



## Department of Procurement Services

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

### QUESTIONS AND ANSWERS

#### **IFB 05302024MES 2024 - 2025 SY Direct From Manufacturer**

1. Can you please extend the sample due date?  
**Answer: The sample submission due date will not be changed from its current date of Thursday, May 23<sup>rd</sup>, 2024 @ 12PM.**
2. For the above referenced direct from manufacturer bid when submitting samples, it is stated that you would like a full unopened case sample of each item to be sent. We have multiple items we would like to submit samples for, instead of sending a full case of each would it be possible to instead send a dozen pieces of each item to test?  
**Answer: Our bidding process requires that each vendor sends in a full case of any food item(s) that they would like to bid on.**
3. Are samples required for items that are “hard spec’d” on the bid?  
**Answer: Any item that is not listed as an approved brand must submit samples for testing if it meets the specification listed.**
4. For further clarification on lumping: it states the vendor is responsible for such lumping fee, which is \$600.  
It states: Vendor requiring more than three lumping fees will be charged in a contract time frame will be held accountable under the penalties for non-compliance listed in this document.  
What will the vendor be charged after 3 lumping fees?  
**Answer: The vendor will still be charged the lumping fee of \$600, and the \$600 is per load.**
5. The individual that has legal authorization to bind our company has the ability to sign using a scanned version of their physical signature. Is this type of electronic signature acceptable for this bid submission?  
**Answer: Yes, an electronic signature will suffice.**
6. If a manufacturer can ship in the ship lots specified, will you still accept their bid? Can required minimum shipment be stated in comments?  
**Answer: Yes, the bid will still be accepted, however, extremely large ship lots may not be acceptable. Our warehouse space is limited, and we cannot accommodate large ship lots of multiple products. This will be on a case-by-case basis, depending on the product.**
7. Is electronic signature acceptable? **Answer: Yes, an electronic signature will suffice.**

8. The bid documents request an “End Product Data Sheet”, would the “Summary End Product Data Sheet” meet this requirement? This would include all drawdown information for commodity items.  
**Answer: Yes, the terms are the same. On the next bid cycle, we can add both document names in the bid. This is strictly related to those items that are commodity processed.**
  
9. On the Excel sheet, the instructions state that we should enter “Bidder” & “Bidder Terms” for the first item only. Is this the first line item on the page, or the first line item we are bidding on?  
**Answer: The bidder should complete all columns of the spreadsheet for the products(s) they are bidding.**
  
10. When do you anticipate awards will be announced? How will bidding vendors be notified of awards?  
**Answer: Awards should be announced not long after the end of the bid, but it will take time to tabulate every bidder’s response. Vendors will be notified via email of who was awarded and who wasn’t.  
There will also be a final bid tabulation posted on the MSCS website.**

Thank you,

Procurement Services