



## Addendum Number 1

Project: **Processing of USDA Donated Foods and for Provision of Commercial Equivalents – RFP # WR-967-38-120125**

Bid due date: 10:00 AM, Wednesday, January 21, 2026 **(UNCHANGED)**

Issue date: December 10, 2025

Below are: Questions asked by bidders with answers:

1. Are electronic signatures accepted?
  - a. Yes, electronic signatures are accepted in lieu of original, wet signatures.
2. Will you be able to provide a list of member schools for SY26-27?
  - a. Yes, we will be able to provide this current list for awarded vendors, but the list grows as people join throughout the year.
3. I read that samples may be requested. When do you anticipate sending the request for samples?
  - a. Samples will be requested on an as needed basis based on product analysis and MOR member referrals.
4. If samples are requested, is it possible to break the cases down for shipping frozen items in a cooler?
  - a. Yes.
5. The bid says to send one full case of samples if they are requested. Can we send less than one full case? Is there a certain number of servings you are looking for?
  - a. Samples will be requested as needed. We will coordinate and discuss any testing with the company in question.

6. If samples are requested, what is the duration of the time samples need to be delivered and received?
  - a. There is no specific time period. Delivery of samples will be coordinated on an individual basis per request.
7. Is there a limit to the number of items we can bid on? If yes, please advise the limit number.
  - a. No.
8. Regarding the RFP document Page 26 Section 23. **USDA Donated Foods – Form AD-1048, Non-Collusion Certification:** The successful Bidder shall complete and return Form AD-1048 attached hereto, as required by the U. S. Department of Agriculture. Form AD-1048 is not attached within the RFP documents. **Question: Will the form “Certificate of Independent Price Determination” located on page 11 of the RFP replace Form AD-1048?**
  - a. Form AD-1048 is for Certification Regarding Debarment, Suspension, Ineligibility and is covered on page 12.
9. Regarding the RFP document Processing of USDA Donated Foods and for Provision of Commercial Equivalents Page 28 #33. Allergens: MOR request that products supplied that contain one or more of the 9 major allergens as ingredients or that were produced in a plant or on a line that is not certified “allergen free” be listed in a separate document. Regarding: Bidders must note recognition of and compliance to this requirement on the proposal submittal cover document. **Question: Where on the “Proposal Cover Document” do you want us to acknowledge “recognition of and compliance to this requirement”?**
  - a. Please submit on a copy of a form letter that your company provides for this purpose. Or included on the submitted product specification sheet.
10. Products that are NOT allergen free or produced in an allergen free environment must be listed by product name and brand. In the event that a Bidder fails to note allergen contamination, and a student in an allergen-controlled district suffers injury or death from consuming your product, your company assumes full legal liability for the event. **Question: Can we list the “Allergens” contained in a product on our product specification sheet we submit with our response?**
  - a. Yes.
11. Need clarification if you are needing both an electronic copy of our bid submission via email and a hard copy mailed to you. Or if can we only send our submission via email?
  - a. Only ELECTRONIC copies of bid submissions will be accepted. Mailed bid submissions will not be considered.

12. On the pricing pages (bid sheet) column O Commercial Equivalent Price is needed. Would you like for us to add the commercial equivalent product number in Column S, if the product number is different than the commodity product number, like in the case of beef and pork items?
- a. Yes, on all non-substitutable products.
13. The Excel Price Sheet has 13 rows to enter products. If we wish to bid on more than 13 products, how should we best go about adding additional space for those products?
- a. Please insert as many rows into the Excel spreadsheet as needed for your product list.
14. Are we able to edit the pdf to make the information we enter readable (i.e. wrap text, merge and center, etc.)?
- a. Please edit the Excel spreadsheet as needed for your product list.
15. In the RFP Documents, on page 6, there is a form attached called FNS 709-5 – is this form required to be submitted or is this form to be submitted as applicable?
- a. If applicable, The form assists us with destination information for raw commodity product deliveries to your company.