

REQUEST FOR PROPOSALS 2020-027
University of Maine Food and Paper Purchases
RESPONSE ADDENDUM # 1
March 25, 2020

QUESTIONS

Q1: First, are there any changes in the timeline in the process due to current events?

A1: [At this point we plan to proceed with the original schedule](#)

Q2: Section 1.2.7 Pricing- "All prices provided shall remain firm for the entire term of the agreement". I'm assuming this is the quoted mark up percentage and not the actual pricing? As meats and produce are market priced and frequently change (along with the manufacturer's periodic price changes), pricing would naturally fluctuate over the term of the agreement.

A2: [This only pertains to the mark up value](#)

Q3: 1.17 Buyers Edge. Is the University now buying as a member of a Group Purchasing Organization (GPO), or just utilizing administrative services. If currently a member, would you consider changing GPOs? If not, would you be open to joining one?

A3: [We are utilizing their administrative services which include rebate programs, off invoice discounts and auditing of invoices.](#)

Q4: Line 7 Romaine Lettuce is listed as 1-2 lb- I'm assuming that is a 24 ct case?

A4: [This is purchased from a local vendor which packs by 1-2lb](#)

Q5: Line 29 Organic Green Leaf- Could you provide a brand on that as I am having difficulty matching that pack size through current channels?

A5: [This is a locally sourced item](#)

Q6: Could you share what the total purchases were for 2019 in the respective bid categories? If not for the categories, total foodservice spend?

A6: Grocery - \$1,800,000
Meat & Poultry - \$1,424,000
Seafood - \$130,000
Produce - \$722,000
Milk - \$128,000
Bread - \$62,400
Paper - \$178,000

Q7: 1.0 Introduction - 1.9 Recall Notice – Seeking clarification on what is meant by items “not bought by the university”. Does this encompass ALL items recalled that are carried by Sysco regardless of whether they are or have been purchased by the University?

A7: At a minimum we need notification of recalls on items we currently purchase or have purchased recently.

Q8: 1.0 Introduction - 1.17 Buyer's Edge: Is the University of Maine engaged with Buyers Edge AS A GPO, Auditor or Both? If yes which GPO? And If there is GPO involvement, would you indicate which items on the RFP have a GPO agreement?

A8: We are utilizing their administrative services which include rebate programs, off invoice discounts and auditing of invoices.

Q9: Appendix G item 4. How does the university define "resume"? Is this a full job resume or just a professional bio?

A9: A professional bio will suffice

Q10: Appendix C item 3 - Is one markup value used for all categories or can each category have individual markup %?

A10: Each category can have its own mark up %

Q11: General Question: Has the current Covid-19 crisis had any impact on the current bid process timeline and deadlines?

A11: Not at this point

Q12: Under General Information - 1.2.7 Pricing: Clarify that they are asking us to hold our Markup % for the term of the agreement and NOT to hold our sell price for the term of the agreement (5 years)

A12: Hold the % mark up for the term of the agreement

Q13: Please estimate one time and annual costs to maintain EATEC Connectivity with current Prime Vendor.

A13: The University encourages vendors to reach out to EATEC directly to get this information. We are also working to find the best contact at EATEC to reach out to and will post this information in a separate addendum as soon as we have it.