



PROCUREMENT SERVICES

ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 1

PROJECT NAME: ITN No. N237435JA – Food Supply & Delivery Service

DATE OF ISSUE: March 20, 2023

The following information shall be included in the ITN documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the contract specifications.

Proposers' questions/issues and District answers (District answers are italicized):

- Q1. Deliveries - What are the hours of operation for the Central Warehouse location for weekday and Saturday deliveries?
- A1. *Hours for the District Warehouse are 7:00am – 2:00pm. The hours for the current designated warehouse are 8:00am – 4:30pm. Based on Proposer's responses re: delivery, the exact hours could vary.***
- Q2. Deliveries - Can we observe a current delivery with Sysco to understand how the delivery-receiving process works?
- A2. *No, this is a general delivery practice. When shipping to the warehouse, the receiving party breaks the "tag" on the truck and then inspects the load. Items come in by full pallets, not mixed pallet. Items are counted and verified by expiration date, then received into the inventory at the receiving warehouse.***
- Q3. Payment – P-Card is not a preferred payment method. Is there the ability to pay via EFT or some other electronic method? The fixed fee will be approximately .90/cs higher if payment is made via P-Card.
- A3. *Per the Specifications, under Orders & Payment (pg. 17), ePayables is preferred, not mandatory.***



PROCUREMENT SERVICES

- Q4. What does attachment F - EMERGENCY/STORM RELATED CATASTROPHE AGREEMENT mean? Is this simply around product availability?
- A4. *During catastrophic events, the District plays a critical role in the community by providing shelters, food and water for its citizens. This asks the Proposer to agree to put the District, or any other government entity, on a first priority basis for products and/or services, at fair and reasonable prices, so that we can quickly address the community's immediate needs.***
- Q5. You have only provided until March 29th to put a proposal together. This is a very short time frame that may not allow for a proper response to be completed. We request you extend the due date by at least one week to April 5th.
- A5. *We are unable to extend/change the timeline for this solicitation.***
- Q6. There are many Sysco brands listed on the Product Usage Form. Should they be treated as "distributor's choice"?
- A6. *Column F on the Product Usage List Form is for Proposers to list alternate/equal items to what is listed.***
- Q7. Deliveries – Are current deliveries made with 50' trailers? Is there a dock at the District Warehouse? Is there a dock at the contracted warehouse? Are deliveries palletized?
- A7. *Both the District Warehouse and the contracted warehouse have loading docks. The contracted warehouse has fully leveled dock doors to receive 53' tractor trailers, or smaller as needed. Yes, deliveries are palletized.***
- Q8. Along with the procurement / distribution bids, are you accepting bids for ONLY the warehousing, ONLY distribution, or BOTH warehousing and distribution (without procurement) at this time, or is that a follow-on process?
- A8. *No. We are currently working on new solicitations, one for warehousing and one for distribution. The warehousing solicitation could possibly contain the option of combining both warehouse and distribution in one proposal.***
- Q9. Assuming the answer is "NO" to question Q8, what is the best method for the assembled bidders to contact what may be a side bar negotiation process for those bidders to work with Florida Freezer as one of their options as stated on today's call.



PROCUREMENT SERVICES

A9. Proposers cannot reach out to Florida Freezer during the solicitation process (Cone of Silence). When a Proposer has been awarded, they may reach out to the District designated warehouse for their options/side bar negotiations.

Q10. If “Yes” to Q8, will there be subsequent documents/bid forms, or do we use our own?

A10. The answer to Q8 is “No.”

Q11. Would deliveries only be made to Florida Freezer? Please clarify the location of delivery warehouses and the approximate volume delivered per week to each location. What are the delivery windows for each warehouse location?

A11. Please see Item #9 in the Specifications (pg. 18). Proposers are to submit their ability to 1 or more criteria. School addresses can be found in Exhibit 1 of the Specifications. The District Warehouse is located at 3308 Canal Street, Fort Myers, FL 33916. The location for our current designated warehouse (Florida Freezer) is 7952 Interstate Court, North Fort Myers, FL 33917. Please see the answer to Question 1 for delivery hours to the District and designated warehouses.

There are no other changes at this time. Please acknowledge this addendum via Attachment D, Addenda Acknowledgement Form, in your submittal.

Thank you for your interest in The School District of Lee County.

**Joni Al-Shabibi
Procurement Agent**