



October 23, 2024

To All Bidders:

Subject: **Bid No. CR-8298-W5, Breakfast Meal Kits / WPS**

ADDENDUM NO. 3

To Whom It May Concern:

With reference to our bid request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY**

Will all 39 schools require delivery on the same day, or can deliveries be spread across multiple days?

They can be spread out as long as they are delivered at least once per week.

Are there specific delivery windows or time restrictions at each location?

No, we are flexible on delivery so long as they delivered at least once per week.

Can deliveries be consolidated at a central location, or do deliveries need to be made directly to each individual school?

No, they must be delivered to the individual schools.

How are the current breakfast kits packaged (e.g., individual boxes, bulk cartons, bagged etc.)?

We do not have a contract for this service.

What specific packaging materials are expected?

This information is already stated in the specs. Whether they come in a recyclable cardboard box, eco-friendly bags, or similar packaging.

Are there any requirements for using eco-friendly or biodegradable materials?

See previous answer.

Can you provide an example of current packaging

We do not have a contract for this service.



How often is fresh fruit served per week?

We are not requiring vendors to provide fresh fruit. These are to be shelf-stable kits.

How are fresh fruit deliveries managed to ensure freshness, particularly if the delivery is only once per week?

See previous question.

On the granola, how is it currently being sent? Is it a pouch or in bowl?

This is a new service/product.

What packaging, if any, is required for each kit?

See specifications and addenda for packaging requirements.

- a. Is individual packaging required for the combination of the dry good (e.g., cereal box, cereal bar or granola bar) and the fruit (say, an orange), or is the school happy to receive these items in bulk, e.g., 1,000 cereal boxes offered on a table and 1,000 oranges on another table, and the kids are invited to grab one of each and go (probably with the addition of milk that the school sources separately).
- b. Do the schools want the two items to be placed inside a plastic bag? Does this plastic bag need to be tied up at the top?
- c. Does the school require that the two items be placed inside a paper or cardboard box (like a restaurant doggie bag), and that those boxes be stackable?

Clarification on items:

The breakfast kit will contain 3 SHELF STABLE items. Our fresh fruit and milk will be provided as an additional option to students by WPS. The nutritional requirements are inclusive of the fresh fruit and milk that will be provided by WPS.

The RFP makes it clear that price will be the primary driver of the decision, as long as the vendor is considered “responsible” and commits to making at least one delivery a week, but quality is not explicitly recognized. For example, doing two deliveries a week to each of the 39 locations will provide greater freshness of the fruit (Including providing more perishable fruit like watermelon, pineapple or fruit cups), but will cost a bit more. Will quality be factored in the decision in any way?

Fresh fruit should not be provided. Additional deliveries beyond once a week to a single location will only occur in the case of a special event or a potential shortage, and not due to dry storage limitations.



What constraints do the 39 schools have in terms of delivery day and time?

Please see specifications and addenda for delivery requirements

- a. Is it entirely up to the vendor to pick the days of delivery ? For example, can we say we want to do 20 locations on Monday and 19 on Tuesday? Or alternatively, we want to do 8 schools per day and spread it around across the 5 days of the work week?
We are flexible on the delivery schedule as long as they are delivered at least once per week.
- b. Do all schools have the dry storage space to accommodate a whole week of breakfasts consumption, or do some of them require multiple deliveries because of a lack of space?
Yes, they all have dry storage space for an entire week of breakfast kits.
- c. Do many of them have acceptable delivery windows, e.g., delivery must be between 10-11:30, or between 2-3 pm)? Do schools accept after hour deliveries and trust their vendor with fobs or keys?
We would prefer a delivery is made between 7AM -1PM when a custodian is guaranteed to be there. We do not give vendors fobs or keys.

Is there currently a Breakfast Meal Kit program in place?

No

If so, who is the current vendor? And what is the current pricing?

NA

What kind of truck is currently being used/needed – liftgate? Ramp? Dock height?

Trucks must be equipped with a liftgate, ramp, and be adaptable to different dock heights. Since each school varies, some may not have a designated loading area.

Will there be a monthly menu provided for the vendor?

Yes

What is your current ordering process?

N/A

36 schools listed on page 13&14. Bid says 39 schools on page 11. Please clarify.

The number of schools should be 36. Please note Chandler Magnet is now called Worcester Dual Language Magnet.



The City of
WORCESTER

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Does a spoon kit need to be included for breakfast meals?

Yes

Is 3rd party transportation company allowed?

Yes

Bidders are requested to acknowledge and/or include this addendum with bid submission. All other terms and conditions remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director