



May 19, 2025

ADDENDUM NO.: ONE

TO ALL BIDDERS:

REFERENCE: IFB No: **2025-IFB-1005222**
Dated: **April 24, 2025**
Commodity: **Milk and dairy product to Albemarle County Public Schools**
IFB Closing On: **June 5, 2025, at 2 PM**

Please note the clarifications and/or changes made to this solicitation:

NOTICE: DUE DATE CHANGE, and REVISED BID FORM

Please note the following change to the due date and time: Thursday June 5, 2025 @ 2:00 PM ET, bid opening will follow at 2:30 pm ET, with the same link provided in solicitation.

- **Required Attachments:** All offerors must complete and submit all required attachments as part of their proposal. This includes Attachments B, C, D, E, G, H, and J. Incomplete submissions may be considered non-responsive.
- **Attachment J – Bid Form:** A revised Bid Form (Attachment J) is now included and must be used. The correct form is labeled at the top as "**Bid Form (5/15/25).**"
- **Attachment A – Pricing Schedule:** Please use the revised Bid Form (Attachment J) to submit pricing. Excel sheet is not required for submission, the revised Bid Form (Attachment J) will be accepted. This version includes a column for minimum quantity (if applicable) and now clearly indicates the **TOTAL BID AMOUNT (BASIS OF AWARD)** at the bottom of the form.
- **Section V – Scope of Work, Bullet T (Price Escalation/De-Escalation):** Please note that the County will use the **Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)** rather than CPI-U. This is further detailed in **Section X – Specific Terms and Conditions, Subsection T (Renewal of Contract).**

A signed acknowledgement of this addendum must be received by this office attached to your bid. Signature on this addendum does not constitute your signature on the original proposal document. The original proposal document must be signed also.

Sincerely,

Chris Beahm
Purchasing Agent
Phone: (434-296-5854)

Name of Firm

Signature/Title

Date

Printed Name

ATTACHMENT J

BID FORM (5/15/25)

Albemarle County Public Schools
 County of Albemarle, Virginia, and/or
 The School Board of Albemarle County, Virginia
 Office of Procurement – Room 248
 Albemarle County Office Building
 401 McIntire Road
 Charlottesville, VA 22902

I/We hereby propose to furnish all tools, labor and equipment necessary to provide inside delivery of Milk Items, in accordance with the enclosed general terms, conditions and specifications contained in IFB # 2025-IFB-1005222. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

My/Our prices are as follows:

Total Bid Amount, from Attachment A: Pricing Schedule (BASIS OF AWARD) =

Item	unit size	estimated usage	unit price(escalating/de-escalating)	Minimum Requirements if applicable	extended price
1% fat Unflavored pasteurized, Grade A milk	HALF PINT	211,482			
Strawberry flavored Skim, no more than 10 g of added sugar per 8 oz, pasteurized, Grade A milk, no artificial coloring	HALF PINT	200,000			
Chocolate Skim, no more than 10 g of added sugar per 8 oz, pasteurized, Grade A milk	HALF PINT	400,000			
Lactose Free 1% fat or less, pasteurized	HALF PINT	600			
Sour Cream, low fat, Grade A	5 POUND	30			
Total Bid Amount (BASIS OF AWARD)					\$

ATTACHMENT J

- Prices quoted shall be FOB destination. Freight charges and any other associated cost shall be included in the bid price.
- Quantities listed are an estimate only; actual usage could be more or less during the contract period.
- **Bidders must bid on all line items to be considered for award.** Unit price must be indicated for each line item on the pricing schedule. IF THE ITEM HAS BEEN DISCONTINUED BY MANUFACTURE, DOCUMENTATION SHALL BE PROVIDED WITH THE BID SUBMISSION. The discontinued item will be removed from evaluation for all bids submitted.
- If offering any item at no charge, indicate \$0 on the pricing schedule for that line item.

Submission Requirements:

All offerors must complete and return all required attachments (Attachments B, C, D, E, G, H, J) as part of their response. Incomplete submissions may be deemed non-responsive.

BID FORM

Addendum No. _____ Dated _____.

Addendum No. _____ Dated _____.

Addendum No. _____ Dated _____.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this bid.

LEGAL NAME OF BIDDER (DO NOT USE TRADENAME):

ADDRESS: _____

SIGNATURE: _____

NAME OF PERSON SIGNING (print): _____

TITLE: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

DATE: _____