

Sec. 9. ADDENDA.

Instruction to bidder: The bidders must review each addendum included in this section and acknowledge receipt of each addendum on Form C: Bid. Failure to acknowledge each addendum is cause for disqualification. Lastly, bidders should include this section in their bids.

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ADDENDUM NO. 1: ERRATA AND CLARIFICATIONS

(Last Updated: August 5, 2019)

Instruction to bidder: Review this addendum and acknowledge receipt on Form C: Bid. Also, include this addendum in the bid submitted.

Sec. 9.1. PURPOSE.

In this addendum, Vanguard Academy, Inc. doing business as Vanguard Academy (“Academy”) identifies and corrects an error in the Invitation for Bids (“IFB”), #19-20, Vended Meals, and addresses written requests for clarification.

Sec. 9.2. ERRATA.

Sec. 9.2.1. In Sec. 2.4, Clarification of IFB, the Academy stated as follows:

In the event that a bidder requires clarification of the content of this IFB, bidder shall submit a written request for clarification of the terms, conditions, specifications, required content, evaluation and forms to Aleida Guajardo, Director of Child Nutrition, at aguajardo@vanguardac.net. The Academy shall accept any and all requests for clarification received on or before **Friday, August 9, 2019 at 3:00 p.m.**; thereafter, the Academy shall decline to address any subsequent requests for clarification. To foster a fair and open competition for this IFB, the Academy shall post all questions asked and answers provided at vanguardacademy.education and transmit same via email to all bidders that expressed an interest in this IFB. The Academy shall not address any verbal inquiries.

Sec. 9.2.2. The due date for requests for clarification is erroneous. We clarify that the Academy shall accept any and all requests for clarification received on or before **Tuesday, August 6, 2019 at 3:00 p.m.**

Sec. 9.3. CLARIFICATION OF IFB.

The following clarifying information is provided in response to specific written inquiries from prospective bidders. The prospective bidder’s inquiry is quoted exactly as written, including any abbreviations and grammatical or other errors. The Academy did not attempt to clarify the any bidder’s inquiry and based its response on the plain meaning of the language used. The clarifying information provided in this addendum is organized in the same manner as the IFB was laid out.

Sec. 9.3.1. Background.

This subsection relates to Sec. 1.3, Background.

Sec. 9.3.1.1. A prospective bidder inquired:

“Please provide your estimated commodity allotment for 2019-20”

Sec. 9.3.1.2. The commodity allotment for the 2019-2020 school year is \$143,676.57.

Sec. 9.3.1.3. A prospective bidder inquired:

“Would you please send your meal claim data from 19-20 (to show grade breakdown and trends)?”

Sec. 9.3.1.4. Refer to the following tables. In doing so, bear in mind that the Academy shall add Grade 12 to its high school program at its Vanguard Mozart campus and Grade 9 to its high school program at its Vanguard Beethoven campus. In the tables below, the Academy’s first day of school was August 20, 2018.

Table B-1: Meals Served for Breakfast.								
Month	Vanguard Rembrandt (108-808-101)		Vanguard Picasso (108-808-103)	Vanguard Mozart (108-808-104)		Vanguard Beethoven (108-808-105)		Total Meals Served
	PK-5	6-12	PK-5	PK-5	6-11	PK-5	6-8	
08/2018	3,690	1,690	2,295	2,565	835	2,550	740	14,365
09/2018	7,225	3,470	4,730	4,940	1,880	4,965	1,635	28,845
10/2018	7,660	3,570	5,060	5,195	2,005	5,935	1,815	31,240
11/2018	5,240	2,735	3,560	3,740	1,495	4,150	1,365	22,285
12/2018	4,115	1,895	2,710	2,975	1,105	3,125	970	16,895
01/2019	5,295	2,490	3,545	3,745	1,425	4,045	1,425	21,970
02/2019	5,980	2,860	3,915	4,035	1,730	4,640	1,465	24,625
03/2019	5,020	2,495	3,310	3,415	1,295	3,780	1,275	20,590
04/2019	6,325	2,965	4,039	4,445	1,730	5,010	1,640	26,154
05/2019	6,565	3,150	3,877	4,305	1,490	5,115	1,600	26,102
06/2019	-	-	-	-	-	-	-	-
07/2019	-	-	-	-	-	-	-	-
Totals	57,115	27,320	37,041	39,360	14,990	43,315	13,930	233,071

