



*City of Lawrence*  
*Office of the Purchasing Agent*  
*City Hall Room 301*  
*200 Common Street*  
*Lawrence, Massachusetts 01840*

DANIEL RIVERA  
MAYOR

RITA V. BROUSSEAU  
CHIEF PROCUREMENT  
OFFICER

TEL: (978) 620-3240  
FAX: (978) 722-9120  
www.cityoflawrence.com

**BID ADDENDUM #1**

To: All Bidders  
From: Rita V. Brousseau, Chief Procurement Officer  
Date: December 15, 2016  
Re: Processing of USDA Food Products for Lawrence Public Schools IFB

---

This Addendum modifies and forms a part of the Bid Set documents dated December 12, 2016.

This Addendum consists of the following: Two (2) typed pages.

Where any items called for in the bid documents are supplemented here, the supplemental requirements shall be considered as added thereto. Where any original item is amended, voided, or superseded here, the other provisions of such items not specifically amended, voided, or superseded shall remain in effect.

**I. The following items are the City's responses to Bidder questions:**

- Question:** Since the state MAY potentially do NOI (net off invoice) next year – SY 17-18, should distribution be the one to respond to this bid or should we provide NOI pricing to allow orders to go through distribution and not FFS?

**Answer:** We have verified that the State has not yet made a concrete decision on this issue, therefore; the bid specifications will remain unchanged and vendors are to bid accordingly.
- Question:** Time frame is January 2017 to December 2017? Shouldn't this be the school year (July 1, 2017 to June 30, 2018)?

**Answer:** The City did not bid these services last year and we need to start purchasing the commodities as of January 2017. The bid specifications will remain unchanged and vendors are to bid accordingly.
- Question:** Section 3, #8 states "Deliveries will be made monthly to the state warehouse. Orders will be delivered to a commercial distributor as of August 2017. The State will be eliminating the State Warehouses.

**Answer:** As stated above in Question #1, the State has not yet, as of this addendum, made a definitive decision to eliminate the State Warehouses. We have spoken to Marion

Browning from the State and they will not be shutting down the State warehouses. There are also some products like pork that will not be doing NOI. The bid specifications will remain unchanged and vendors are to bid accordingly.

4. **Question:** Do you use a particular commercial distributor? Would you want us to bill you direct or through the distributor? We are FFS not NOI.

**Answer:** Bill the City direct.

5. **Question:** We do not see Bid period on the attached USDA bid. Please advise us dates?

**Answer:** Section 3, Specifications, Page 9, states "The successful contractor(s) shall furnish Processing of USDA Food Products as ordered by Lawrence Public Schools' Nutrition Services Department during the period of January 2017 through December 31, 2017."

**NOTE TO ALL BIDDERS: YOU MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON YOUR BID SUBMISSION FORM WHERE INDICATED.**