmeat-alternate-mma-products>

6. Question:

Can you please clarify that a CN label is absolutely required for all line items.  
Where do I obtain the "choose California produce act" form?

Answer:

A copy of a C/N Label is only required for items submitted on the bid that are C/N labeled.

7. Question:

What about the "Choose California produce act" form, where do I obtain that or is it something I draw up on company letter head?

Answer:

For any items that qualify for the Choose CA act, we simply request a letter on manufacturers' letterhead stating something to the effect of:

*The Choose California Produce Act, Chapter 7 Part I of Division 21 of the Food and Agricultural Code, where price, fitness and quality being equal, allows a School District the ability to give preference to supplies and produce – that is grown, manufactured or produced in the State of California.*

*Please be advised we certify that Item # XXX supplied by XXX is manufactured in California.*

Further guidance is available at:

[http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180\\_AB822](http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180_AB822).

8. Question:

How can I locate the award/recap information for the last bid on these line items?

Answer:

Please go to: [http://www.lbschools.net/Departments/Nutrition\\_Services/Bids/](http://www.lbschools.net/Departments/Nutrition_Services/Bids/) and navigate to "Current Contracts" Bid # FS367-1617/65. Some items will have fallen off the bid during renewals and we have added a few new items for 19/20 but the majority of the items should be found here.

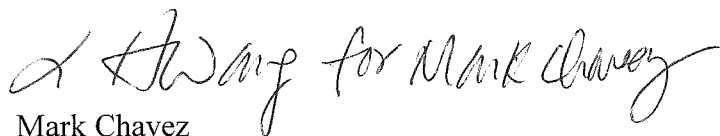
9. Question:

For line item #9, croissant, can you clarify the purchasing history or rather how many cases are purchased at a time.

Answer:

Our ordering pattern has been approximately 432 cases per month.

Approved by:



Mark Chavez

Nutrition Services Director