



# PROCUREMENT SERVICES

## ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 4

SOLICITATION NAME: ITB No. B237456JA – Specialty Diet Food

DATE OF ISSUE: June 15, 2023

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The following information shall be included in the ITB documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the contract specifications.

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### Proposer's question/issue and District answers. (District answers are italicized.):

Q1. We have 155 items on the bid to try and give a great variety of brand, flavor, and pricing options. Is it requested that we are to send a sample of each item on the bid?

**A1. *In an ITB, low price wins. You will want to submit a line sample based on that criterion.***

Q2. Of those 155 items some are currently carried in our store, and I could put those samples together quickly, but many are not currently carried in store. This would mean I need to order a full case to give you a sample of one unit. This is not an issue, but I would need some time to place those orders and receive the products. If some items are not currently in stock, they may not be available before the June 28<sup>th</sup> deadline. How should I handle those items?

**A2. *Please submit any samples you have available by the deadline date.***

Q3. If a brand for example "So Delicious Yogurts" has 7 different flavors of yogurt, are you requesting a sample of each flavor or just one flavor from the brand?

**A3. *One flavor/variety is sufficient for each sample.***

Q4. We see that you have some items out for bid that we have possible matches. Can you give us quantities for the following items, please?

**A4. *All numbers provided below are approximate quantities ordered this past school year:***  
***-Gluten Free Hamburger Buns – approx. 96 cases (each case=6 units of 4-packs)***  
***-Gluten Free Tortillas or Wraps – N/A (New product)***  
***-Gluten Free & Dairy Free Sliced Cheese, Cheddar – approx. 48 cases (each case=12 7-oz packs)***  
***-Gluten Free & Dairy Free Shredded Cheese, Cheddar & Mozzarella – approx. 120 cases (each case=12 8-oz bags)***  
***-Gluten Free Cookies, Variety of Flavors – approx. 350 cases of a variety of cookies (ranging from 4.4oz to 7.5oz boxes – 6 packs/case)***



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- **Bakery Products: Waffles/Gluten Free Waffles, Variety of Flavors for the RTU ones – 120 cases (each case=12 packs of 6/7.4oz) NOTE: We are not requesting mix on this bid.**
- **Gluten Free Pizza Crust, Personal Size – 300 cases (6 pizzas/case)**
- **Gluten Free Pizza – 112 cases (each case=8 packs of 2/8oz crusts)**
- **Gluten Free & Dairy Free Pizza – N/A (New Product)**

There are no other changes/questions at this time. Please acknowledge this addendum via Fillable Forms, Attachment B - Addenda Acknowledgement Form, in your submittal.

Thank you for your interest in The School District of Lee County.

Joni Al-Shabibi  
Procurement Agent