

RPS-1010 - School Foodservice Distributor

Project Overview

Project Details	
Reference ID	RPS-1010
Project Name	School Foodservice Distributor
Project Owner	Eric Merkle
Project Type	RFP
Department	Purchasing
Budget	\$0.00 - \$0.00
Project Description	Broadline foodservice distribution for Rockies Procurement Services
Open Date	Oct 18, 2023 3:30 PM CDT
Close Date	Nov 17, 2023 2:00 PM CST

Vendor Discussions

Question 1, Oct 27, 2023 11:09 AM CDT

1. Page 7 1.5 -Vendor Participation Fee Who is paying the vendor participation fee? Will the distributor or the manufacturer be charged? Is it a per case charge to the distributor or manufacturer? 2. Page 8 Readable in Bonfire Application Is a pdf okay to submit in the bonfire app or should we only be using excel? 3. Page 18 The RFP shows that proof of insurance is required. Does the certificate of insurance need to be included in the proposal or does it need to be provided upon award? 4. Page 24 For some of the schools on the drop site list, Amendment B.2, can they be flexible with their delivery days and number of drops per week? Would some of the schools be open to key drops/dark drops? In some cases alarm codes may need to be provided, this would also be at the schools discretion? 5. Attachment E - Market Basket In the market basket there are 8oz milk cartons from Royal Crest for 2% chocolate milk (Key #113). Is this correct or was it meant to be a fat free or 1% product instead?

Answer, Oct 27, 2023 12:10 PM CDT

1): The Vendor Participation Fee will be administered by Equalis Group and the amount will be \$0.40 per case of product purchased by Members through the Program. This fee will be paid by the awarded distributor(s). No fees will be charged to manufacturers. 2): For the proposal submission, any file type is allowed; however, a PDF or Word file is preferred. For the Marketbasket Cost Proposal, the file type must be Excel (.xls, xlsx). Both files must be submitted through the Bonfire platform. 3): the Certificate of Insurance may be provided upon award. 4): The delivery locations, days, windows and average deliveries per week represent the current delivery schedule for each school. Depending on their specific needs, schools may elect to be flexible on the delivery days, and possibly the number of deliveries to accommodate the routes of the awarded distributor(s). It is not possible to outline what the schools would be willing to commit to without knowing the specific needs or request of the distributor. If flexibility is critical to developing a competitive proposal, it is recommended that respondents outline any specific requirements or requests they have related to the deliveries in their response. 5): This was meant to be 1%, please quote a 1%.

Question 2, Oct 25, 2023 3:04 PM CDT

Regarding 2.11 & 3.4 Will multiple distributors be awarded in one market and the 80% purchase commitment divided up by line item bid award? Or, will one distributor be awarded per market receiving 80% of the business with potentially different distributors in various markets? Please clarify how multiple awards may potentially be divided.

Answer, Oct 26, 2023 4:08 PM CDT

At this stage, RPS cannot definitively state the structure of the award(s) as it greatly depends on the capabilities, geographic coverage, and competitive nature of the responses received. The preference is to award a single distributor if feasible. In cases where this isn't viable, the approach would be to award based on geographic coverage. However, it's important to note that the specifics of such geographic divisions cannot be predetermined, as they hinge on the details provided by each distributor in their response.

Question 3, Oct 25, 2023 4:00 PM CDT

How will the annual renewals work? Will they auto renew or will a formal document be signed by both parties? Will the fee per case be open to adjustment at the annual renewal or will only the firm fixed prices be eligible for adjustment?

Answer, Oct 26, 2023 4:08 PM CDT

A formal document will be sent requesting a one-year extension of the contract (up to a total of 5 years). With the document new pricing will be requested and will allow for negotiation on fee per case adjustments.

Question 4, Oct 26, 2023 10:55 AM CDT

Please let me know what format of price list to use for: Percentage Discount from Catalog or Category. Can we have a sample of information needed on that price list? Thank you

Answer, Oct 26, 2023 4:08 PM CDT

Please refer to Section 3 in the RFP, as well as Attachment E - Market Basket Price List for more information. Also, as a courtesy, I would like to highlight the question you are asking is specifically for the "School Foodservice Distributor" RFP and you may have intended to ask this question on a different RFP with Equalis Group.

Question 5, Oct 27, 2023 1:40 PM CDT

- 1) Is Equalis Group prepared to sign a confidentiality/non-disclosure agreement on behalf of RPS? The RFP references the Avendra portfolio.
- 2) Can you please elaborate on what the agreement is between Equalis Group and Avendra?
- 3) If there is an agreement in place between Equalis Group and Avendra, can you please provide a contact we can reach out to at Avendra?
- 4) Can we submit a response without utilizing the Avendra portfolio?
- 5) What timeframe should be used for pricing the market basket?
- 6) Can we submit a response with the top 100 items versus the 356 items? Thank you!

Answer, Oct 27, 2023 4:44 PM CDT

- 1) Equalis Group is willing to sign a confidentiality/non-disclosure agreement if there is a purpose for doing so; however, it is unclear from the question what the intent of the non-disclosure agreement would be for.
- 2) The Avendra agreement with Equalis Group is to supplement with manufacturer deviations where the Avendra agreement brings value. Any distributor(s) awarded a contract from this solicitation will not be required to pay administrative or any other fees to Avendra.
- 3) Yes, there is an agreement between Equalis Group and Avendra; however, due to restricted communications during this RFP, we ask that you do not reach out to the Equalis Group Avendra contact.
- 4) Yes, and we ask respondents only utilize deviations they were able to obtain on their own. Avendra manufacturer pricing should not be included in the response to this RFP.
- 5) 11/01/2023
- 6) All required columns must be completed for every product. All items in the market basket represent the approved brand and pack sizes under current RPS contracts. Responders may respond with pricing for the exact items or any equivalent items by indicating the brand name, pack size, product number, and item number of the item they are bidding. If responding with an "Equivalent" item, the "SPEC" sheet must be attached.