

**ADDENDUM ONE
QUESTIONS and ANSWERS
6856 OF**

Date: 07/25/24

To: All Bidders

From: Josh Riekenberg, Procurement Contracts Officer
AS Materiel State Purchasing Bureau (SPB)

RE: Addendum for Invitation to Bid (ITB) Number 6856 OF for Canteen Product Categories: Food, Ice Cream, Personal Hygiene, Health and Beauty, Household, School/Legal, Clothing, Dental, Pharmacy, and Beverages
to be opened on February 5, 2024 at 2:00 p.m. Central Time

Questions and Answers

This Addendum will become part of the ITB and should be acknowledged with the ITB.

#	Solicitation Section Reference	Solicitation Page Number	Question	State Response
1	Section I- Procurement Procedure Subsection R- Award	Page 5	After bid submission is completed, typically how long after are awards announced?	The State intends to award within 30 business days after bid opening.
2	Section 1- Procurement Procedure Subsection S- Specifications	Page 6	Regarding the Core List items, are these products brand specific or may we bid similar products? (IE: Listed is Cactus Annie Hot and Spicy Pork Rinds. Does this product have to be Cactus Annie Brand or may we bid a similar product with a different brand?)	<p>Bidder should respond to the ITB with equivalent brands as described in Section I. Procurement Procedure. S. Specifications information and/or catalog numbers listed in a specification are for reference and not intended to limit competition but will be used as the standard by <u>which equivalent material offered will be judged.</u></p> <p>Bidder may notate any changes from the specs on Attachment A, Canteen bid sheet.</p>

3	Section I- Procurement Procedure Subsection T- Core List and Catalog/Non Core	Page 6	If state facilities need catalog items, are samples allow to be sent/provided?	Samples may be requested during the evaluation but is not needed for the ITB response.
4	Section 1 - Procurement Procedure Subsection S – SPECIFICATIONS	Page 6	Is there an approved equal's list for the Core List items? (IE: substitution approved items?)	There is not an approved item list for substitutions. Bidder may offer any brands which meets or exceeds the specification. Bidder should notate any changes from the specs on Attachment A, Canteen bid sheet.
5	Section 1- Procurement Procedure Subsection R- Award	Page 6	Will the Core List be award by category or item line?	Each individual item will be evaluated by price, including price per ounce to determine the best value, by category, and/or by groups of categories. Awards will be made in the best interests of the State.
6	Section 1- Procurement Procedure Subsection T- Core Lisa and Catalog/Non-Core	Page 6	Regarding the Core list items, must each item be the exact size listed or may it be close in size?	Bidder should respond to the ITB with the sizes as close as possible as described in the ITB. Bidder should notate any changes from the specs on Attachment A, Canteen bid sheet.
7	Section I- Procurement Procedure Subsection T- Core List and Catalog/Non Core	Page 6	If no core items are awarded to our company, are we still eligible for catalog discount sales to the state?	Yes, this is possible. The State reserves the right to award multiple contracts to meet what is in the best interest of the State.
8	Section II- Terms and Conditions Subsection B&D	Page 9	After award, are we able to contact the procurement officer for further questions?	Yes, you may contact the Procurement Contract Officer after contract has been awarded for questions.
9	Section II_ Terms and Conditions Subsection B&D	Page 9	What is the name and contact information of the POC (person of contact) for the State of Nebraska?	To contact Procurement Contract Officer during Bidding process please reference: ITB 6856 OF Page1 Section I - Procurement Procedure Subsection B

10	Section II_ Terms and Conditions Subsection B&D	Page 9	After award, are we able to contact/visit individual locations regarding products/customer concerns?	This may be possible, depending on need. Please refer to III. Contractor Duties. N. NDCS Security for additional information on security expectations which will be required prior to any facility visit. And III. Contractor Duties. O DHHS and DVA Security.
11	Section III- Contractor Duties Subsection F- Prices	Page 15	How often may we update catalog/Price list pricing?	For Price Increases refer to: ITB 6856 OF Page 15 Section III- Contractor Duties Subsection F- Prices - Paragraph 2
12	Section VI- Technical Specifications Subsection H- Catalog Canteen Products and Pricing	Page 27	Regarding the catalog, is this needed in an excel format or is a digital catalog allowed?	As described throughout the ITB, Bidder shall respond to the ITB using Attachment A, Canteen Bid Sheet. This ensures a fair and equal evaluation. Bidder may provide a digital catalog however bidder must provide a completed Attachment A, Canteen Bid Sheet for evaluations. Responding with only a digital catalog is not acceptable.
13	All	All	Due to the complexity of products and number of items being requested, Contractor would like to formally request the bid due date is extended to 02/19.	The state agrees to change the opening date. The is amended to February 21, 2024 Please Refer to Page 2. Section I Subsection C Schedule of Events
14	Procurement Procedure, Sect. C	Page 2	The document states that a public opening will be on 2/5 @2:00pm CST, but does not clarify the response due date. Please confirm the response due date and time.	Refer to Section I. Procurement Procedure, H. Submission of bids. The State is only accepting electronic responses submitted in accordance with this ITB. The State will not accept bids by mail, email, voice, or telephone, unless otherwise explicitly stated in writing by the State. Bids must be submitted

				via ShareFile by the date and time of the bid opening per the Schedule of Events. No late bids will be accepted.
15	Scope of Work, Sect B. Part d.	Page 21	The document states that "bidder must complete attachments A-J". Currently only sections A and B have been posted. Will the state be posting additional attachments?	V. Scope of Work. B. Bidder Requirements: d. is amended to the following: Bidder must complete Attachment A, Canteen Bid Sheet. If there are any deviations to the specifications, i.e., size, ounces, weight, case quantity, unit price, case price, etc., the bidder is responsible for stating any such deviations on the bid sheet attachment. Refer to Addendum Two and the Revised ITB.
16	Invitation to Bid Contract	Pages 1-3	As it pertains to the quantities listed on pages 1-3, how do the individual items usages line up when compared to attachment A?	Attachment A usages are geared toward specific items. Pages 1-3 are geared toward overall use by category. Refer to Addendum Two and the Revised ITB.
17	Invitation to Bid Contract	Pages 1-3	Is there an explanation as to why "Food Catalog and Food Items" is segregated from the other 17 sections?	Yes, as described on the line descriptions and Attachment A, Bid sheet. Food catalog is in reference to the non-core items, where the bidder shall provide a percentage off those items. Food Items are in relation to the core items.
18	Invitation to Bid Contract	Pages 1-3	Can you please provide a walk through on how the unit price and extended price portion of the form should be filled out?	Refer to the answer in question 16.
19	Delivery Locations/Instructions Sect. L, Question 5.	Page 29	Beyond a driver pulling truck into dock gate what else is required of the vendor or its delivery agent?	Bidder should refer to Section VI. Technical Specifications K. Delivery ARO and L. DELIVERY LOCATIONS / INSTRUCTIONS for delivery instructions.

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