

Procurement Department

Sara Rowe, NIGP-CPP, Procurement Agent
410.638.4082 • sara.rowe@hcps.org

Addendum #1

**IFB 24-SRP-026
MANUFACTURER DIRECT CEREAL PRODUCTS**

TO: ALL BIDDERS
FROM: Sara Rowe, Procurement Agent
DATE: May 8, 2024

The purpose of this addendum is to provide clarification to all prospective bidders.

1. **QUESTION:**

Question about the below: **How do I seal a bid that is emailed? Do I also need to mail a sealed bid?**

Unless otherwise indicated, HCPS shall receive sealed bids until the date and time indicated on bid or as modified by addenda. Bids must be e-mailed to bids@hcps.org, Bids must be clearly marked on the subject line: Name of Bidder, Bid Number and Solicitation Title. Late bids will be rejected. Bidder must submit one (1) original with original signatures of the Bid using HCPS bid forms. The Bidder should make and retain one (1) copy of the Bid for their files. Bids must be signed and submitted by an authorized representative of the Bidder. Each bidder may attach a letter of explanation to the Bid, if so desired, to provide an explanation of any detail(s) in the Bid.

ANSWER: Bids shall be emailed to bids@hcps.org where they will be kept secure until the bid opening.

2. **QUESTION:** Question about the below: **By “submitted” does that just mean emailed?**

Signed and Submitted Bid Form

ANSWER: Yes

3. **QUESTION:** Question about the below: **Doesn't this form come after the opening?**

Signed and Submitted Contract Page

Procurement Department

Sara Rowe, NIGP-CPP, Procurement Agent

410.638.4082 • sara.rowe@hcps.org

ANSWER: Bidders sign and provide their information to confirm they agree with the contract language.

4. **QUESTION:**

A.) **Section 2.0 BID PREPARATION, PROPOSAL SHEET, AND BID OPENING** (pg. 4) paragraphs 2.1 & 2.3: Who is considered an authorized representative? I am the only one who completes and submits all of the bid paperwork on behalf of my company. Can I sign it?

B.) If we email the bid, how do we submit an original signed copy? Do you accept digital signatures for the email submission, or do we have to mail in the original signed documents?

ANSWER: Bid shall be signed by representative at your organization who is authorized to provide binding signatures. Digital signatures are acceptable. Mailed submissions will not be accepted.

5. **QUESTION:** Are product samples required at this time?

ANSWER: Please reference bid page 23, Section 3, Samples.

6. **QUESTION:** Page 33: Do we need to do anything with this page, or is it solely informational?

ANSWER: Page 33 contains the Bid Form. The form is required, and the total will be used for the bid tabulation.

7. **QUESTION:** Page 25, Paragraph 7.4: What type of contact is needed? The person responsible for receiving and entering the purchase orders or a general contact?

ANSWER: This contact should be the person responsible for resolving any daily operational issues.

Procurement Department

Sara Rowe, NIGP-CPP, Procurement Agent

410.638.4082 • sara.rowe@hcps.org

8. **QUESTION: Attachment A: Product Offering Detail:** Can you please explain how we add our items to the bid? On page 33 (option A), our company name is listed directly on the item spec as a pre-approved brand, but our name is omitted on **pages 39-41** and only lists General Mills' items. Also mentioned on **page 26, (Form of Proposal) section 13.2**. Does that mean that we have to enter our items under the 'Additional Items' section, or do we enter our items directly on the corresponding line items since we are approved and are offering a similar flavor?

Line #	Pre-Approved Brand or HCPS Approved Equal	Line #	Description	Pre-Approved Brand or HCPS Approved Equal
1	GMI CINNAMON TOAST CRUNCH 25% Less Sugar CEREAL BOWLPAK, 1.0 oz	OPTION A:	Cereal Bowl Pack, Variety, 1 oz. Grain Equivalent	General Mills
2	GMI GOLDEN GRAHAMS CEREAL BOWLPAK, 1.0 oz.			Kellogg's
3	BLUEBERRY CHEX CEREAL BOWLPAK, 1.0 oz			Malt-O-Meal
4	HONEY CHEERIOS CEREAL BOWLPAK, 1.0 oz			
5	BOWLPAK APPLE CINN CHEERIOS, 1.0 oz			
6	GMI TRIX CEREAL 25 LESS SUGAR BOWLPAK, 1.0 oz.			
7	GMI CINN TOAST CRUNCH CEREAL BAR 10EG			
	ADDITIONAL ITEMS			
8				
9				

13. **FORM OF PROPOSAL**

13.1 All pricing must be submitted on the Bid Form; all blank spaces shall be filled in and properly signed.

13.2 All bidders must complete Attachment A: Product Offering Detail. This information will be utilized to help review bid submissions to better understand the full scope of product offerings by the bidder, but will not be used as part of the bid tabulation. If a bidder does not produce a comparable item for items 1-7, they shall mark N/A for that line. Additional items and product details may be attached to the bid.

Procurement Department

Sara Rowe, NIGP-CPP, Procurement Agent

410.638.4082 • sara.rowe@hcps.org

ANSWER: Similar flavors should be listed on the same line as the comparable product. Additional Items should be listed in the space below designated for Additional Items.

9. **QUESTION:**

Page 32 Checklist:

- a) Do we need to fill out this page and send it in with our submission?
- b) Page 32 Checklist: Do I need to submit the COI doc. with my submission? It says, 'Include sample'
- c) Are we submitting ALL of the pages of the HCPS PDF file or just what is asked of us on page 32- of the Checklist?
- d) Can we or do we need to submit other documents with our email submission (i.e., Buy American, NFP, etc.)?

