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## REQUEST FOR PROPOSALS # 45-15

### GROCERY, MEAT, FISH AND PRODUCE PRODUCTS FOR THE UNIVERSITY OF MAINE

#### ADDENDUM #1

The University of Maine

This addendum responds to initial questions submitted by vendors.

University of Maine  
at Augusta

Q1. Would it be acceptable for a distributor to submit more than one bid in response to the RFP?

University of Maine  
at Farmington

A1. *Yes. Each proposal must be clearly marked and stand on its own as a fully responsive proposal.*

University of Maine  
at Fort Kent

University of Maine  
at Machias

Q2. Is it possible for a distributor to group product segments together to offer a more competitive bid?

University of Maine  
at Presque Isle

A2. *Yes. However, awards will be made as outlined in the RFP. Pricing will not be contingent upon being awarded multiple segments.*

University of  
Southern Maine

Q3. Why aren't manufacturer allowances or deviations that maybe be secured for the University outside of the HPSI program being used to evaluate the Market Basket analysis? How should we reflect them for consideration?

A3. *Market Basket analysis does not include these because manufacturer allowances or deviations are not guaranteed throughout the length of the contract.*

Q4. Regarding appendix A, is it the intent of the University to have the required sustainability information listed on all products and on all invoices at point of sale?

A4. *Yes. There needs to be a way to identify sustainable products, especially in the case of substitutions.*

Q5. Regarding section 4.2, if we commonly purchase items but due to purchasing patterns do not plan receiving an item within this two week window, will the next confirmed purchase order for that item be acceptable? This will confirm the price of the product on the next delivery date.

A5. *Obtain current pricing through a quote from the vendor.*

Q6. Can you provide the address to the Children's Center?

A6. *113 College Ave. Orono, ME 04473*

Q7. Are you sharing the Market Basket with all responders once the bid closes?

A7. *As outlined in section 1.9, "[p]ricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law."*

Q8. Can the unit of measure be provided for each item on the market basket in order to provide accurate case conversions?

A8. *Pack sizes are listed in the Market Baskets*

Q9. Are there any issues with us using the price date of the week of March 9th?

A9. *Price dates from the week of March 9 are acceptable.*

Q10. Regarding section 4.2, are there any issues with invoices/POs supporting the pricing where the invoice/PO falls outside the two week from deadline?

A10. *Yes. Please request current pricing from vendor that is within the 2 week window.*

Q11. To what extent can the winning proposal and its terms be held "Confidential" in order to protect trade secrets of the bidder while remaining in compliance with Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. as mentioned in Section 1.9? For example, will other participating bidders be able to see the price for each individual item from the winning proposal?

A11. *Please see question 7. Addition information on Maine's Freedom of Access Act is available at:*

<http://www.maine.gov/foaa/>

Q12. On the final format column H "University Cost Per Unit" is this to be the "University Net Cost" as defined in section 1.1.5 or "University Adjusted Net Cost" as defined in section 1.1.6?

A12. *The "University Cost Per Unit" is to be the "University Net Cost".*

Q13. Regarding the requirement for deliveries to be available five (5) days a week, would you take most of the seafood products in one drop for the extent of the contract or would you require multiple smaller deliveries?

A13. *We would expect the orders to be delivered to each ordering location, requiring multiple deliveries.*

Q14. When submitting a bid, should vendors submit section 4 and below, or submit all 37 pages?

A14. *Proposals require Section 4, the market basket file, and any information related to the vendor's ability to meet the terms and conditions outlined in the RFP.*

Matthew J. Robinson  
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