



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

Date: 4/13/2026

Addendum No. 1

BID/RFP No. ITN-25-027-VF BID/RFP TITLE: Mainline Food and Distribution Service

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

The attached document provides answers to questions received. The deadline for receipt of proposals has been extended to Tuesday, April 21, 2026 at 1:00 p.m. ET.

All other terms and conditions of the ITN 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 _____

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 _____ FAX # _____

BY: SIGNATURE (Manual): _____
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
 OF AUTHORIZED REPRESENTATIVE

Invitation to Negotiate (ITN)
ITN-25-027-VF
Mainline Food and Distribution Service

ADDENDUM NO. 1

QUESTIONS AND ANSWERS:

Q1: Column G ESTIMATED NUMBER OF CASES, quantity is per month, Year or 3 Years period of time?

A1: Estimated number of cases is per year.

Q2: Wanted to ask if it is possible to bid the 5cpt separate from the Mainline Food Bid? Imperial Dade is interested in securing the business for the 5cpt (only) and shipping to each school site. Would that be possible?

A2: No. This ITN is for mainline distribution services to incorporate all items listed on the excel spreadsheet, including the 5-compartment tray.

Q3: Could you share the current Fee per case for this item?

A3: The current fee per case for the trays is \$23.00. This fee incorporates delivery to all school sites and covers a package of 240 trays per case.

Q4: Could you share a copy of the bid tab from the current contract?

A4: There is no bid tabulation available for the current contract, as it was awarded via direct negotiations. However, the current pricing for the primary service components is listed below.

- Fixed delivery fee for all non-brown box food items: \$3.75/case
- Fixed storage fee for all USDA direct-ship (brown box) items:
 - Fixed/initial fee: \$4.25/case
 - Additional \$2.00/case fee after 60 days (\$6.25/case total)
 - Additional \$2.00/case fee after 90 days (\$8.25/case total)
 - Additional \$2.00/case fee after 120 days (\$10.25/case total)

Q5: May we set a minimum per delivery for the 5cpt trays?

A5: Yes, a minimum delivery quantity for the 5-compartment trays may be established per school site.

Q6: Will you be requiring Samples and what would the Deadline to receive them to you?

A6: Samples of food items or trays meeting the listed specifications should only be submitted to the Department of Food & Nutrition upon request.

Q7: How many Delivery Locations will there be for Disposable Items?

A7: There are approximately 300 delivery sites per week for disposable, compostable trays. If a site cannot meet the minimum weekly delivery requirement, they may be transitioned to an every-other-week delivery schedule.

Q8: Our business manufacture and distribute desserts and I would like to know if our products fit into this category (Mainline Food and Distribution Service) in order to participate.

- A8: This ITN is for mainline distribution services to incorporate all items listed on the excel spreadsheet. Only the food items listed on the excel spreadsheet specifications sheet are eligible for price quotes under this ITN. If your company wishes to introduce additional food products to M-DCPS, and have a product considered for future specifications, your company must first register as an official lobbyist for the District. Once registered, you may communicate with the Department of Food and Nutrition to provide comprehensive product details, including nutritional information. The item will then undergo a formal evaluation process, including student and staff feedback, to determine if it will be added to future bids.
- Q9: On excel price sheet, Part E Market Basket, pls provide estimated # of cases, not noted.**
- A9: The estimated annual volume for Market Basket Paper Goods (trays) is approximately 160,000 cases per year. Please note that this is an estimate based on current usage; actual totals may fluctuate or decrease due to changes in student enrollment.
- Q10: Price escalation: Can the CPI portion be removed? Suppliers do not follow this Index, does not include all cost factors for Industry.**
- A10: No. Per Section 3.5 of the ITN, the Consumer Price Index (CPI) is a required baseline for justifying price adjustments. However, M-DCPS recognizes that the CPI may not capture all industry-specific cost fluctuations. To provide a comprehensive justification for an adjustment, vendors may also submit the Producer Price Index (PPI) for specific product or service categories, verifiable market data showing changes in manufacturer costs or fuel surcharges, and any other relevant industry documentation. All requests remain subject to approval and audit by M-DCPS to ensure adjustments are accurate and in the best interest of the District.
- Q11: Price change, can a cost of product be changed at each 1yr anniversary (if necessary) of the initial 3yr contract? Vendors cannot hold a cost for 3yrs. With the state of the economy today – it is even more difficult. We would supply increase notifications from the mfg to support any increase.**
- A11: Yes. Per Section 3.5 of the ITN, price adjustments may be requested prior to the end of the initial contract term or each extension period. While prices are expected to remain firm, M-DCPS allows for a beginning price and a mid-year pricing review. Any requested increase must be submitted in writing with substantial documentation, such as manufacturer notifications and market indexes. Please note that all adjustments are at the discretion of the District, and M-DCPS reserves the right to continue or discontinue ordering specific items based on the impact of those price increases.
- Q12: What is the process to become an approved brand to be included on the bid specifications of this bid?**
- A12: Refer to response to Question 8.
- Q13: After the bid is awarded, and a vendor has a new or improved item, can the district add the product to this bid during the current term of the contract?**
- A13: Yes. While the contract is primarily for items listed in the original specifications, M-DCPS may consider adding new or improved products if they provide a clear benefit to the District. Any such item must strictly adhere to the Department of Food and Nutrition's procedures for new item submission, which include registration as an official lobbyist, submission of nutritional data, and formal evaluation (including student and staff testing). If the item passes evaluation and is deemed beneficial, it may be added..
- Q14: All of our current items meet a No Antibiotics Important for Human Medicine (NAIHM) raising claim. We are also able to offer No Antibiotics Ever (NAE) on select items. Where applicable, we would like to add NAE as an additional option on each line item. Please confirm whether these additions would be acceptable within the bid process. Also, how would we bid these items, if they are not the current approved brand?**
- A14: Yes, offering No Antibiotics Ever (NAE) options is acceptable within the bid process, provided the item is equivalent or similar to the items currently listed on the excel specifications sheet. To bid these items as a

