



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
 SCHOOL BOARD ADMINISTRATION BUILDING
 Procurement Management Services
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BID/RFP ADDENDUM

Date: 03/6/2023

Addendum No. 1

BID/RFP No. ITB-22-002-VF BID/RFP TITLE: Compostable/Biodegradable Food Srvcs Products & Containers

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

The bid opening due date has been extended to Tuesday, March 14, 2023 at 1pm EST. The attached document provides answers to questions received and a revision to the Price Proposal Form. Please utilize the attached updated Price Proposal Form to respond to the solicitation. All other terms and conditions of this ITB will remain the same.

All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>

The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package.

I acknowledge receipt of Addendum Number 1

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward him/her 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

Addendum #1

ITB-22-002-VF Compostable/Biodegradable Food Service Products and Containers

The following changes, additions, clarifications, and/or deletions amend the ITB document of the above captioned solicitation and shall become an integral part of the Contract Documents.

CHANGES:

REVISED PRICE PROPOSAL FORM – Updates have been issued through this addendum as follows:

- Added – column with approximate case count (item(s) per case) and corresponding case count for each item listed
- Added – column for manufacturer name/comments
- Added – column price per item (each)
- Added – Item 52, Deli Paper
- Revised – Title of column price per unit to price per unit (case)

The following list addresses the questions received regarding this solicitation.

Question 1: Do we have to bid on the entire group of items? Or can I bid on how many items that I want to?

Answer: Vendors meeting the terms and conditions of the ITB and the certification requirements per the goal setting committee recommendation as listed in Section 5.2, should provide pricing on any single item or any group of items that can be offered to the District on the Revised Price Proposal Form included with this addendum.

Question 2: How can I get last year's bid tabulation?

Answer: In order to receive the tabulation for prior RFQ's, please submit a Public Records Request (PRR) using the email pr@dadeschools.net.

Question 3: For alternative brands do you need samples before the bid due date or per request?

Answer: If required, all samples will be requested by the Procurement staff after the bid opening date. Upon request, samples are to be received within 48 hrs. Please review Section 5.8 Samples, for full details.

Question 4: In regards to item#46, what color is needed? Is that 400 rolls of tape or 400 cases of 96 rolls each? 2200 cases of bags would need 1100 rolls of tape. 96 rolls of tape equals a full case. Cases at color? Is that 400 rolls of tape or 400 cases of 96 rolls?

Answer: Any color is acceptable, however, yellow is standard. Quantity is 400 rolls of 12.

Question 5: We'd like to submit questions prior to the call tomorrow for this ITB. Is that allowed?

Answer: Yes, all questions are to be submitted no later than 5pm EST, the day of the Pre-bid conference.

Question 6: How many pieces per case (pack size) based on the number of cases requested?

Answer: Please refer to the Revised Price Proposal spreadsheet that is included with this addendum. In addition, please be aware, large master cases containing multiple cases per master are not an appropriate submission, as that puts the burden of unpacking and restacking product on our staff.

Question 7: Is piece price acceptable if pack size isn't available or do you only accept case price?

Answer: Please refer to the Revised Price Proposal Form included with this addendum. For each item submitting a response for, the bidder must complete the price per item (each) and price per unit (case) columns. Please be aware that for each awarded item, the purchase order quantity and price will be based on the unit of issue. The S&MD warehouse needs to turn around each shipment and deliver them to school sites in the same packing as delivered to the warehouse.

Question 8: How many unique delivery locations will be ordering on a regular basis? What are the addresses for the exact delivery locations?

Answer: The Stores and Mail Distribution (S&MD) warehouse is the only delivery location, located at 7001 SW 4th Street, Miami, Florida, 33144.

Question 9: What is the order frequency of each delivery location, ie, daily, weekly, monthly, quarterly, annually?

Answer: The warehouse orders are based on the District's demand in order to maintain warehouse product in stock and on hand. Typically, product orders are sent to vendors approximately three times a year. High use items, such as sporks are an exception to that process. These high use items are normally sent to vendors with multiple delivery quantities and the delivery dates are scheduled with the vendor for multiple deliveries per month.

Question 10: Is weekly, monthly, or quarterly volume usage available? or do we assume the amount provided is used equally throughout the year including summer, holidays etc?

Answer: The Revised Price Proposal Form provides the one-year usage. For the awarded vendor, additional usage can be provided upon request, in order to assist in planning manufacturers production. It should also be noted that the majority of the District schools are not open during the Summer months and the warehouse does not accept delivery during the month of June, in order to perform the end of year inventory. In addition, M-DCPS is also closed during National Holidays, Winter and Spring Break recesses. The Winter and Spring breaks dates usually change from year to year. The District publishes a school calendar on its website where the exact dates can be found.