ANSWER:

- a) Not required, but helpful to ensure all required materials have been submitted.
- b) Sample insurance certificate must be submitted showing bidder can meet or exceed insurance requirements.
- c) Please refer to page 4 for Instruction To Bidders
- d) Bidders can but are not required to submit additional forms or information

10. **QUESTION:** What do we enter for the below? Amount? (Page 31).

Procurement Department

Sara Rowe, NIGP-CPP, Procurement Agent

410.638.4082 • sara.rowe@hcps.org

Hereinafter called the contract, in the amount of _____ 
provided, and all related work in connection therewith, under the terms as stated in the General and Special Conditions of the Bid Document and all related documents; and at their own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in Bid #24-SRP-026 and printed or written explanatory matter thereof, the specifications and contract documents therefore as prepared by the Board of Education of Harford County, and as enumerated in the General Conditions, all of which are made a part hereof and collectively evidence and constitute the Contract.

ANSWER: This information will be completed once a notice of intent to award is made.

11. **QUESTION:** Are we required to have all **pages 31, 34, 36, 37, 38** notarized? Can they be digital signatures?

Procurement Department
Sara Rowe, NIGP-CPP, Procurement Agent
410.638.4082 • sara.rowe@hcps.org

24-SRP-026 Manufacturer Direct Cereal Products
HARFORD COUNTY PUBLIC SCHOOLS
102 South Hickory Avenue
Bel Air, MD 21014

CONTRACT SAMPLE

BID # 24-SRP-026
MANUFACTURER DIRECT CEREAL PRODUCTS

THIS AGREEMENT, made this 3rd day of May, 2024, by and between the Board of Education of Harford County, acting herein through its Superintendent, hereafter called "Owner" and Post Consumer Brands, a corporation located at _20802 Kensington Blvd., Lakeville, MN 55044, hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR, hereby agrees with the OWNER to commence and to furnish and deliver in accordance with the accompanying specifications, for the prices listed on the Bid Form.

The initial term of the Contract shall be for one (1) year and shall begin on or about July 1, 2024 and end June 30, 2025. HCPS reserves the right, if mutually agreed upon, to extend this Contract for up to four (4) additional, one (1) year periods.

Hereinafter called the contract, in the amount of _____ provided, and all related work in connection therewith, under the terms as stated in the General and Special Conditions of the Bid Document and all related documents; and at their own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in Bid #24-SRP-026 and printed or written explanatory matter thereof, the specifications and contract documents therefore as prepared by the Board of Education of Harford County, and as enumerated in the General Conditions, all of which are made a part hereof and collectively evidence and constitute the Contract.

IWE certify that this bid is made without any previous understanding, agreement, or connection with any other person, firm, or corporation making a bid for the same supplies, and, in all respects, is fair and without collusion or fraud.

In compliance with the above and subject to all terms and conditions thereof, the undersigned offers and agrees, if the bid be awarded, to furnish items at the prices indicated within the time specified.

IN WITNESS WHEREOF, the parties to these presents have executed this Contract in two (2) counterparts, each of which shall be deemed an original.

Seal in Signature	Board of Education of Harford County
Board of Education of Harford County Witness	Sean W. Bulson, Ed.D., Superintendent of Schools
Date	Board of Education of Harford County – Board President (if over \$100k)
Seal in Signature	
Authorized Contractor Signature	Company Name
Contractor Witness	Address
Date	Address

31

ANSWER: Please provide seal in signature where required

12. **QUESTION:** Pg. 35: **References Dollar amount:** What dollar amounts are wanted here?

Procurement Department

Sara Rowe, NIGP-CPP, Procurement Agent
410.638.4082 • sara.rowe@hcps.org

	Reference 1	Reference 2	Reference 3
Name of Organization	Cypress-Fairbanks ISD	Clark County ISD	Choice Partners
Address	11355 Perry Road Houston, TX 77064	4212 Eucalyptus Ave. Las Vegas, NV 89121	6005 Westview, Houston, TX 77055
Description of Project or Services Provided	RTE Dry Cereal	RTE Dry Cereal	RTE Dry Cereal
Dollar Amount			
Contact Person	Chelsea Aitken	Daniele Blackburn	Trisha Jensen
Phone Number	(281) 517-6552	(702) 799-3990 x 05802	(713) 696-0742
Email Address	chelsea.aitken@cfsd.net	culbeds@nv.ccsd.net	tjensen@hcde-texas.org

ANSWER: The value of the contract at referenced agency.

1. 13. **QUESTION: Pg. 36:** I do not know what is wanted on the line below. Is it the name of the person submitting the bid or their title?

Procurement Department

Sara Rowe, NIGP-CPP, Procurement Agent
410.638.4082 • sara.rowe@hcps.org

24-SRP-026 Manufacturer Direct Cereal Products

HARFORD COUNTY PUBLIC SCHOOLS

Sean W. Bulson, Ed.D., Superintendent

102 S. Hickory Ave, Bel Air, Maryland 21014

STATE OF MARYLAND ANTI-BRIBERY AFFIDAVIT

I HEREBY CERTIFY that:

1. I am the _____ and the duly authorized representative of the firm of Post Consumer Brands whose address is 20802 Kensington Blvd., Lakeville, MN 55044 and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county, or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions committed, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Section 9-201 in the Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or federal government.

ANSWER: Title

I hereby acknowledge receipt of Addendum #1 dated May 8, 2024, to Bid #24-SRP-026: Manufacturer Direct Cereal Products

Company

Name (Print or Type)

Authorized Signature

Date

Procurement Department

Sara Rowe, NIGP-CPP, Procurement Agent
410.638.4082 • sara.rowe@hcps.org

Note: Bidder shall sign and submit Addendum with bid submission. The same person signing Addendum shall sign the Bid Form. Failure to submit the Addendum may deem your bid as non-responsive.