

ADDENDUM No. 1 TO #32-CNPJS-0525 Janitorial Supplies
Invitation to Bid – Child Nutrition Program Janitorial Supplies
Due Date: Tuesday, April 15, 2025 @ 2:00 PM CST

ADDENDUM NO. 1 – DATE ISSUED: 03/28/2025

To all Potential Vendors:

In IFB 32-CNPJS-0525 Janitorial Supplies, issued March 17, 2025, Clarifications/Additional Information/Changes below to Scope of Work, and answers to questions received by deadline stated in IFB.

Update on Section 11: HOW TO SUBMIT A BID, page 11

All bid packages must be clearly marked with the Respondents' name and address (**it is very important to include the IFB #32-CNPJS-0525**). Bid packages must be delivered to and received prior to the deadline.

Proposals may be submitted by sending a hard copy to:

IDEA Public Schools

Attn. Child Nutrition Program Department

2115 West Pike Blvd

Weslaco, TX 78596

ATTN TO:

Christopher Ruiz, CNP Director of Finance and Procurement

Janet Fuentes, CNP Assistant Director of Procurement

Rebecca Romo, CNP Procurement Analyst

IDEA Public Schools, 2115 W. Pike Blvd Weslaco, TX 78596 (956) 377-8000

Proposals sent by mail must be in a sealed envelope marked with the IFB Number and Title and include:

- a. One (1) clearly identified hard copy ORIGINAL of the Proposal.
- b. One (1) clearly identified PAPER COPIES of the Proposal.
- c. Digital copy of the Proposal on a FLASH DRIVE, marked with Respondent name.

Note: Faxed or emailed Proposals will not be accepted.

Questions & Answers:

Q1. Are the estimated usage quantities provided on the bid the total estimated usage for one school location, for each specific region, or collectively for all locations?

A1: The estimated usage quantities provided are collectively for all locations.

Q2. The unit of measure for bid line 23 BOX CUTTER RETRACTABLE UTILITY KNIFE 4/PK -HEAVY DUTY UTILITY KNIVES is given as “UNIT” while the description mentions 4 per pack. Does “UNIT” refer to 1 individual knife, or to a pack of 4 each?

A2: The unit refers to 1 individual knife, not to a pack.

Q3. The description for bid line 23 BOX CUTTER RETRACTABLE UTILITY KNIFE 4/PK - HEAVY DUTY UTILITY KNIVES describes a retractable utility knife, but the provided photo is of a folding utility knife. Which is the preferred type?

A3: The preferred type is a folding utility knife as given in the picture on Attachment L. That is the one we currently use as it is better for safety, per our operations team.

Q4. The bid terms and conditions state that pricing is to be held firm for the bid term. Does the request to hold pricing only include the first 1-year period of the bid, or does it include all potential renewal periods as well? Also, it mentioned a 120-day period, is this included in the length of the 1-year bid term? Or is that the length of time for no retractions of submitted proposals?

A4: Pricing submitted in the bid shall remain firm for 120 days to award and for the 1st initial term of contract. Once the contract is awarded during the renewal process, we will provide the opportunity to update pricing for the next 12-month period of the contract.

Q5. Do you have to have a warehouse in every region for delivery or can we provided LTL freight?

A5: No you do not have to have a warehouse or store in every region for delivery. Vendors can provide freight for delivery.

Q6. Line items do not have a unit of measure listed. Was it the unit of measure expected?

A6: The unit of measure for the listed items is EACH.

Q7. What is the expected timeline for initial delivery to all locations after contract award? Will this be a onetime bulk delivery to each site or items order by site as needed?

A7: Orders would be placed starting in July, campuses will order as needed throughout out the term of contract.

Q8. Are the forecasted quantities annual quantities total or annual quantities by site?

A8: Forecast is annual quantities total for Texas.

Q9. What is the expected frequency of replenishment orders?

A9: As needed throughout the term of contract.

Q10. Do you require minimum stock levels to be maintained – are you looking for inventory re-stock services as part of the RFP?

A10: No we do not.

Q11. Is the submission of the bid by mail only? If not, which method does your organization prefer?

A11: Yes the submission is only by mail. Proposals sent by mail must be in a sealed envelope marked with the IFB Number and Title and include:

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Q12. Is DocuSign considered original signature?

A12: No is it not. The bids must be complete with the original signatures in blue ink.

Q13. Are the quantities in the product list annual for all schools?

A13: Yes the quantities listed are for all schools.

Q14. Since we are a current vendor of IDEA Public Schools, do we have to submit the Attachment P "IDEA Vendor Packet"?

A14: No, if you are a current vendor for Idea then you do not have to fill out the vendor packet again.