

## Solicitation Amendment No. 001

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<b>To:</b>	<b>Date:</b>
Prospective Bidders	September 7, 2012
<b>Project Title:</b>	<b>Project No.:</b>
Distribution Services Agreement for Food and Related Products	12-44
<p>Description of Solicitation Amendment: <b>The Invitation for Bids (IFB) for Distribution Services Agreement for Food and Related Products is hereby amended as set forth herein:</b></p> <p style="margin-left: 40px;"><b>I. <u>Informational Letter #1</u></b></p> <p style="margin-left: 80px;">The Informational Letter #1 (Q &amp; A) for IFB 12-44 Distribution Services Agreement for Food and Related Products is hereby made a part of this Solicitation hereto attached as Exhibit II.</p> <p><b>Except as provided herein, all items and conditions of the solicitation, remains unchanged and in full force and effect.</b></p>	
<b>Acknowledgement of Amendment No. 001 by:</b>	<b>Date:</b>
<b>Company Name (Bidder/Offerer):</b>	
<b>Signed by:</b>	
<b>Name (Type or Print):</b>	<b>Title:</b>

**EXHIBIT II**

**QUESTIONS AND ANSWERS**

Distribution Services Agreement for Food and Related Products

PROJECT NO. 12-44

To: Prospective Respondents  
From: Houston Community College  
Date: September 7, 2012  
Subject: Informational Letter # 1 – Informal Request for Proposals, HCC Project No. 12-44

The following questions regarding the Invitation for Bids, HCC Project No. 12-44 were received in the Procurement Operations Department within the time period stated in the IFB:

**Question #1:** I want to confirm that the deliveries are made at one stop as that is the way it appears on the IFB.

**HCC Answer:** One (1) location. 3100 Main Street, Houston, TX 77002

**Question #2:** How many deliveries do you average a week?

**HCC Answer:** 2 to 3 days a week (as needed)

**Question #3:** The estimated usage on the product list; is that the estimated usage for one school year?

**HCC Answer:** Yes.

**Question #4:** Is it fixed pricing for one or two years?

**HCC Answer:** Fixed pricing with escalation for two years. See question #6.

**Question #5:** Can we submit cost plus margin pricing or only guaranteed fixed unit pricing?

**HCC Answer:** See question numbers 4 and 6.

**Question #6:** Can we escalate pricing during the year for market changes?

**HCC Answer:** Price changes will be considered by the Executive Director, Procurement Operations, upon receipt of a written request from the Contractor at least thirty (30) calendar days before the price change is to occur. The Contractor may request price changes not more often than quarterly. Written documentation, based on Independent Industry Standards, shall support all price changes.

**Question #7:** Do you receive any state or federal funding?

**HCC Answer:** State funding.

**Question #8:** What is the average weekly purchase volume by dollars?

**HCC Answer:** \$7,500.00

**Question #9:** Who is your current vendor?

**HCC Answer:** HCC currently has twelve (12) vendors, they vary depending on the specific product.

**Question #10:** What is the total amount of purchases available that will be awarded to the winning bidder?

**HCC Answer:** The approximate annual spend is \$390,000.00+. The amount for each awarded vendor varies.

**Question #11:** What is the total estimated annual volume of this potential contract award?

**HCC Answer:** See question #10.

**Question #12:** How many delivery sites will need regularly scheduled deliveries?

**HCC Answer:** See question #1

**Question #13:** How many times per week will those sites need a delivery?

**HCC Answer:** See question #2

**Question #14:** What is the average order size of the deliveries by site location?

**HCC Answer:** One location and the size is dependent on the particular item(s) ordered.

**Question #15:** Can you confirm this is an all or nothing bid/contract? In other words, awards will not be based on individual line items, correct? We ascertain from the bid documentation, if awarded this would be a prime vendor distribution program with the majority of the total volume going through the awarded contract vendor.

**HCC Answer:** HCC anticipates multiple contract awards. See Attachment No. 1, Instructions to Bidders, Paragraph 6, Contract Award.

**Question #16:** As Houston Community College receives public funding, can you provide the name of the current company that services the existing contract? We would assume this is public information and available for release.

**HCC Answer:** Please go to HCC website: [www.hccs.edu](http://www.hccs.edu), click on Business and Community/Public Information – Open Record to request this information.

**Question #17:** With regard to the Student Internship Program:

- a. Would this be on a semester by semester basis? If so, for how many weeks?

- b. What is the estimated number of hours per week the internship would involve? Is this part-time, for example 20 hours per week, or are you seeking a full-time semester long internship opportunity?
- c. What internship requirements/experiences would the distributor need to provide for the student in this scenario?
- d. Would you prefer the distributor make a proposal on what the program would encompass and for how many hours?

**HCC Answer:** Please contact Dr. Freddie Wade, 713.718.7596. See Attachment No. 1, Instructions to Bidders, Paragraph 10, Internship Program.

**Question #18:** With regard to the SDBP, does HCC already have some food manufacturers you would prefer the distributor work with? In other words, have you already approved their branded products for distribution to HCC locations? If so, can you provide a list of those product manufacturers and products?

**HCC Answer:** No.

**Question #19:** The estimated usage on the product list you sent earlier; is that the estimated usage for one school year?

**HCC Answer:** See question #3.

**Question #20:** On the products sheets that are asking for Unit Bid Prices; are the prices that we quote supposed to be the same through the duration of the contract?

**HCC Answer:** See question numbers 4, 5 and 6.

**Question #21:** Are the “estimated quantities” for one school year?

**HCC Answer:** See question #3.

**Question #22:** What is the annual volume in dollars on food purchases?

**HCC Answer:** See question #10.

**Question #23:** What are the payment terms?

**HCC Answer:** Net 30

**Question #24:** Who are your current food vendors?

**HCC Answer:** See question numbers 9 and 16.

**Question #25:** Does HCC also do On-line ordering from their food vendors?

**HCC Answer:** Not at this time.