

DEPARTMENT OF EDUCATION

PROCUREMENT AND CONTRACTS BRANCH

June 1, 2021

ADDENDUM A

TO

INVITATION FOR BIDS

IFB D21-096

TO

FURNISH AND DELIVER
DISPOSABLE FOOD SERVICE PRODUCTS
ON THE ISLANDS OF HAWAII AND KAUAI

The following changes (deletions in ~~strike through~~, additions in **red bold**) are hereby made and incorporated into IFB D21-096:

- **Revise Special Conditions No. 20, Pre-Approval Process as follows:**

20. Pre-Approval Process

Offerors are advised that only pre-approved, acceptable products listed on Exhibit B, as amended, will be considered for award.

Products listed have been researched and found to meet all necessary requirements and set a standard of quality. However, it is not the STATE's intention to restrict Offerors to only the manufacturers or brands named.

Step 1 – Documentation (Data Submission Form)

Vendors interested in pre-qualifying products not currently listed on Exhibit B must submit the following information to the STATE, Department of Education, Procurement and Contracts Branch:

1. Exhibit C, Data Submission Form (one form per product) – completed and signed
2. Product Data Sheet
3. Product Information (manufacturer's literature, product specifications, etc.)
4. Certification from Manufacturer verifying compliance with Code of Federal Regulations, Food and Drug Administration, Title 21.

Requests for pre-qualification of products will be received up to **2:00 p.m. (HST) on June 4, 2021** **June 8, 2021** in the Hawaii State Department of Education, Procurement and Contracts Branch via email at wendy.ebisui@k12.hi.us.

The burden of proof as to the quality and suitability of the proposed product shall be upon the Submitter. Products offered shall comply with Minimum Specifications.

The STATE has the right to request for clarification from the Submitter. Any request for clarification that is not responded to in a timely manner, may result in the Submitter's requested products being disapproved. In addition, the STATE has the option to classify items as disapproved if the Exhibit C

and its accompanying information is incorrectly completed.

On or around ~~June 7, 2021~~ **June 10, 2021**, the STATE will issue an addendum via the HlePRO listing the products that have been pre-qualified. The addendum will specify all products submitted for pre-qualification and will include the classification of each product: approved, pre-qualified, or disapproved. Any items that have been pre-qualified will require the submittal of samples (reference Special Conditions 18, *Pre-Approval Process, Step 2 – Sample Submission*).

Step 2 – Sample Submission

Vendors whose products were listed as “Pre-Qualified” shall submit samples on ~~June 14, 2021~~ **June 17, 2021**, **between the hours of 8:45 a.m. to 10:00 a.m.** Samples shall be delivered to **Farrington High School Cafeteria, 1564 N. King Street, Honolulu, HI 96817.**

Samples will not be accepted outside of the date and time specified, unless prior arrangements have been made with the School Food Services Branch.

Sample submittal shall include the following:

- any further information necessary to establish product quality, and
- minimum of **ONE (1) PRODUCTION CASE** (labeled with the manufacturer/brand name and product number).

All submittals, including production case(s), and any product information submitted shall become the property of the STATE and may be retained for future reference.

When the product offered is a privately labeled product, a permanent pre-printed impression on the container or on the product itself must identify the product. A label affixed by the manufacturer to identify the product is acceptable. The mere attaching of an adhesive label by the Submitter will not be considered positive identification.

On or around ~~June 18, 2021~~ **June 23, 2021**, an addendum will be issued via the HlePRO listing all pre-approved, acceptable products.

Any offers for products that have not been listed as a pre-approved acceptable product will be automatically rejected and will not be considered for award.

The STATE, Department of Education will be the sole judge as to the acceptability of the proposed item and its decision shall be final.

- **Bid Submission Date has been revised as follows:**

~~JUNE 29, 2021, 4:30 p.m. (HST)~~
JULY 2, 2021, 4:30 p.m. (HST)