



Department of Procurement Services

3176 Jackson Avenue · Memphis, TN 38112 · (901) 416-5550

QUESTIONS AND ANSWERS

IFB 05282026DEM Commercial Food Bid 2026-2027 SY

1. Is electronic signature acceptable?
Answer: Yes, an electronic signature is acceptable.
2. How will vendors be notified of awards once the decision has been made?
Answer: Vendors will be notified via email of who was awarded and who wasn't. There will also be final bid tabulation posted on the MSCS website.
3. Are we able to hide tabs and line items we are not bidding in our submittal?
Answer: Hiding tabs and/or line items that you did not bid on is perfectly acceptable in your bid submission.
4. Are we able to omit the bid instructions in our final submittal, and only include the forms included on pages 10 & 11?
Answer: Please make sure to submit every form required as stated on pages 10 & 11.
5. Will bid samples need to be submitted if no approved brand is listed?
Answer: Yes, bid samples will need to be submitted unless your product is already listed as an approved brand.
6. Can you provide more clarity on how the "Required Number of Cases" in column M is being calculated? I see that it is dividing the estimated cases by the servings per case, but am not sure how that contributes to the "Extended Total Cost" in column N.
Answer: The Extended Total Cost is calculated by multiplying the required number of cases by the cost per case. The Required Number of Cases is calculated by dividing the estimated number of servings for the 26-27 school year by the estimated servings per case.
7. In appendix K, an Edison Supplier ID is required. In previous bids, we have been advised to omit that, as it was not relevant. Is this still the case?
Answer: Regarding Appendix K, that field will be left blank.
8. When will vendors be notified of award?
Answer: Awards will be announced not long after the bid closes. It takes time to tabulate every bidder's response. Vendors will be notified via email of who was awarded and who wasn't. The final bid tabulation will also be posted on the MSCS website.

9. Will there be any district closures that will impact the delivery of samples, or the final bid submittals before the due dates?

Answer: No, there are no district closures that will impact the delivery of samples or the final bid submissions. The Central Nutrition Center will be closed Monday May 25, 2026. The Sample Submission deadline is May 20, 2026 @ 4:00PM, and the Bid Due Date/Time is May 28, 2026.

Thank you,

Procurement Services