



**CITY OF ST. LOUIS  
DEPARTMENT OF FINANCE  
OFFICE OF THE SUPPLY COMMISSIONER**

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**ADDENDUM NO. 6  
BID OPENING: April 7, 2015**

**TO:** ALL BIDDERS  
**FROM:** JOHN CASSIDY, BUYER  
**DATE:** March 26, 2015  
**RE:** Food Service Management (Juvenile Division)

This addendum is issued prior to bid opening to provide information based on questions received.

- Q1: In Addendum #3 it states that the City of St Louis participates in the National School Lunch Program. It also states that the attached 3 week menu should be used for this bid. Are we required to bid the exact 3 week menu that was attached?
- A1: The RFP calls for the bid to be based upon the exact 3-week menu so that all vendors are bidding on the same menu.
- Q2: If we find that the supplied menu doesn't meet the National School Lunch Program guidelines, can we bid a menu that does? If we find that to be the case, would we still be required to bid the original menu?
- A2: They should just bid on the menu in the RFP – DESE approved the RFP and menu.
- Q3: How do I fill out the Lobby disclosure form (I do not have any activities to disclose)?
- A3: If you have no activities then the form titled 'Disclosure of Lobbying Activities' you would leave blank. Therefore, you would fill out the 'Certification Regarding Lobbying' page.
- Q4: How do I fill out the MWBE form: My business is (almost) certified by the airport?
- A5: Since you are not certified by the airport, you would check off the box that states on the 'M/WBE' form 'Not meet the M/WBE goal for the following reasons(s): Check all that apply.

All bidders must attach this form to the original Bid/Quote Form. This completed, signed form will serve as acknowledgement that this information has been received.

**ADDENDUM RECEIVED AND ACKNOWLEDGED**

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date