



The School Board of Miami-Dade County, Florida  
 SCHOOL BOARD ADMINISTRATION BUILDING  
 Bureau of Procurement and Materials Management  
 1450 N.E. 2nd Avenue, Room 352  
 Miami, Fl. 33132

Direct All Inquiries To  
 Procurement Management Services  
 R. Johnson  
 PHONE: (305) 995-2361  
 TDD PHONE: (305) 995-2400

BID ADDENDUM

BID No. 013-KK03

BID TITLE: A-LA-CARTE PIZZA

Date: 11/03/2009

Addendum No. 1

This addendum modifies the conditions of the above referenced BID as follows:

- 1) **Modify Special Conditions #7 on subcontracting.**
- 2) **Correct Special Conditions #14H to state correct cross-reference section on late deliveries.**
- 3) **Modify Specifications #3 on vendor's experience required.**
- 4) **Opening Date remains on Friday, November 6, 2009 at 2:00 PM EST.**
- 5) **It is the bidder's responsibility to monitor the Miami-Dade County Public Schools (M-DCPS) Procurement Management Services website for additional postings regarding this bid solicitation, including responses to questions submitted. Information for this bid as of the date listed on this addendum is at the website below:**

[http://procurement.dadeschools.net/bidsol/asp/bid\\_portal.htm](http://procurement.dadeschools.net/bidsol/asp/bid_portal.htm)

The attached pages containing clarifications, additional information and requirements constitutes an integral part of the referenced bid.

1. If your bid/proposal has not been mailed, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**
- OR
2. If your bid/proposal has been mailed, sign and return this addendum form with the revised pages by the time and date indicated on the Bidder Qualification Form. **BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.**

I acknowledge receipt of Addendum Number

PLEASE NOTE: If your firm has mailed a copy of this bid/proposal to another vendor, it is your responsibility to forward them a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL I.D. \_\_\_\_\_ FAX # \_\_\_\_\_

BY: SIGNATURE (Manual): \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed)- \_\_\_\_\_ TITLE: \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

MIAMI-DADE COUNTY PUBLIC SCHOOLS

**BID PROPOSAL FORM (FORMAT A) TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

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**SPECIAL CONDITIONS: CONTINUED**

- A. The items listed on "Format B" are specified for each category. In order to be considered for award of a category group, all vendor(s) must bid **ALL items listed in each category group they choose to bid on**. Bidder(s) are to follow the format listed below when they are submitting their bid proposal: All required information on the Format B, including what price, brand, and weight, if required, for each item in a category group and the SUPPLEMENTAL Format B Form.
- B. Bidder(s) must comply with providing supporting equipment listed in Bid #013-KK03 Specifications and with all other terms listed in the Specifications document.
- C. Only items and/or products grown, produced, and processed in the United States or its territories will be considered for award purposes, unless a domestic supply is not available.
- D. Foreign products:
- If product is not available as produced in the U.S.A., the foreign product(s) must be submitted as an alternate and shall specify country of origin.
  - All foreign products must be inspected for wholesomeness as well as grades, and origin of product must be so noted on grade certificates.
  - All products of foreign origin accepted on the bid must have a pesticide analysis from a certified U.S. Lab or through the USDA by the Commodity Scientific Support Division (CSSD). If any pesticide residue is in excess of USDA or FDA recommendation, the product will not be considered acceptable. The pesticide analysis must accompany the grade certificate and must cover all shipments.
5. **NON-EXCLUSIVITY:** M-DCPS reserves the right to procure items herein described in any manner it sees fit, including, but not limited to: awarding of other contracts, the use of contracts awarded by GSA, federal agencies, the State of Florida, any county or municipality, or any authorized contract, whichever is considered in the best interest of M-DCPS.
6. **ESTIMATED QUANTITIES:** The estimated quantities provided in the bid proposal are for bidder's guidance only. No guarantee is expressed or implied, as to quantities that will be used during the contract period. **Estimated quantities are based on the length of the initial award period. M-DCPS is not obligated to place an order for any item(s) or given amount, subsequent to the award of this bid.** The bid award quantities for specific item(s) listed in the bid may not be utilized if M-DCPS utilizes opportunity buys and/or special buys as defined in **Section Sixteen (16) titled, "Deliveries and/or Purchase of Additional Items"** of the special conditions contained herein to meet the needs of M-DCPS.
- 7. SUBCONTRACTING: The vendor(s) must be the manufacturer of the items listed in the Format B (items on bid) Excel Spreadsheet and vendor may not subcontract for the items listed in the award.**
8. **USAGE REPORTS:** Each successful vendor(s) **shall submit a monthly usage report** listing the total delivery quantities for each item delivered to each school. This report shall be directed to The School Board of Miami-Dade County, Florida, Department of Food and Nutrition, 7042 West Flagler Street, Miami, Florida 33144, Attention: Food and Menu Management. This usage report shall be submitted by the tenth (10<sup>TH</sup>) day of the following month. This usage report is in addition to the statement described in **"Attachment FS: Food Service Accounting Specifications."**
9. **DEFAULT:** The successful bidder(s) shall inform M-DCPS of any problems or delays in fulfilling all requirements listed in this bid. M-DCPS shall consider negative results of USDA audit review, improper storage procedures, not meeting data processing and required reports on a timely basis and any other factors of unsatisfactory performance or non-performance according to stated M-DCPS procedures and/or local, state and federal guidelines and statutes to be a default of contract, and may result in a termination of the contract with the pertinent default penalty imposed, as defined in the Instructions To Bidders, Section VI. E.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

**BID PROPOSAL FORM (FORMAT A) TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

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**SPECIAL CONDITIONS: CONTINUED**

- G. Fresh product must be delivered daily one (1) hour prior to the established serving time set by each approved site, unless otherwise directed by the Department of Food and Nutrition or the school location.
- H. Orders will be placed through each food service manager at each school cafeteria. Late deliveries may be refused. **See Special Conditions #15 for additional information regarding late deliveries.**
- I. **Format B SUPPLEMENTAL FORM – Delivery Contact**, is requested to be completed to provide schools and the Department of Food and Nutrition with contact information regarding order placement and delivery. Additionally, vendor(s) are requested to submit a letter, along with their bid submission, indicating hours in which orders may be placed, deadlines to place orders, and any other pertinent ordering information.

