



CAPISTRANO UNIFIED SCHOOL DISTRICT

**RFP#4-2324
Baked Goods**

Replies to Questions Received From Vendors

To: All Prospective Respondents

From: Capistrano Unified School District

This notice responds to the questions received by the District regarding RFP#RFP#4-2324 Baked Goods.

Question 1	I am not able to fill in the itemized bid list and it appears to be set to "View Only". How do I submit my this information?
Answer 1	<p>The Item list is protected to avoid accidental edits. To enter your data and pricing, please follow the following steps.</p> <ul style="list-style-type: none">● Open Item List● Click "File" in the top left corner.● Choose either "Download".● Add your company name to the file name. <p>Once you have done this, you can enter your data on your own copy of the spreadsheet and turn this in with your proposal.</p>

Question 2	On the item list, what information are you looking for in the “required specification” box?
Answer 2	The required specification box refers to any requirements of the product indicated in the item description (i.e. if it is whole grain, white wheat, par baked, enriched, etc. according to the item description). We are looking to make sure the vendor’s product matches our specification.

Question 3	We have some additional items we would like to have the District consider and send samples over. Is this possible?
Answer 3	No. For now, the District is focusing on the items on the current RFP item list.

Question 4	On Attachment “13” Suspension and Debarment Certification, what is a School Food Authority and what is the Agreement Number? Who completes the Potential Vendor or Existing Contractor?
Answer 4	The School Food Authority is Capistrano Unified School District. The Agreement Number is RFP#4-2324. The representative bidding on the RFP completes the Potential Vendor or Existing Contractor?

Question 5	Do we have to bid on all items to be considered awarded?
Answer 5	No. Please bid on the items you can successfully provide.

Question 6	Will you be open to dark stop? (we deliver the bread after business hours, before you preferred delivery day. We will need to obtain your access code, alarm code and kitchen keys.)
Answer 6	Yes, we are open to dark drops.