Table B-2: Meals Served for Lunch.								
Month	Vanguard Rembrandt (108-808-101)		Vanguard Picasso (108-808-103)	Vanguard Mozart (108-808-104)		Vanguard Beethoven (108-808-105)		Total Meals Served
	PK-5	6-12	PK-5	PK-5	6-11	PK-5	6-8	
08/2018	5,765	6,660	4,890	5,220	3,050	5,110	2,400	33,095
09/2018	11,190	13,815	9,365	10,060	6,245	9,759	4,970	65,404
10/2018	12,275	14,980	10,415	11,020	6,885	11,154	5,540	72,269
11/2018	9,645	11,615	8,225	8,545	5,190	8,752	4,355	56,327
12/2018	7,390	8,978	6,285	6,560	4,140	6,735	3,210	43,298
01/2019	9,595	11,320	8,155	8,620	5,130	8,704	4,225	55,749
02/2019	10,780	12,585	9,165	9,595	5,560	9,744	4,840	62,269
03/2019	9,105	10,780	7,660	7,850	4,800	8,232	4,110	52,537
04/2019	11,400	12,335	9,520	9,900	6,000	9,830	4,845	63,830
05/2019	11,705	12,630	9,807	10,170	5,810	7,413	8,159	65,694
06/2019	-	-	-	-	-	-	-	-
07/2019	-	-	-	-	-	-	-	-
Totals	98,850	115,698	83,487	87,540	52,810	85,433	46,654	570,472

Table B-3: Meals Served for Snacks.

Month	Vanguard Rembrandt (108-808-101)		Vanguard Picasso (108-808-103)	Vanguard Mozart (108-808-104)		Vanguard Beethoven (108-808-105)		Total Meals Served
	PK-5	6-12	PK-5	PK-5	6-11	PK-5	6-8	
08/2018	1,685	655	890	835	495	1,990	-	6,550
09/2018	3,445	1,930	1,835	1,720	1,030	4,480	-	14,440
10/2018	3,885	2,220	2,170	1,990	1,170	4,805	410	16,650
11/2018	2,930	1,665	1,880	1,580	850	3,480	575	12,960
12/2018	2,195	1,200	1,225	1,090	660	2,415	505	9,290
01/2019	2,985	1,830	1,755	1,480	1,250	3,365	580	13,245
02/2019	3,485	2,105	2,000	1,685	1,605	3,750	765	15,395
03/2019	2,810	1,640	1,690	1,385	1,300	3,300	410	12,535
04/2019	3,555	1,915	2,165	1,760	1,355	3,950	635	15,335
05/2019	3,275	1,545	2,005	1,815	855	4,110	290	13,895
06/2019	-	-	-	-	-	-	-	-
07/2019	-	-	-	-	-	-	-	-
Totals	30,250	16,705	17,615	15,340	10,570	35,645	4,170	130,295

Sec. 9.3.1.5. As noted in Sec. 1.3 of the IFB, the Academy projects that student enrollment will increase by 13% from 4,180 during the 2018-2019 school year to 4,725 during the 2019-2020 school year. For the 2020-2021 school year, the Academy anticipates that enrollment will remain substantially unchanged. For the 2021-2022 school year, the Academy anticipates an increase in student enrollment of 10.6%, or 500 students. At this time, the Academy does not have a breakdown of the anticipated increase in enrollment by campus and grade level. Also, as noted in Sec. 1.3 of the IFB, the Academy will participate in the Community Eligibility Provision starting in the 2019-2020 school year.

Sec. 9.3.1.6. As may be surmised from Table B-1, Table B-2 and Table B-3 above, the Academy provides separate instruction for grades prekindergarten through five and for grades six through twelve as if each grade cohort was a separate elementary and secondary campus at Vanguard Rembrandt, Vanguard Mozart and Vanguard Beethoven.

Sec. 9.3.1.7. At its Vanguard Rembrandt campus (108-808-101), the Academy provides meal service to students at adjacent buildings that each houses a separate cafeteria facility for the elementary and secondary grades. Additionally, the Academy operates a separate school “site” located at 400 South Veterans Boulevard in Pharr, Texas. At this “site”, the Academy provides instruction to approximately 305 students enrolled in grades prekindergarten (ages three and four years) and kindergarten. This student count is included in the student counts provided in Table B, B-1, B-2 and B-3 of this IFB.

