



Town of Delight, Arkansas

NOTICE TO RESPONDENT

Addendum #2 for Best Value Solicitation

Issued by:

TOWN OF DELIGHT, ARKANSAS

for

24COR-059 COMMERCIAL FOOD

SUBMITTAL DEADLINE: 3:00 p.m. CT February 5, 2026

January 20, 2026

Addendum #2:

Pre-Bid Conference:

The January 8, 2026 Pre-Bid Conference Meeting recording can be found [here](#).

Questions & Answers:

Q1: On the PDF document 24-059 Commercial Food RFP there are various places within the document requiring a signature, are these legally binding terms? If so, can we have our legal time redline the document? If yes, we would need more time than what is proposed to get back to you. If no, then are all terms set and final?

A1: Any contract with Supplier resulting from the issuance of this solicitation is subject to the terms and conditions as provided in this solicitation and Master Agreement. Many of the terms and conditions contained in the Master Agreement template are required by state and federal law; however, Respondents may propose changes to the Master Agreement by communicating any exceptions or deviations in the **Master Agreement Acceptance Form** provided in **Section J** of this solicitation. Any proposed changes are subject to Lead Agency review and written approval. [**Appendix B, Section F, 5.A. Master Agreement**]

Q2: [Supplier name redacted] is what is known as group purchasing organization within the foodservice industry, meaning we use our collective buying power to set contracted pricing and rebates for anyone that would like to utilize our programs. With that being said, there is no where on the cost proposal workbook that allows for a rebate, is that something either you or we can add to the cost proposal document?

A2: Rebates can be entered in Section O – Cost Proposal Workbook (Excel) on the Main Bid Sheet tab, under Additional Incentives. “List any additional programs or incentives available, discounts percentages or value of the incentive as well as a description of the incentive. Example incentives could include prompt payment, rebates, private label products.” Proposers can add additional rows as-needed.

Q3: Also, within the cost proposal document, [Supplier name redacted] on its own does not set a % markup or case fee for our members to unilaterally use with distribution. We can reach out to some of our partners to establish what this might look like but then we

would have to put in a bid with a specific distributor partner in mind, are we allowed to do that?

A3: Thank you for this question. There is no prohibition from proposing pricing this way. Please refer to **Appendix B, Section F, 13.15 Section O – Cost Proposal Workbook [EXCEL]**:

Responding Suppliers must provide pricing in such a way that captures the total cost of acquisition, including any applicable fees. Responding Suppliers will provide their Product catalog(s) for price verification. Pricing must be structured to allow easy verification, with clear documentation on how mark-up percentages and discounts are applied to different products and/or product categories. Any exceptions to the discounts and/or mark-up percentages proposed must be clearly identified.

So long as the proposed mark-ups, case fees, etc. are clearly identified; structured to allow easy verification; and captures the total cost of acquisition for Participating Entities, this method will be okay.

Q4: Again, within the cost proposal document, there are specific items that you are requesting pricing for, we will not have all of these items within our contracts, but we will have alternative items that would be a match either with a different manufacturer number or similar items from a different manufacturer. Are we allowed to show alternate options with pricing and rebates?

A4: Yes. In the Instructions tab, under Market Basket tabs – Poultry through Beverage, it states the following, “If the supplier cannot bid on the item listed, you must bid an item that meets or exceeds the listed product specification and indicates so in the note section any exceptions. The vendor must list the item name, pack size, manufacturer, manufacturer item number, invoice cost, item total cost, stock status, and percentage of mark-up.”

Q5: If we need more time than what is allotted within this bid how long, it all, do we have to ask for an extension?

A5: Any proposed request for extension should be communicated in writing as soon as the proposer is aware that more time is needed to complete their proposal. Any proposed request for extension should be accompanied by an explanation for the need for an extension, and the request is subject to Lead Agency review and written approval.

Q6: If our delivery model involves partners, are the partners required to submit documentation in order to perform the function? Particular forms in question are:
Affirmative Action Affidavit CERTIFICATION OF NON INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM NEW JERSEY BUSINESS REGISTRATION POLITICAL CONTRIBUTION DISCLOSURE FORM OWNERSHIP DISCLOSURE FORM STOCKHOLDER DISCLOSURE CERTIFICATION

A6: Subcontractors will not be signing forms for the Master Agreement, only the prime Contractor. Terms and conditions of the Contract flow down to the Subcontractor(s). Please refer to **Appendix A, Section C, Federal Terms and Conditions, 15. Applicability to Subcontractors** and **Appendix B, Section F, 15. Contractor Responsibility for Subcontractors**.

When issued, this Addendum #2 shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Addendum. By submitting a proposal to this solicitation, respondents shall be deemed to have received all Addenda and to have incorporated them into their proposals.

Signature: _____

Printed Name: _____

Date: _____

Company/Firm: _____

Title: _____