



State of Rhode Island  
Department of Administration / Division of Purchases  
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May 7, 2014

**ADDENDUM # 6**

RFP#: 7548562

TITLE: FOOD - PRIME VENDOR (s)

**Closing Date and Time: May 16, 2014, 11:00 AM ET**

The following questions were received by the deadline for the additional question

1. Is it possible to bid solely on the perishable portion of the Prime food vendor bid?  
**RESPONSE: Yes.**

2. Is it possible to bid on select dairy items?  
**RESPONSE: Please feel free to bid on any items stated in this RFP such as cheese products. Please note that the State utilizes a separate Master Price Agreement for Milk, Milk Products and Ice Cream (MPA 70), which is not part of this solicitation.**

3. In regards to the perishable (fruit and vegetable) portion in appendix B. Are you looking for a delivered fixed price or a % markup.  
**RESPONSE: Neither. The State is seeking competition on fixed drayage charges to be added to wholesale market price. The State anticipates that the underlying food prices will vary with market conditions over time.**

4. Where and when will the "local" produce come into play?  
**RESPONSE: In accordance with the "buy local" requirements, a prime vendor will be required to track its buying with the intent of increasing local participation in this agreement. The State expects that one aspect to this will be the potential purchase of "local" produce. Additionally, the State has the ability to select multiple vendors on the MPA, including vendors who are capable of providing perishable food products. This would provide State agencies with the option to buy directly from a vendor in selected in this category, including any "local" vendors.**

5. WHY IN ADDENDUM #5, SECTION 8. DID THE ESTIMATE OF THE CATEGORIES, GROCERY, FROZEN FISH, FROZEN FOOD, AND DISPENSED BEVERAGES, GO FROM 1,300,000, TO 2,555,000. THIS RAISED THE AMOUNT OF THE BOND FROM 650,000, TO 1,277,500. THE FIGURES ARE VERY UNCLEAR. IN SECTION 4 SCOPE OF WORK, THE 3<sup>RD</sup> PARAGRAPH STATES THAT CURRENTLY, R.I. CENTRAL DISTRIBUTION SPENDS APPROXIMATELY \$1.5 MILLION ANNUALLY AND RI COLLEGE SPENDS APPROXIMATELY \$1.3 MILLION.(PAGE 8 OF 23) THEN, ON PAGE 9 OF 23, SECTION ON PRICING IT STATES THAT ALL CONTRACT USERS ARE EXPECTED TO SPEND APPROXIMATELY \$1.3 MILLION IN FOOD PURCHASE NEXT YEAR. NONE OF THESE FIGURES ADD UP, SO IF YOU COULD EXPLAIN IN DETAIL HOW THEY CAME TO THESE FIGURES AND THE NEW BOND REQUIREMENT, IT WOULD BE VERY HELPFUL.

**RESPONSE:** Page 7 of the original solicitation correctly stated the total annual spend on the current MPA was \$4.1 M in the last full year. This value is detailed on the top tab of the spreadsheet exhibit labeled "Appendix A, Utilization". Page 8 of the original solicitation correctly stated the total annual spend on the current MPA by Central Distribution Center was \$1.5 M in the last full year. This value is detailed on the second tab of the spreadsheet exhibit labeled "Appendix A, Utilization". Page 8 of the original solicitation correctly stated the total annual spend on the current MPA by Rhode Island College was \$1.3 M in the last full year. This value is detailed in three rows on the top tab of the spreadsheet exhibit labeled "Appendix A, Utilization", and the primary account is fully detailed on the third tab labeled 'RI College'. Page 9 of the original solicitation incorrectly stated the total annual spend on the current MPA in total was \$1.3 M in the last full year. That number should have been the \$4.1M value quoted on page 7, and detailed in Appendix A.