**15. LATE DELIVERIES/NON- DELIVERY:** Timely delivery of all orders is expected of the awarded vendors to all delivery sites within M-DCPS. If unable to meet confirmed delivery schedule(s), as agreed upon, then after a one (1) hour grace period, M-DCPS Procurement Management Services reserves the right to assess a penalty payment to the distribution agent for each instance in the amount of one hundred dollars (\$100) for the instance per route. The amount will be deducted from the distribution agent's invoice, this penalty payment per route.

When the awarded vendor(s) is/are unable to meet the delivery as established by M-DCPS Department of Food and Nutrition, M-DCPS reserves the right to purchase on the open market to meet the menu cycle, as established by the Department of Food and Nutrition, and awarded vendor(s) shall pay the price difference between the original bid price and the price of the substituted food item(s) to M-DCPS, and the awarded vendor(s) may be recommended for default, as defined in **013-KK03 Specifications**.

**16. SAMPLES:** Bidder(s) listing an alternate product and/or brand(s) may be required to submit samples, to be evaluated according to the standards of the Department of Food and Nutrition. Samples shall be identical to the item(s) that is/are specified in the bid proposal. When a bidder(s) is/are requested to submit samples, each lot of samples shall be identified with (1) vendor's name, (2) bid number, (3) bid item number, (4) product name and number and (5) grade or size. Samples shall be submitted to:

Miami-Dade County Public Schools  
 Department of Food and Nutrition  
 Attention: Planning and Production  
 7042 West Flagler Street  
 Miami, Florida 33144  
 Telephone: (786) 275 – 0400

- A. Each sample must be marked as specified before arrival to FOOD AND NUTRITION. No marking of samples will be permitted upon arrival. All information will be entered on a receiving report. Bidder(s) must obtain from the DEPARTMENT OF FOOD AND NUTRITION a signed receipt acknowledging delivery of samples.
- B. Bidder(s) shall include a self- addressed stamped envelope for return of sample receipt when submitting samples by mail or delivery service.

**Miami-Dade County Public Schools BID NUMBER 013-KK03  
A-LA-CARTE PIZZA SPECIFICATIONS**

1. **DEFINITION OF TERMS:**

- A. **M-DCPS:** (Miami-Dade County Public Schools) is the same as the School Board of Miami-Dade County, Florida.
- B. **Vendor(s):** The firm(s) or individual(s) with whom the **M-DCPS** will enter into contract to perform the services, hereinafter defined, for the single fixed unit price on the **Vendor's** costs for each item delivered to schools.

2. **ITEMS:**

- A. The **Vendor(s)** will be responsible for the preparation and delivery of selected A-La-Carte food items as listed in this bid proposal by **M-DCPS**.
- B. M-DCPS shall not be held responsible for acts of God, vandalism and/or theft, with respect to any equipment or machines provided by the vendor(s) at no cost to M-DCPS.

3. **VENDOR(S) EXPERIENCE:**

The **Vendor(s)** firm **and/or** their organization's designated management, are required to have a minimum of (3) three years experience in food operations **baking pizza products**. Documentation must be submitted if requested to satisfy this specification by M-DCPS. If documentation is not received within five (5) business days from date of notification, then M-DCPS reserves the right to deem the vendor as non-responsive.

4. **CONTRACT TERMS AND CONDITIONS:**

The **Vendor(s)** shall comply with and be subject to all terms and requirements as described in the **Instructions To Bidder, Bidder Qualification Form, Special Conditions, Food Service Accounting Specifications, Vendor(s) Specifications, and Jessica Lunsford Act** attached.

5. **GUARANTEES:**

- A. **Estimated purchases by M-DCPS:** The estimated purchases provided in the bid proposal are for bidder's guidance only. No guarantee is expressed or implied as to the estimated purchases that will be made during the contract period. The School Board of Miami-Dade County, Florida (M-DCPS) is not obligated to place an order for any given amount, subsequent to the award of this bid.
- B. **By Vendor(s):** The **Vendor(s)** shall guarantee to purchase quantities and to maintain inventories for the planned menus as required by the Department of Food and Nutrition, during the term of this bid. During the term of this contract, the **Vendor(s)** shall comply with all requirements for each item specified, and shall maintain sufficient inventories of each item, in order to provide for scheduled usage.
- C. **The Vendor(s) will not be permitted to purchase and/or deliver any brand or item not approved on the food requirements list, without prior approval from the Department of Food and Nutrition and the designated M-DCPS Buyer from Procurement Management Services.**

6. **DELIVERY REQUIREMENTS:**

- A. School deliveries are to be made daily or as determined by the Department of Food and Nutrition.
- B. **Single or Multiples Deliveries shall be scheduled to the designated schools between the hours of 10:00 am to 12:00 noon, as required by the school sites for all items. The designated Department of Food and Nutrition employee(s) must be present at the school food service delivery site to receive the items from the Vendor(s).**