



Sara Rowe, NIGP-CPP, Procurement Agent 410.638.4082 • sara.rowe@hcps.org

Addendum #1

IFB 24-SRP-026 MANUFACTURER DIRECT CEREAL PRODUCTS

TO: ALL BIDDERS

FROM: Sara Rowe, Procurement Agent

DATE: May 8, 2024

The purpose of this addendum is to provide clarification to all prospective bidders.

1. **QUESTION:**

Question about the below: How do I seal a bid that is emailed? Do I also need to mail a sealed bid?

Unless otherwise indicated, HCPS shall receive sealed bids until the date and time indicated on bid or as modified by addenda. Bids must be e-mailed to bids@hcps.org, Bids must be clearly marked on the subject line: Name of Bidder, Bid Number and Solicitation Title. Late bids will be rejected.

Bidder must submit one (1) original with original signatures of the Bid using HCPS bid forms. The Bidder should make and retain one (1) copy of the Bid for their files. Bids must be signed and submitted by an authorized representative of the Bidder. Each bidder may attach a letter of explanation to the Bid, if so desired, to provide an explanation of any detail(s) in the Bid.

ANSWER: Bids shall me emailed to bids@hcps.org where they will be kept secure until the bid opening.

2. **QUESTION:** Question about the below: **By "submitted" does that just mean emailed?**

Signed and Submitted Bid Form

ANSWER: Yes

3. **QUESTION:** Question about the below: **Doesn't this form come after the opening?**

Signed and Submitted Contract Page



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ANSWER: Bidders sign and provide their information to confirm they agree with the contract language.

4. **QUESTION:**

- A.) <u>Section 2.0 BID PREPARATION, PROPOSAL SHEET, AND BID OPENING</u> (pg. 4) paragraphs 2.1 & 2.3: Who is considered an authorized representative? I am the only one who completes and submits all of the bid paperwork on behalf of my company. Can I sign it?
- B.) If we email the bid, how do we submit an original signed copy? Do you accept digital signatures for the email submission, or do we have to mail in the original signed documents?

<u>ANSWER:</u> Bid shall be signed by representative at your organization who is authorized to provide binding signatures. Digital signatures are acceptable. Mailed submissions will not be accepted.

5. **QUESTION:** Are product samples required at this time?

ANSWER: Please reference bid page 23, Section 3, Samples.

6. **QUESTION:** Page 33: Do we need to do anything with this page, or is it solely informational?

ANSWER: Page 33 contains the Bid Form. The form is required, and the total will be used for the bid tabulation.

7. **QUESTION:** Page 25, Paragraph 7.4: What type of contact is needed? The person responsible for receiving and entering the purchase orders or a general contact?

ANSWER: This contact should be the person responsible for resolving any daily operational issues.



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8. QUESTION: Attachment A: Product Offering Detail: Can you please explain how we add our items to the bid? On page 33 (option A), our company name is listed directly on the item spec as a pre-approved brand, but our name is omitted on pages 39-41 and only lists General Mills' items. Also mentioned on page 26, (Form of Proposal) section 13.2. Does that mean that we have to enter our items under the 'Additional Items' section, or do we enter our items directly on the corresponding line items since we are approved and are offering a similar flavor?

1 1			Monne on loc we are	
Line #	Pre-Approved Brand or HCPS Approved Equal			
1	GMI CINNAMON TOAST CRUNCH 25% Less Sugar CEREAL BOWLPAK, 1.0 oz			
2	GMI GOLDEN GRAHAMS CEREAL BOWLPAK, 1.0 oz.			
3	BLUEBERRY CHEX CEREAL BOWLPAK, 1.0 oz		_	
4	HONEY CHEERIOS CEREAL BOWLPAK, 1.0 oz	OPTION A:		
5	BOWLPAK APPLE CINN CHEERIOS, 1.0 oz	Line	Description	Pre-Approved Brand or
6	GMI TRIX CEREAL 25 LESS SUGAR BOWLPK, 1.0 oz.	#	•	HCPS Approved Equal
7	GMI CINN TOAST CRUNCH CEREAL BAR 10EG		Cereal Bowl Pack,	General Mills
	ADDITIONAL ITEMS	1	Variety, 1 oz. Grain Equivalent	Kellogg's
9			Equivalent	Malt-O-Meal

FORM OF PROPOSAL

13.1 All pricing must be submitted on the Bid Form; all blank spaces shall be filled in and properly signed.

All bidders must complete Attachment A: Product Offering Detail. This information will be utilized to help review bid submissions to better understand the full scope of product offerings by the bidder, but will not be used as part of the bid tabulation. If a bidder does not produce a comparable item for items 1-7, they shall mark N/A for that line. Additional items and product details may be attached to the bid.



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ANSWER: Similar flavors should be listed on the same line as the comparable product. Additional Items should be listed in the space below designated for Additional Items.

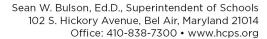
9. **QUESTION:**

Page 32 Checklist:

- a) Do we need to fill out this page and send it in with our submission?
- b) Page 32 Checklist: Do I need to submit the COI doc. with my submission? It says, 'Include sample'
- c) Are we submitting <u>ALL</u> of the pages of the HCPS PDF file or just what is asked of us on page 32- of the Checklist?
- d) Can we <u>or do</u> we need to submit other documents with our email submission (i.e., Buy American, NFP, etc.)?

