

Questions & Answers for Grocery RFP

Q1: I want to verify that you do key drops pending background checks?

A1: Yes, we will do key drops pending background checks on drivers. We currently engage in this practice.

Q2: What are the average case drops per location?

A2: See list on page 3. Please note these are averages. There will be higher & lower drop amounts per site.

Q3: What is your total spend for your grocery bid in the past annually?

A3: July 1, 2022-current, we averaged \$2,250,000 per school year.

Q4: In the past, the requirement was delivery 5 days/week to all 30 locations. I didn't see that in this RFP. Are there any specifications on the number of deliveries per location or day of the week?

A4: We are open to setting up a delivery schedule that works best with the winning bidder. We are a 4-day instructional week district, Tuesday-Friday, and would like to have deliveries made when staff are going to be working. Keep in mind that key drops are in play as well.

Q5: What schools are open for Summer School and what are the average weekly cases per each school?

A5: Our Summer Success school program takes place 05/29/24-06/28/24 and is not in the scope of this bid. Our Summer Session program takes place 07/01/24-08/07/24 at Little Blue Elementary, Korte Elementary, William Southern Elementary and Sunshine Center. Drops will be approximately 15-20% of what is stated in A2.

Q6: What does the warehouse and West Side Café get delivered each week and does that differ from school locations?

A6: These site totals are included in A2.

Q7: What elements of the proposal need to stay intact for 365 days regarding 9.2.1.?

A7: The RFP terms in the document as a whole, once signed by the winning bidder and signed by District representation, is expected to remain intact for 365 days.

Q8: How many trainings per year provided by distributor?

A8: Initially one training on how to conduct business. Afterwards, we would expect trainings to take place in relation to any major process or procedural changes.

Q9: What is the percentage of total food spend on special buys?

A9: Minimal. We want to work with the winning bidder to keep these items to a minimum given possible higher costs and longer than normal lead times.

Q10: Can you provide an example of a special buy in the last year and how much of the spend and meals do those represent?

A10: Ranch cups have become a special order item for us in the past month. We don't use very much of this item and are now looking at what we can do (cupping our own ranch) to minimize usage of this item. The West Side Café has a higher probability of utilizing special order items. In such instances, we want to work with the winning bidder to minimize such items.

Q11: Do special buys get delivered to your warehouse and delivered to schools from there?

A11: If a special buy item can be delivered through vendor means, we prefer to do so. If it works out that the item needs to come to the warehouse then we will distribute through our means. We will work through this process with the winning bidder to come up with a solution that is advantageous to all.

Q12: How does this impact other items, notice to distributor on forecast, etc.?

A12: The impact to other items should be minimal. If there is no other way to work around the lead times, we would expect to receive a shipment to the warehouse and distribute such items ourselves. We will work with the winning bidder on an item-by-item basis to ensure a solution advantageous to both parties. We would forecast for the lead time discussed so it would arrive in time for delivery to us and then to the sites.

Q13: Can you clarify what the Features Response is referring to under the Bidder's Checklist?

A13: This is information that is above and beyond the "Technical Proposal". Whereas the technical proposal is the response to information specifically requested in response, the "Features Response" should be what makes your organization unique. I would say this is the "why we should pick you" section. If there's perks, features, or programs that the District can take advantage of, those items should be listed here. If there's information that sets your organization apart from others, this is how we want to know.

Site	Avg case drop
Independence Academy	15-25
Truman HS	125-150
William Chrisman HS	115-140
Van Horn HS	100-125
Bingham	80-90
Bridger	80-90
Nowlin	80-90
Pioneer Ridge	60-70
Benton	40-50
Blackburn	20-30
Bryant	20-30
Cassell Park	25-35
Fairmount	25-35
Glendale	30-40
Korte	40-50
Little Blue	20-30
Luff	25-35
Mallinson	25-35
Mill Creek	25-35
Ott	30-40
Procter	15-25
Randall	20-30
Santa Fe	35-45
Spring Branch	25-35
Sugar Creek	20-30
Sycamore Hills	40-50
Three Trails	25-35
William Southern	40-50
Hanthorn	25-35
Sunshine	20-30
District Warehouse	40-80
West Side Café	25-35