Question 11: Is each delivery location providing it's own PO?

Answer: Please refer to the answer for Question #8.

Question 12: Will each delivery location be invoiced separately?

Answer: There is one invoice per shipment; however, vendors may send a partial shipment and bill accordingly. In addition, please refer to the answer for Question #8 regarding delivery location and address.

Question 13: Do the delivery locations have a specific delivery day and time?

Answer: The purchase order will contain a delivery date however, it is encouraged for vendors to deliver as soon as possible. Deliveries need to be scheduled with the S&MD Receiving department by calling 786-275-0628. Delivery time is 7 am. – 2 pm., Monday through Friday. As noted, the warehouse is closed for National holidays, Winter and Spring Break and for inventory in June.

Question 14: Do all delivery locations have standard dock or fork-lift available?

Answer: S&MD warehouse has a standard delivery dock., the staff and forklifts to operate and unload shipments. All shipments must be palletized. Delivery by freezer trucks cannot be unloaded as they are higher than standard and present a safety hazard to our staff. We do not order frozen products.

Question 15: Will a truck with lift gate be required?

Answer: A truck with a lift gate is not required. Please refer to the answer for Question #14 regarding unloading shipments.

Question 16: Is delivery required inside the location or is the order okay to be left at the door of the location?

Answer: Delivery must be made to the delivery dock for unloading.

Question 17: Will the driver be required to wait for inspection of each order before receiving a signed delivery slip/packing list?

Answer: The delivery quantity must be verified by the S&MD receiving clerk. Vendors must ensure the District purchase order number is listed on the documents to streamline product /purchase order identification. If a quantity discrepancy is found, the driver will be required to sign off on that, and the District will contact the vendor within 24 hours. At the time of receiving, the District does not check for hidden damage and that is not normally an issue. If hidden damage is found later, the District will contact the vendor for a resolution.

Question 18: As far as samples, we have a number of options for each. Will we have the option to submit additional samples if there are more options needed after an initial sample request?

Answer: Vendors are to submit pricing for all equal or comparable items per the specifications of the Revised Price Proposal Form. Please refer to the answer for Question #3 regarding all sample requests.

Question 19: In regard to, line items three (3) and four (4), I am working with my team on the cutlery request for the items below listed on the Miami Dade school bid that is comparable to Innopak or Wallace. I searched Innopak compostable products that say they are BPI certified. Will MDCPS be using these items? If so, please provide the BPI certification number.

Answer: M-DCPS will use the items selected by awarded vendors, and currently do not have BPI certification numbers available to provide.

Question 21: Can you please send us the bid tabulation from the previous bid indicating the award pricing per item and winning vendor?

Answer: Please refer to the answer for Question #2.

Question 22: Are the products delivered to one or multiple locations? If multiple locations, how many locations are the products delivered to?

Answer: Please refer to the answer for Question #8.

Question 23: Approximately how many cases of gloves (excel line 42) are generally ordered at one time?

Answer: 900 cases per order. We are willing to adjust this item quantity and other high use items to accommodate truck load orders in order to obtain the best price. Where appropriate, please note your truck load order prices on your submission with the required minimum order quantity.

Question 24: We conduct business with a public entity with comparable size to MDCPS, yet we have been told that the department or Procurement office is not able to provide references. Is there additional information we can provide that can substitute this requirement? For instance, Miami Dade County recently passed an ordinance to allow for prior experience to be taken into consideration. This can be in the form of multiple purchase orders, invoices, resume, etc.

Answer: Please submit three (3) references from organizations comparable in complexity and/or size to M-DCPS, preferably. This must be documented on Attachment 11, Bidder Experience form, whereby each bidder uses one form per reference. The three references, Attachment 11, must be

fully completed. Please note that references comparable in complexity and/or size to M-DCPS is preferred but not required. A positive reference for previous business will suffice.

Question 25: Can you provide your preferred piece count per case for each item?

Answer: Please refer to the answer for Question #6.

Question 26: For Group 1, Item #4 - New Item, we have previously provided this item to the exact specification requested by MDCPS Food & Nutrition Director, can our item be included as an approved brand?

Answer: Please refer to the answer for Question #3.

Question 27: The projected award date is May 2023, when is the anticipate start date to begin delivering items?

Answer: Upon Board approval, the anticipated start delivery date may vary based on the department's ordering needs.

Question 28: Is this bid going to cancel all current awards?

Answer: The award of this solicitation will supersede any currently expiring solicitations for the category of items listed within the ITB.