



Department of Procurement Services

3176 Jackson Avenue · Memphis, TN 38112 · (901) 416-5550

QUESTIONS AND ANSWERS

IFB 08132024MES 2024 - 2025 Miscellaneous Food I

1. I had previously submitted a bid on the direct from manufacturers bid so do I need to resubmit?

Answer: For every bid that you are wanting to bid on, you must submit a bid packet for that particular bid.
2. Instead of completing and signed off the Appendix D Form, can we use our company's Product Formulation statements (PFS) instead (which is same as what the board allowed on one of the previous bid this year)?

Answer: Yes, you may use your company's Product Formulation Statements instead of the ones provided, given that you were able to do so earlier this year.
3. I did notice the Brookwood ribs did not make it back on the bid but it was on the commercial bid. Is there a reason it was not added back since it was a no bid on the last one?

Answer: The ribs will be on the Miscellaneous II Bid.
4. Do both Excel documents need to be completed in full? There are now two documents: the initial Miscellaneous Food Specification Bid and an addendum. Must I fill out and submit both the initial bid and the addendum, as attached to this procurement announcement?

Answer: You only need to complete and fill out the most recent Addendum to the specifications.
Currently, there is only one addendum, but let's say we ended up having a 3rd addendum for the specifications. You then would need to fill out and complete that 3rd addendum.
5. Is it acceptable to submit bids bound, or must they be loose-leaf? Do you need to submit multiple copies? Can bids be sent via FedEx, or must they be hand-delivered by courier?

Answer: You can either send in your bid packet bound or loose leaf, whatever works best for you.
One copy will suffice; vendors typically send in their bid packets either by UPS or FedEx, but again, whatever works best for you.
6. There are employees who have completed a criminal background check, fingerprinted and have a photo identification with Memphis-Shelby County Schools accordance with TN Code Ann,49-5-413. Our question is, do they need to do the process again since the information is on file for this Bid? Secondly, if the answer is No, we need documentation to submit with the "Invitation for Bid" concerning this matter.

Answer: The language on our website is incorrect. See Addendum I for clarification.

7. Can we submit less than a full case of samples? We will be bidding on RTE cereal bowl packs, and one case contains 60 units.

Answer: You may submit 25 cups, although you will need to send a picture of the case so we will know what the case packaging will look like.

8. I am writing to inquire about the possibility of using our DBA name, Schoolyard Belly, on the bid forms for the most recent opportunity with Memphis Shelby County Schools. Our legal business name is Team Gurley LLC, but we commonly operate under the DBA name, Schoolyard Belly.

Could you please confirm if it is acceptable to use Schoolyard Belly on the bid forms, or if the full legal business name is required?

Answer: Using Schoolyard Belly will suffice.

Thank you,

Procurement Services