



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
 Buyer: Vanessa Flores

PHONE: (305) 995-1379
 TDD PHONE: (305) 995-2400

BID/RFP ADDENDUM

Date: December 13, 2010
 Addendum No. 1

BID/RFP No.: 019-LL03
 BID/RFP TITLE: Farm-to-School Fresh Produce

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

- The pre-bid meeting of Wednesday, December 15, 2010 has been CANCELLED.
- The new pre-bid meeting will be held Wednesday, January 5, 2011.
- The bid opening date has changed to Thursday, January 20, 2011.

All terms and conditions remain unchanged.

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



BIDDER QUALIFICATION FORM

BID NO. _____

BID TITLE _____

Direct all inquiries to Procurement Management Services.

BUYER NAME: _____

E-MAIL ADDRESS: _____

PHONE: (305) _____

FAX NUMBER: _____

TDD PHONE: (305) 995-2400

Bids will be accepted until 2:00 PM on _____ in room 351, School Board Administration Building, 1450 NE 2nd Avenue, Miami, FL 33132, at which time they will be publicly opened. Bids may not be withdrawn for _____ days after opening. (Refer to Instructions to Bidders, para. IV.B.)

The submission of the bid by the vendor, acceptance and award of the bid by The School Board of Miami-Dade County, Florida, and subsequent purchase orders issued against said award shall constitute a binding, enforceable contract. Unless otherwise stipulated in the bid documents, no other contract documents shall be issued.

I. BIDDER CERTIFICATION AND IDENTIFICATION

- A. I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid; and I certify that I am authorized to sign this bid for the bidder.
- B. Vendor certifies that it satisfies all necessary legal requirements as an entity to do business with The School Board of Miami-Dade County, Florida.
- C. I certify agreement with the School Board of Miami-Dade County Business Code of Ethics, and agree to comply with this Code and all applicable School Board contracting and procurement policies and procedures. (School Board Rule 6Gx13-3F-1.025)
- D. I certify that I, nor my company or its principals, or any wholly owned subsidiary are currently debarred or in default of any bid, purchase order or contract with the School board or any other private or governmental entity.

II. INDEMNIFICATION

The Bidder shall hold harmless, indemnify and defend the indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs arising out of bodily injury to persons, including death, or damage to tangible property arising out of or incidental to the performance of this contract (including goods and services provided thereto) by or on behalf of the Bidder, whether or not due to or caused in part by the negligence or other culpability of the indemnity, excluding only the sole negligence or culpability of the indemnity. The following shall be deemed to be indemnities: The School Board of Miami-Dade County, Florida, its members, officers and employees.

III. PERFORMANCE SECURITY, is required on this bid. YES NO

Refer to **INSTRUCTIONS TO BIDDERS**, para. VII./IF PERFORMANCE SECURITY IS REQUIRED, PLEASE INDICATE THE TYPE TO BE FURNISHED: Performance Bond Check (Cashier's, Certified, or equal)

IV. FLORIDA CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE, please indicate: YES NO

An original, manual signature is required on the Bidder Qualification Form.
 (Bidder is requested to use blue ink, do not use pencil)

Legal Name of Vendor _____

Mailing Address _____

City _____ **State** _____ **Zip Code** _____

Telephone No. _____ **Fax No.** _____

E-mail Address _____

By: Signature (Original)

Of Authorized Representative _____ **Date** _____

Name (Typed or Printed)

Of Authorized Representative _____ **Date** _____

FROM: _____

AFFIX
POSTAGE
HERE

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
PROCUREMENT MANAGEMENT SERVICES
ROOM NO. 352 BID BOX
1450 N.E. 2ND AVENUE
MIAMI, FLORIDA 33132

BID NO.: _____
BID TITLE: _____

BID OPENING DATE: _____

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

BID 019-LL03	BUYER Vanessa Flores	PAGE SC 1
TITLE FARM-TO-SCHOOL FRESH PRODUCE		

SPECIAL CONDITIONS

1. **PURPOSE:** The purpose of this bid is to establish a contract, at firm unit prices, for the purchase of farm-to-school fresh, high quality, seasonal and local, Florida produce (to the maximum extent possible) for the Department of Food and Nutrition. The term of the bid shall be for one (1) year from date of award, and may, by mutual agreement between Miami-Dade County Public Schools (M-DCPS) and the awardee(s), be extended for four (4) additional one year periods, and if needed, 90 days beyond the expiration date of the current contract period. Procurement Management Services, may if considering to extend, request a letter of intent to extend from the awardee, prior to the end of the current contract period. The awardee(s) will be notified when the Board has acted upon the recommendation. All prices shall be firm for the term of the contract. The successful vendor(s) agrees to this condition by signing this bid.

2. **AWARD:** The School Board of Miami-Dade County will award a Primary and Alternate vendor, on a total low basis, to qualified companies meeting the specifications contained herein, capable of furnishing all necessary produce, proper transportation, and provide any letters, documentation or certifications needed for the delivery of farm-to-school fresh produce to M-DCPS locations. The bids may be awarded to two (2) responsive and responsible vendors (Primary and Alternate), offering the lowest total price. A maximum of two (2) vendors, meeting all requirements, will be awarded. The bidders are required to respond to all items to be considered for award. If the primary awardee fails to perform under the terms and conditions of the contract, the Alternate awardee will be contacted.

3. **BID SUBMITTALS:** Bidders are requested to submit **one (1) original (clearly marked) and three (3) copies** of their bid. Bidders are required to submit, with their bid package, or within five (5) days of request, all information requested herein. Failure to submit the following documentation may result in the bid not to be considered for award. Bids will be accepted until the time and date indicated on the Bidders Qualification Form. Refer to Specifications sections 1.2 and 1.6 for further bid requirements. Requested information includes, but is not limited to:
 - Vendor Information Sheet
 - Occupational License
 - Valid e-mail address for SAP system communications (i.e. PO's)
 - A one-page summary of each bidder's food recall policy and procedures
 - Three (3) commercial references of the project scope are required. This list shall contain contact persons at each location by name, position and phone number. The District reserves the right to contact or visit these locations and/or customers in order to evaluate bidder's qualifications.

4. **PRE-BID CONFERENCE:** A pre-bid conference will be held Wednesday, December 15, 2010 at 9:00 a.m. Wednesday, January 5, 2011 at 9:00 a.m. at the M-DCPS Department of Food and Nutrition, 7042 W. Flagler Street, Miami, FL 33144. Pre-Bid Conference attendance by the bidder or its qualified representative is **HIGHLY ENCOURAGED** to ensure bid compliance.