



November 26, 2019

To: All Potential Respondents

From: Julie Janssen, Purchasing Agent

Subject: RFP0320282002 Warehousing and Delivery Services for USDA Foods

Addendum Two

Please amend the subject RFP to include answers to the following timely received questions:

- Q1. On the two pricing worksheets, are we correct that Attachment #5 would be the fixed rate we would charge the RA's for their USDA commodity cases?**
- A1. Yes, that is correct. Attachment #5 is the Cost Proposal for the fixed rate on the direct distribution USDA Commodity items.**
- Q2. Furthermore, on Attachment #6 is this for NOI pricing only that we receive back from our vendors? Is there any special packaging that is required as there are none listed on Attachment 6. If you could clarify this, we would appreciate it.**
- A2. Attachment #6 is for the NOI pricing from vendors, along with the fixed fee to deliver the items to RAs. The only requirements of the products are the product specifications in attachment #13. Pack size was not specified in the specifications.**
- Q3. Can you please clarify for me? Will there be another RFP released for commodity food items? The way I understand your email below this looks to be just for the DELIVERY of commodity food items which would indicate that it is for the distributor.**
- A3. This RFP seeks warehousing and distribution for both categories of products, direct USDA Foods obtained from USDA vendors, and further processed end products containing USDA Foods.**

At this time there will not be another RFP released as related to USDA Foods processing. Manufacturers would submit pricing to interested distributors who are responding to this RFP.

- Q4. It is our understanding that as described in section 4 "Scope of Work," Category 1 "Direct Distribution of Category USDA Foods," is outlining the need for Iowa Dept. of Admin to find a distributor who will deliver, store, handle, etc. raw USDA foods. It is also our understanding that category 2 "Further Processed Category of End Products," is outlining the need for Iowa Dept. of Admin to find a distributor who will deliver, store, handle, etc processed USDA Foods/end products. Can you please confirm that the purpose of this RFP is NOT to award a manufacturer/processor of raw USDA Foods into value-added end products? Can you confirm that you are only looking to award distributor(s) for the categories described above?**
- A4. Category 1 "Direct Distribution USDA Foods" are not necessarily the raw USDA Foods, but rather the items received directly from USDA/AMS contracts for distribution directly to RAs (ie. 6#10 cans of peaches, 8/5lb bags of flour, etc.), but yes that section is outlining the need for warehousing and delivery of those items, as well as outline the need for distribution of the further processed end products to RAs.**

This RFP seeks warehousing and distribution for both categories of products, direct USDA Foods obtained from USDA vendors, and further processed end products containing USDA Foods through the NOI value pass thru method. Respondents are encouraged to submit proposals for warehousing and delivery of both categories of products, however it is acceptable to submit proposals for only one category of products. Respondents would be commercial food distributors and not manufacturer/processors of USDA Foods. So yes the goal is not to award to a manufacturer of end products and instead to a distributor of those products.

Q5. In reviewing the RFP document, I have noticed that the links provided within the PDF do not successfully direct to the information in which they are supposed to lead to.

The following links were found to not work as they should:

- RFP Cover Sheet – Page 1: Internet website where contract terms and conditions are posted
- 3.2.5 Respondent Background Information – 3.2.5.12 – Page 17: Vendor registration documents
- 4.1.2 Accepting and Unloading USDA Product – Page 22: FNS Instruction 709-5
- 5.1.4 Food Liability – 5.1.4.2 – Page 28-29: Instruction to FNS-410
- 7.3.9 Payment Terms – 7.3.9.2 Electronic Funds Transfer (EFT) by Automated Clearing House (ACH) – Page 43: EFT Form

A5. Copy and Paste the below links into your internet browser.

- RFP Cover Sheet – Page 1: Internet website where contract terms and conditions are posted <https://das.iowa.gov/procurement/terms-and-conditions>
- 3.2.5 Respondent Background Information – 3.2.5.12 – Page 17: Vendor registration documents <https://das.iowa.gov/procurement/vendors/how-do-business>
- 4.1.2 Accepting and Unloading USDA Product – Page 22: FNS Instruction 709-5 <https://www.fns.usda.gov/usda-foods/shipment-and-receipt-goods-fns-instruction-709-5>
- 5.1.4 Food Liability – 5.1.4.2 – Page 28-29: Instruction to FNS-410 <https://fns-prod.azureedge.net/sites/default/files/FNS-410.pdf>
- 7.3.9 Payment Terms – 7.3.9.2 Electronic Funds Transfer (EFT) by Automated Clearing House (ACH) – Page 43: EFT Form https://das.iowa.gov/sites/default/files/acct_sae/man_for_ref/forms/eft_aut_horization_form.pdf

Q6. For the IA FRP for Warehousing and Delivery Services for USDA Foods, is this RFP for distributors or are manufacturers able to bid their items?

A6. This RFP is seeking respondents that are food distributors. Manufacturers would provide pricing to interested distributors submitting proposals in response to this RFP.

Q7. If we will not be submitting a response to this RFP, is there a “no bid” response form that we can complete? If so, how would you like that to be submitted?

A7. There is not a form for No Bid/No Proposal response. I will keep this email as your notice.

- Q8. I understand that the bid is for warehousing and distribution, but am curious about when the RAs divert their pounds in the process. Are the diversions done only after a distributor wins this bid, or are those done before so that distributors know which manufacturers know to request prices from? We should be providing distributors with pricing as part of their process in participating in this bid, correct?
- A8. RA diversions will occur after the award has been made. Respondents are asked to submit products which meet specifications in Attachment #13. Through the award process products will be selected for each specification. RAs will divert only to the products awarded through the RFP award process.
- Q9. Is it possible to get a list of distributors that this bid was provided to (not necessarily who is responding/participating, but just who has it)?
- A9. The Respondent list is not subject to disclosure until the intent to award is issued. This Solicitation is currently public and posted on the DAS site for all to review.
<https://bidopportunities.iowa.gov/Home/BidInfo?bidId=e187ba6b-49f3-4cf7-a0a9-6f6d01ed6f2c>.
- Q10. I am the Broker Representative for Yangs 5th Taste (GVM Food Marketing) in Iowa. I was looped into this conversation via Yangs to submit pricing through the Commodity Program. Yangs is asking for a list of distributors to forward pricing to. Currently GVM works with Martin Bros., Reinhart-Cedar Rapids, and Kohl Wholesale in Iowa (and have worked with US Foods/Coralville in the past). Should Yangs submit pricing to all three distributors? Just wanted to check first before responding to Yangs with a contact list.
- A10. It is assumed distributors interested in responding to this RFP would reach out to manufacturers for their pricing, if they are including those items on the Cost Proposal.

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name