Sec. 9.3.1.8. At its Vanguard Mozart campus (108-808-104), the Academy provides meal service to students at adjacent buildings that each houses a separate cafeteria facility for the elementary and secondary grades.

Sec. 9.3.1.9. At its Vanguard Beethoven campus (108-808-105), the Academy provides meal service to students at an adjacent building and portable that each houses a separate cafeteria facility for the elementary and secondary grades.

Sec. 9.3.1.10. The successful bidder(s) must provide meal service to students at each facility noted above.

Sec. 9.3.2. Unitized Meals.

This subsection relates to Sec. 4.2, Unitized Meals.

Sec. 9.3.2.1. A prospective bidder inquired:

“Will you require your vegetables unitized as well? We offer bulk veggies and unitized veggies so just wanted to double check your preference.”

Sec. 9.3.2.2. Vegetables will need to be both bulk and unitized.

Sec. 9.3.3. Frequency of Meals.

This subsection relates to Sec. 4.3, Frequency of Meals.

Sec. 9.3.3.1. A prospective bidder inquired:

“On page 14, the IFB states that the successful bidder will deliver 5x/week. If the bidder provides adequate storage for food, would Vanguard consider delivery 3x/week?”

Sec. 9.3.3.2. The successful bidder(s) shall agree to deliver meals five (5) days a week.

Sec. 9.3.4. Delivery of Meals.

This subsection relates to Sec. 4.4, Delivery of Meals.

Sec. 9.3.4.1. A prospective bidder inquired:

“On page 14, the IFB states that the successful bidder will deliver within Meal Delivery Schedule. Is Vanguard open to negotiation on these delivery times if both parties come to agreement and delivery time works within the meal program schedule?”

Sec. 9.3.4.2. No.

Sec. 9.3.5. Meal Supplies and Food.

This subsection relates to Sec. 4.11, Meal Supplies and Food.

Sec. 9.3.5.1. A prospective bidder inquired:

“Please clarify Section 4.11.2—are these items in your current inventory from a previous vendor? If so, please provide quantities”

Sec. 9.3.5.2. The Academy does not have any items in inventory from a previous vendor. The successful bidder must provide the items identified in Sec. 4.11.2 and any other related items appropriate and necessary to fully and properly perform under this IFB and the contract awarded.

Sec. 9.3.6. Form K: Conflict of Interest Questionnaire.

This subsection relates to Form K: Conflict of Interest Questionnaire. Also, see Sec. 9.3.7 for additional clarifying information.

Sec. 9.3.6.1. A prospective bidder inquired:

“Being that we are a Nonprofit Organization and have a Board of Directors, how would we fill out the Child Support Certification and the Conflict of Interest Questionnaire.”

Sec. 9.3.6.2. In general, any forms included in the IFB must be completed as set forth in the instructions provided for each form. For guidance regarding how to complete a required form, please consult your legal advisor.

Sec. 9.3.6.3. Regarding Form CIQ included as Form K to the IFB, refer to the legal requirements set forth in Texas Local Government Code § 176.006(a). If these requirements apply, provide the required information on Form CIQ. If these requirements do not apply, you may complete the form with “Not applicable” where appropriate. The form must otherwise be completed as set forth thereon.

Sec. 9.3.7. Form L: Child Support Certification.

This subsection relates to Form L: Child Support Certification. Also, see Sec. 9.3.6 for additional clarifying information.

Sec. 9.3.7.1. A prospective bidder inquired:

“Being that we are a Nonprofit Organization and have a Board of Directors, how would we fill out the Child Support Certification and the Conflict of Interest Questionnaire.”

Sec. 9.3.7.2. In general, any forms included in the IFB must be completed as set forth in the instructions provided for each form. For guidance regarding how to complete a required form, please consult your legal advisor.

Sec. 9.3.7.3. Regarding Form 1903 included as Form L to the IFB, for a nonprofit corporation (hereafter, nonprofit), the nonprofit may answer “Not applicable” in Section 2 to Form 1903.

Sec. 9.3.8. Other Inquiries.

This subsection address inquiries and requests that do not relate to any specific part of the IFB.

Sec. 9.3.8.1. A prospective bidder inquired:

“Is Vanguard open to doing a tasting for parents, faculty, and students as part of the bid process?”

Sec. 9.3.8.2. Not for this IFB.