



**REQUEST FOR PROPOSAL  
RFP 2010-014**

**ADDENDUM NO. 1**

To: Prospective Bidders

From: John N. Tortelli  
Cooperative Educational Services

Date: May 19, 2010

Cooperative Educational Services (CES) has made changes to and has received the following questions regarding RFP 2010-014 either by mail, e-mail, or fax. Please accept the following as responses to the questions submitted.

CES has made the following changes and they are to be incorporated into RFP 2010-014.

**Change 1:**

In accordance with the General Terms and Conditions on page 26 (see below), the evaluation process has been changed to include an interview process for Proposers selected by the evaluation committee. The interview will have a total of 500 points possible. The dates for the interviews will be Wednesday June 23 and Thursday June 24, 2010. Each Proposer selected will have up to 60 minutes for their presentation and the Evaluation Committee will have up to 20 minutes to ask questions. The Evaluation Committee will rate the interviewee. Questions and evaluation criteria will be provided after the Evaluation Committee selects the Proposers to be interviewed.

*“Interviews: If an interview is required by a RFP or RFB or should the evaluation committee elect to conduct interviews, CES staff will coordinate with each interviewee as to the time, date, place and the time allowed for each presentation. The evaluation committee members may question each interviewee during or after its presentation. Interviews will be closed to any persons not representing the interviewee. At the conclusion of all interviews, each Member shall freshly rate each interviewee in accordance with the criteria and standards stated. CES will not be responsible or reimburse any interviewee for the cost of their presentation or travel.”*

The following replaces the Solicitation Timelines on pages 38 to 39 of RFP 2010-014.

D. SOLICITATION TIMELINES – CES will make its best effort to adhere to the following schedule of events.

|   |  |
|---|--|
| Published RFP and legal advertisement                     | Sunday, April 25, 2010 and<br>Sunday, May 02, 2010     |
| RFP documents will be available                           | Monday, April 26, 2010                                 |
| Non-Mandatory Pre-Proposal Meeting                        | Thursday, May 06, 2010 at 10:00 a.m. MST               |
| Written questions submittal deadline                      | Friday, May 28, 2010 at 5:00 p.m. MST                  |
| RFP proposal due date                                     | Friday, June 04, 2010, 1:30 p.m. MST                   |
| RFP proposal evaluation                                   | Monday, June 7, 2010 to<br>Friday, June 11, 2010       |
| Notice to Proposers who have been selected for interviews | Tuesday June 15, 2010                                  |
| Interviews  | Wednesday, June 23, 2010 to<br>Thursday, June 24, 2010 |
| Preliminary award notice                                  | Friday, June 25, 2010                                  |
| Final award notice  | Monday, July 12, 2010                                  |

**Change 2:**

Under the Price and Cost Submittal, CES has changed 3. Produce and Dairy Products, item b, i on page 50. The date for dairy pricing evaluation has changed from May 17-21 to May 31, 2010.

**Background:**

**3. Produce and Dairy Products:**

- a. Prices utilized must be calculated by taking landed price and adding the established distribution costs
- b. Vendors proposing items under these two product lines must:
  - i. For evaluation purposes, provide what would be the current CES prices for the week of May 17-21, 2010. These prices shall appear in the unit price of the respondent's bid sheet. Within the alert column of the bid sheet, provide the distribution cost (flat fee) to be charged.
  - ii. Vendors awarded items under these two product lines will be required to furnish CES, and if requested CES participating agencies, a weekly or monthly published price list (indicating CES prices) as a basis for placing their order for the following week. Failure to do so will affect vendors of future solicitations.

**Question 1:**

**Submitted by:** John P Castro, Sysco New Mexico, LLC

There are many factors that go into the cost of goods. Some areas like Phoenix, Denver and San Antonio may have more favorable costs. The majority of CES participating entities will be serviced out of Albuquerque Warehouses. Therefore, it would be in the best interest of CES to level the playing field by insisting that all costs used in pricing be FOB Albuquerque.

**Background:**

Taken from Categorical Definitions on page 43.

**Distribution Fixed Fee** - For this solicitation, it is defined as the cost charged by the distributor to CES and its participating agencies for obtaining, storing, processing, handling and delivering the products purchased plus any overhead and profit that the distributor determines to be applicable.