ANSWER:

- a) Not required, but helpful to ensure all required materials have been submitted.
- **b)** Sample insurance certificate must be submitted showing bidder can meet or exceed insurance requirements.
- c) Please refer to page 4 for Instruction To Bidders
- d) Bidders can but are not required to submit additional forms or information
- 10. **QUESTION:** What do we enter for the below? Amount? (Page 31).

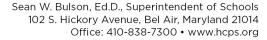




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ANSWER: This information will be completed once a notice of intent to award is made.

11. **QUESTION:** Are we required to have all **pages 31, 34, 36, 37, 38** notarized? Can they be digital signatures?





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24-SRP-026 Manufacturer Direct Cereal Products HARFORD COUNTY PUBLIC SCHOOLS 102 South Hickory Ave Bel Air, MD 21014 CONTRACT SAMPLE BID # 24-SRP-026 MANUFACTURER DIRECT CEREAL PRODUCTS THIS AGREEMENT, made this 3rd day of May, 2024, by and between the Board of Education of Harford County, acting herein through its Superintendent, hereafter called "Owner" and Post Consumer Brands, a corporation located at _20802 herein through its Superintendent, hereafter called "Owner Kensington Blvd., Lakeville, MN 55044, hereinafter called WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR, hereby agrees with the OWNER to commence and to furnish and deliver in accordance with the accompanying specifications, for the prices listed on the Bid Form. The initial term of the Contract shall be for one (1) year and shall begin on or about July 1, 2024 and end June 30, 2025. HCPS reserves the right, if mutually agreed upon, to extend this Contract for up to four (4) additional, one (1) year Hereinafter called the contract, in the amount of Hereinafter called the contract, in the amount of provided, and all related work in connection therewith, under the terms as stated in the General and Special Conditions of the Bid Document and all related documents; and at their own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in Bid #24-SRP-026 and printed or written explanatory matter thereof, the specifications and contract documents therefore as prepared by the <u>Board of Education of Harford County</u>, and as enumerated in the General Conditions, all of which are made a part hereof and collectively evidence and constitute the Contract. I/WE certify that this bid is made without any previous understanding, agreement, or connection with any other person, firm, or corporation making a bid for the same supplies, and, in all respects, is fair and without collusion or fraud. In compliance with the above and subject to all terms and conditions thereof, the undersigned offers and agrees, if the bid be awarded, to furnish items at the prices indicated within the time specified. IN WITNESS WHEREOF, the parties to these presents have executed this Contract in two (2) counterparts, each o which shall be deemed an original Seal in Signature **Board of Education of Harford County** Sean W. Bulson, Ed.D., Superintendent of Schools Board of Education of Harford County – Board President (if over \$100k) Authorized Contractor Signature Company Name

ANSWER: Please provide seal in signature where required

12. **QUESTION: Pg. 35: References Dollar amount:** What dollar amounts are wanted here?

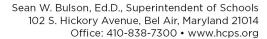


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	Reference 1	Reference 2	Reference 3
Name of Organization	Cypress-Fairbanks ISD	Clark County ISD	Choice Partners
Address 11355 Perry Road Houston, TX 77064		4212 Eucalyptus Ave. Las Vegas, NV 89121	6005 Westview, Houston, TX 77055
Description of Project or Services Provided	RTE Dry Cereal	RTE Dry Cereal	RTE Dry Cereal
Dollar Amount			
Contact Person Chelsea Aitken		Daniele Blackburn	Trisha Jensen
Phone Number (281) 517-6552		(702) 799-3990 x 05802	(713) 696-0742
Email Address	chelsea.aitken@cfisd.net	culbeds@nv.ccsd.net	tjensen@hcde-texas.org

ANSWER: The value of the contract at referenced agency.

1. 13. **QUESTION: Pg. 36**: I do not know what is wanted on the line below. Is it the name of the person submitting the bid or their title?





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24-SRP-026 Manufacturer Direct Cereal Products

HARFORD COUNTY PUBLIC SCHOOLS

Sean W. Bulson, Ed.D., Superintendent

102 S. Hickory Ave, Bel Air, Maryland 21014

STATE OF MARYLAND ANTI-BRIBERY AFFIDAVIT

I HEREBY CERTIFY that:

1.	I am the	-	and the duly authorized representative		
	of the firm of	Post Consumer Brands	whose address is		
	20802 Kensin	gton Blvd., Lakeville, MN 55044	and that I possess the		
	legal authority to make this affidavit on behalf of myself and the firm for which I am acting.				

2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county, or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendre to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions committed, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Section 9-201 in the Criminal Law Article of the <u>Annotated Code of Maryland</u> or under the laws of any state or federal government.

ANSWER: Title

I hereby acknowledge receipt of Addendum #1 dated May 8, 2024, to Bid #24-SRP-026: Manufacturer Direct Cereal Products

Company	Name (Print or Type)
Authorized Signature	Date





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Note: Bidder shall sign and submit Addendum with bid submission. The same person signing Addendum shall sign the Bid Form. Failure to submit the Addendum may deem your bid as non-responsive.