

Inquiries & Response
Des Moines Public Schools
B6767 Food Items

1. Do you want a cost plus bid or a locked in price? Do you want us to lock price on all bid items for 18 months? There are major market fluctuations that may not allow for that. Most manufactures will lock in prices for a school year but not for more than that. **Cost plus bid, but do want to know if any prices will be locked and for what period of time**
2. On the 2nd page with no page number on it, under period of contract, it refers to the “amount of the contract for the second through the fifth year shall be negotiated at the close of each preceding year.” Could you explain what that means? Would the value of the contract change? **The District understands pricing will fluctuate from one year to the next. Prior to the renewal of the contract the District will ask the awardee to confirm pricing for the next fiscal year. If the changes in pricing (both up & down) are accepted by the District the contract will be renewed, if not the District may rebid the products / services for the upcoming school year. The awardee may be required to justify any / all planned increases.**
3. On Page 1 under Food Special Conditions, you refer in bold to “District expectation is firm prices for the period July 1, 2013 to December 31, 2014.” We want to clarify if the contract is for a “fixed fee” that allows for price changes or a “Firm price” locked in for the year and cannot change. **We are looking at fixed fee, but want to know what, if any items have a firm price and for what period of time.**
4. In the bolded section starting with District expectations, it states that the prices are to remain firm (or the fixed fees are to remain firm) until 12/31/2014. Was that to be 2013? **2013**
5. On page 4 under point 2 it states that we are to communicate price changes. This is in reference to the above 2 questions. **Per above, if pricing is not firm we need to know of changes**
6. Is it correct that all deliveries will be made to one location only? May we inquire what an average delivery would look like in cases?
Deliveries are currently made to one location. We will be adding a weekly breakfast delivery. This will go to a different warehouse but would be scheduled as a drop specific to that warehouse. Size of deliveries vary from as high as 3,000/delivery during July and August when school is starting up, to lower amounts as school breaks are approaching. Average delivery size is between 1,000 and 2,000.
7. Would deliveries be 5 days a week? **Currently deliveries are 2/week. With additional breakfast frozen delivery we anticipate 3 days/week**
8. On page 1 under General it is stated that ‘when a brand is given, it is intended to indicate the quality and grade desired’ and on page 2 under Brands ‘the district will accept only the actual item noted on the spreadsheet as required unless stated otherwise’. Which is correct? We believe that there are some items that are private label to a specific distributor and there is no way we could bid those. Silverbrook Eggs is an example. Prairie Creek Frankfurters is another. If brand specific is your answer to the previous question, then how do we proceed in bidding these items? **You may bid distributors choice on those specific items. Samples may be required.**
9. May we inquire who the current distributor is? **Reinhart**
10. Would it be possible to provide a document that speaks to all of the required responses? Examples would be page 5 and the point #2 at the top of the page or the statement contained in the italicized section under food recall that says we are to define our policy. Are there others? **We expect bidders to have policies in place, they do not have to submit the entire policy.**

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11. We have noticed that several products are no longer available what items should be bid?
 - a. **Line #D115 Pillsbury mini waffles was mfg #44326 is now #32264**
 - b. **Line #F104 General Mills cheerios was mfg #11941 is now #32262**
 - c. **Line #F104 General Mills Rice Chex was mfg #47595 is now mfg #31921**
 - d. **Line # B115 Breakfast Pizza mfg # 63904 is now mfg # 63912**
12. “Please confirm, all applicable discounts, rebates, promotional allowances and credits, as described in the bid documents are only those discounts, rebates, promotional allowances and credits provided to US Foods specifically for this procurement by manufacturers, private label holders and/or redistributors with the understanding of all parties that they are to be passed along to the Des Moines Independent Community School District? **Correct**
13. Is any renewal option at the agreement of the parties or at the sole discretion of the District?
Both parties
14. Is this a fixed price bid or a fixed-fee? The bid indicates fixed fee but states that the expectation is firm pricing from July- December. **Addressed above**
15. Will the district allow submission of NOI pricing on items in commodity categories even though not listed as pre-approved and the pounds have already been diverted to other manufacturers?, they would be “or equal” items. **No. Commitments have been made to the manufacturer.**
16. Do you own your own soft serve dispensing units for the Annie’s Yogurt? Or are they given to you by Annie’s to use while serving their product? **We own the dispensing units.**
17. Is there a specific week we should be using for cost – especially on commodity type items like dairy and cheese, to ensure that all bidders are equally compared? **Since this bid does not include fluid milk, we are requesting firm prices for July 1 – December 31 – if you are unable to state a fixed price indicate how long your stated price will be in effect.**
18. A few items say “sample required” – when are samples required on these items? Prior to award or after? **Prior to award, we will contact distributors regarding samples that will be required.**
19. The formulas are not automatically populating on the bid sheets. Are we to write formulas to do the extensions or leave blank? **This should be corrected and posted as a revised bid sheet**
20. Are we to figure the cost per serving column? **If the product is labeled as servings/case – yes.**
21. What would you like us to enter in the “Bid Qty” column? **Leave blank if you are projecting cost/case based on estimated usage. If your bid is based on a higher or lower amount, fill in that amount.**
22. Tab C has a column titled “case allowance” – do you want manufacturer allowance, if any, noted here? Where do you want the fixed fee and total sell price noted? Where do you want allowances noted on the other tabs? **Updated spreadsheet has been corrected to indicate cost plus fee rather than case allowance. We are not requesting allowances to be broken out.**
23. On the other tabs, column H is titled “cost to distributor” – confirming this is invoice cost plus freight less allowance? Column I is titled “cost plus fixed fee” – are we to add our fixed fee to “cost to distributor” column to arrive at this amount? Is there a place you want us to note our fixed fee per item? Correctly stated for column H and I. **There is a page for fixed fee per category.**
24. Tony’s has a Whole Grain version available of the item you requested on line B115. Code 63912. Would you like us to price that for you as well? **Yes, this is one of the items with an updated number.**

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25. How will the winner be determined? Is the award solely based on the overall lowest bid received or will other criteria be taken into account. If so, what other criteria? **Cost is a major criterion. In addition to cost we will be evaluating your ability to meet service expectations including, but not limited to, delivery schedule and fill rate. We also need an effective online ordering system, providing information and ability to view the ordering system your company utilizes will be helpful, references will also be taken into consideration.**