Page 21 of the original solicitation specified that “[a]t Vendor’s expense, upon selection, the successful Vendor(s) for the non-perishable food category shall furnish the State with a Performance Bond, renewable annually, in an amount equal to fifty (50) percent of the estimated annual cost based on the prior year’s actual expense.” Because the definition of “non-perishable food category” and ultimately the amount of the bond required was unclear, Addendum 5 clarified the baseline for the bond and which categories were used to calculate the amount (the four categories Grocery, Frozen Fish, Frozen Food, and Dispensed Beverages detailed in the supplemental tabs in Appendix A). Further, to assure that the amount of the bond requirement for the non-perishable category was completely clear for all vendors, Addendum #5 provided the total of those categories, at \$2,555,000. Therefore, the required bond is clearly stated and is \$1,277,500. Without providing this clarification, the vendor asking this question could have underestimated the Performance Bond requirement in their cost proposal. Note the performance bond is only required of the successful vendor(s) for non-perishable categories, but its’ cost is the responsibility of the contractor, and should be factored into the vendor pricing bids.

6. WHY WERE WE NOT NOTIFIED OF THE RELEASE OF ADDENDUM 5? WE ARE A REGISTERED VENDOR WITH THE DIVISION OF PURCHASES AND WE HAVE LISTED RFP 7548562 AND ADDENDUMS 1 THROUGH 4 IN THE "STATE AGENCY BID WATCHLIST" YET WE NEVER RECEIVED NOTICE OF THE RELEASE OF ADDENDUM 5. WE KNOW OF OTHERS THAT HAVE DONE LIKEWISE AND NEVER RECEIVED NOTICE OF ADDENDUM 5.

**RESPONSE:** Automatic notices are not sent for Addendums and it is the responsibility of vendors to monitor the Purchasing website for Addendums, including this current one. Specifically, page 5 of the original solicitation included the following language: "Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of the Bidder to monitor the Division's website for any addendums."

7. WHY DID THE STATE OF RHODE ISLAND, DIVISION OF PURCHASES ISSUE THIS ADDENDUM 5 AT THE LAST MINUTE, ON 3 MAY 2014, WHEN PROPOSALS WERE DUE 8 MAY 2014? THE CHANGES IN ADDENDUM 5 ARE SIGNIFICANT; THEY REPRESENT SUBSTANTIVE CHANGES TO THE PROPOSAL WE ALREADY PREPARED AND WILL NECESSITATE ADDITIONAL WORK BY US AT ADDITIONAL COST.

**RESPONSE:** The State was receiving questions regarding the RFP document and Addenda after the deadline and instead of responding to individual inquiries, in the interest of fairness to all vendors, the Division of Purchases decided to issue an Addendum clarifying the requirements for vendors equally. Further, Addendum #5 simply clarifies the intent of the original solicitation and previous addendums and does not make any substantive changes. The performance bond requirement was not increased but was simply clarified and it appears that this was necessary based on question #1 above. In order to afford all vendors adequate time to internalize these clarifications, the deadline was extended. The extension of the deadline also provided an appropriate window for additional vendor questions and these consequent answers.

8. WHAT OTHER CHANGES DOES THE DIVISION OF PURCHASES PLAN FOR RFP 7548562? CAN WE EXPECT FURTHER ADDENDUMS.

**RESPONSE:** These responses are posted as an Addendum (#6) and No additional changes are anticipated at this time, but as per the solicitation: "Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of the Bidder to monitor the Division's website for any addendums."

9. Will this master price agreement replace the current practice at the Department of Corrections to regularly bid produce/perishables?

**RESPONSE:** The intent of this solicitation is to increase opportunities and provide additional options to State agencies to purchase food products. The Department of Corrections, at present, does not intend to change any of its current practices for buying food products including produce/perishables.

**Depending on the outcome of this procurement, agencies may have additional options to purchase produce/pershible through this Master Price Agreement.**

10. I submitted my bid on April 30, 2014 which was the original (second original) closing date. Can I still submit the spreadsheets included in Addendums 4 & 5? How do I go about doing so? How many copies? Do I put them in new envelopes? Do you need them on CD's as well?

**RESPONSE: Yes. RI Procurement Regulation 5.9.4.1 provides that: "Correction of a bid at any time prior to a bid opening may be permitted without penalty when a bidder requests..... 5.9.4.2. A vendor who fails to submit a corrected bid..... shall be considered non-responsive." The requirement for copies, envelopes and CDs is the same as in the original solicitation, pages 22 and 23.**

**Buyer Name: DANIEL W. MAJCHER, ESQ.  
Title: ASSISTANT DIRECTOR, SPECIAL PROJECTS**

*Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.*