

REQUEST FOR PROPOSALS #2022-055
University of Maine Food & Paper Purchases
RESPONSE ADDENDUM #1
March 10, 2022

QUESTIONS

Q1: Regarding the product and nutritional information. Are respondents being asked to include complete product and nutritional spec sheets for all items on the market basket, with their response? Or does this refer to the availability of that information to the school once the contract is awarded?

A1: This refers to the availability of information once the contract is awarded. You do not need to include nutritional information with your submission.

Q2: Are all respondents required to submit for all items in all categories? Example: If a supplier does not carry paper products. Would they simply exclude that section, or would they be barred from submitting their bid? Will the school accept offers of both fresh and frozen items in the Bread category?

A2: Respondents only need to submit for the items they are interested in supplying. For your example, you could submit a response without paper. The University is looking for fresh items only for the Bread category.

Q3: Do respondents need to include USDA processes and documentation for each item or category? Or do they only need to include information about their general USDA compliance?

A3: Respondents should include information about their general USDA compliance.

Q4: The university is requesting creamer dispensers for each dining location. Are there any other beverage, dairy, paper dispenser needs that should be included or considered with the response?

A4: Yes, we are looking for respondents to include hot chocolate dispensers and napkin dispensers if they are submitting responses for those categories.

Q5: The RFP states that costs can be based on our most recent proof of purchase "...prior to March 1st, 2020". Was this meant to be stated as 2022?

A5: Yes, this should have been 2022.

Q6: Where the University has listed a specific brand on the market basket. Will submission of any alternatives be allowed? If so, what is the process for the approval of alternative items.

A6: The University will allow alternatives to be submitted provided that they are of equivalent quality and have equivalent portion and pack size.

Q7: What is the anticipated annual spend by category for this RFP? Total dollars would be preferable. But if possible could the respondent's receive that in both cases and dollars?

A7: The below data is from the University's fiscal year 2019 (July 1, 2018 to June 30, 2019). We feel that this will most accurately reflect the spend going forward. FY 2020 and 2021 were impacted by covid and therefore we don't feel like those numbers will accurately reflect the spend going forward. Unfortunately, we are not able to provide a case count.

Annual spend for FY19

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|-----------------------------|--------------------|
| <u>Grocery =</u> | <u>\$1,761,991</u> |
| <u>Meat & Poultry =</u> | <u>\$1,374,584</u> |
| <u>Dairy =</u> | <u>\$158,148</u> |
| <u>Produce =</u> | <u>\$714,772</u> |
| <u>Bread =</u> | <u>\$62,188</u> |
| <u>Seafood =</u> | <u>\$126,571</u> |
| <u>Paper =</u> | <u>\$173,092</u> |

Q8: In paragraph 1.2.1 is section "2" actually referring to section 1.2?

A8: Yes, that is correct.