**Landed Cost** – Also known as (allowable net cost, raw cost, accounts payable costs, tax costs). For the purposes of this solicitation landed cost is defined as the net cost to the distributor that includes discounts, rebates and other credits that may be applicable.

**Response 1:**

CES is requesting that each proposer provide a landed cost and a distribution cost to arrive at the total cost for the item submitted. The landed cost is cost where the product will be delivered to from the supplier. Example, if the product is delivered to Albuquerque from the supplier then the landed cost is the Albuquerque. If it is delivered to San Antonio from the supplier the landed cost is San Antonio.

The distribution cost will include any movement of products to another distribution point for final delivery to the member. Example, if the product is in San Antonio or Phonies and distribution point is Albuquerque the cost to move the product to Albuquerque, warehousing and final delivery to the Member are components that need to be included in the distribution fixed fee. In the case that product is in Albuquerque and the distribution point is Lubbock the cost to move the product to Lubbock, warehousing and final delivery to the Member are components that need to be included in the distribution fixed fee.

**Question 2:**

**Submitted by:** John P Castro, Sysco New Mexico, LLC

During the Pre- Proposal Conference all attending Distributors expressed concern with the definition of Landed Cost. We all feel that the cost of our goods is confidential and should not be published. Therefore, we suggest that the market basket be changed to reflect our sell price plus the distribution fee by region

**Background:**

Taken from Categorical Definitions on page 43.

**Landed Cost** – Also known as (allowable net cost, raw cost, accounts payable costs, tax costs). For the purposes of this solicitation landed cost is defined as the net cost to the distributor that includes discounts, rebates and other credits that may be applicable.

**Response 2:**

Due to the premise that CES Members fund for food purchases will be partially or whole funded by the federal government CES solicitation needs to comply with federal regulations for National School Lunch Program, 7CFR210. In 7CFR210.21(f)(1)(i) *“Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;”* To comply with this provision the definition of landed cost as provided in RFP2010-014 will remained unchanged.

For the cost evaluation the landed cost plus the distribution fee to equal the total cost of an item which will be used to evaluate the cost. The Offeror will need to indentify the location of where the landed cost will be supplied. The Offeror will also need to indentify for each of the procurement regions the location of the distribution facility the Member will be getting they products from.

**Question 3:**

**Submitted by:** MJ Wartick, Zanios Foods; Julie Bujan, Shamrock Foods

Can you provide a line item estimated usage?

**Response 3:**

CES has revised pricing submittal form 2009-014 Exhibit D-1 Excel Price Book to include estimated usage by item, location for landed cost per item and distribution location per item per region.

**Question 4:**

**Submitted by:** Mrs. T. Arlene Cooper, Springtime Janitorial Supply

The Offeror is to provide responses to questions on Form J: Contractor Qualifications (page 117). What is page 117?

**Background:**

Taken Form J Offeror Qualifications on page 71

**Form J**

**Offeror Qualifications (Tab 4)**

This is reprinted from Section 1, No. 4 – Offer Qualifications – Please provide your responses on this form and submit with your Proposal

Offeror Qualifications

All proposals must contain answers or responses to the requested information listed below. The Offeror is to provide responses to questions on **Form J: Contractor Qualifications** (page 117). Any Offeror failing to respond completely may be considered non-responsive. Please complete **Form J** and place it behind Tab 4. One essential part of the evaluation process is for the evaluator(s) to have current and accurate information about the company being evaluated. For the evaluator(s) to know if the response being read is within the capacity and capability of the Offeror, factual information about the Offeror is vital. After the evaluation process is finished and a contract is awarded, the information may be provided to the CES Member and Participating Entity considering utilizing the Offeror's CES contract. This is your opportunity to present your company to the evaluator(s) and, if awarded, Members' and Participating Entities' staff.

**Response 4:**

Delete the reference to page 117.

If you have any questions regarding this Addendum, please contact my office at 505-344-5470.

By dating, signing, and including this page in your response, the Offeror acknowledges receipt of Addendum No. 1.

**(Please place behind Tab 1 of your response).**

Date: \_\_\_\_\_ Company Name (Print): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_