non-approved brand, you should list them as "equals" on your pricing sheet. M-DCPS will review the technical specifications of your proposed items during the evaluation phase, and physical samples may be requested for testing and comparison once your bid has been submitted.

Q15: Do you accept No Antibiotics Important for Human Medicine (NAIHM) raising claim?

A15: M-DCPS recognizes NAIHM raising claims; however, the Department of Food and Nutrition will conduct a formal review of all item specifications once submitted to ensure they meet the specific requirements of the ITN. Proposers should include all relevant certifications and documentation regarding these claims within their bid package for evaluation.

Q16: Can a distributor bid more than one item on a bid specification? If so, how would this be handled?

A16: Yes. A distributor may bid multiple items per specification if they are equivalent to the listed requirements. Each option should be clearly identified as an "alternate" or "equal" on the pricing sheet. M-DCPS will evaluate each item based on technical specifications and may request samples to determine the best fit.

Q17: We noticed that some of the bid specifications call for NAE, however the approved items are not labeled as NAE (No Antibiotics Ever), which is not the same as Antibiotic Free.

A17: M-DCPS is actively transitioning toward No Antibiotics Ever (NAE) standards for all applicable food items. Specifications are being updated to reflect this priority, and the District will continue to transition to NAE-labeled products as they become available in the market.

Q18: We have noticed that some of the Nutrition Facts Panel requirements (sodium & fat content) appear to be highly specific to the current supplier's formulation. Has the bid specifications been reviewed to ensure that they comply with CFR 200.319, specifically to not be too restrictive?

A18: The specifications listed reflect the profiles of products currently in use by the District; however, they are not intended to be exclusionary. In accordance with federal procurement standards, M-DCPS encourages competition. If a company offers a food item with similar ingredients, nutritional profiles, and pack sizes, those items are eligible and encouraged to be included as part of the solicitation for evaluation as an "equal" product.

Q19: What is the process to present an equal or better item as a part of this current bid?

A19: If a product meets the baseline requirements, an "equal" or "better" item may be submitted for pricing. Proposers should list the product on the pricing sheet and include full technical and nutritional specifications. M-DCPS will review these during evaluation and may request physical samples to verify the item meets District standards.

Q20: Invoice Submission Format - The ITN states that duplicate invoices must be submitted to Accounts Payable in either PDF or Word format. Will Miami Dade accept EDI flat files as an alternative? Additionally, will portal access to all customers' PDF invoices be acceptable?

A20: While receiving files via email or FTP is generally manageable, the automated ingestion of EDI data requires compatibility with our internal software. Furthermore, while portal access is a helpful supplemental tool, it typically does not replace the requirement for direct submission to Accounts Payable as outlined in the ITN.

Proposers wishing to utilize EDI or portal-based invoicing should provide specific technical details in their proposal regarding the file structure and delivery method so the District's ITS department can review for compatibility.

Q21: Delivery Options - Is the Miami Dade School District open to receiving Saturday deliveries or key drop deliveries?

A21: No, M-DCPS is not open to receive Saturday and/or key drop deliveries.

- Q22: USDA Brown Box Storage Fees - Could you please clarify how the USDA Brown Box monthly storage fees are applied?**
- o Are the fees cumulative (stacking)? For example, does the >60 day fee get added on top of the >90 day and >120 day fees? No, they do not stack. 60 days is a price, then it increases to another price after 90 days, and so on.
 - o Or is the fee assessed as a flat rate based solely on the quantity remaining after 60 days? Yes, this fee is a flat rate storage fee that begins at a fixed rate, and it is also a fixed rate after the 90 days and after the 120 days.
- Example: If the distributor has 288 cases on hand and the >60 day rate is \$0.10 per case, is the monthly charge \$28.80 (288 cases × \$0.10)?**
- A22: Fees are not cumulative. The storage fee is a flat rate based on the inventory age; once it hits a threshold (60, 90, or 120 days), the rate simply "steps up" to the next fixed price. In your example, 288 cases at a \$0.10 rate would result in a flat monthly charge of \$28.80.
- Q23: Payment Terms - What are Miami Dade's current payment terms for distributors?**
- A23: Net 30
- Q24: Pricing Workbook Clarifications (ITN 25 027) - On the Mainline Food and Distribution Service Pricing Workbook:**
- o **What is the difference between Commercial Pricing and Total Case Cost?**
- A24: Commercial Pricing is the base price per case from the manufacturer. Total Case Cost is the final price to the District, which includes the commercial price plus the fixed delivery fee (markup) provided by the distributor.
- Q25: Pricing Workbook Clarifications (ITN 25 027) - On the Mainline Food and Distribution Service Pricing Workbook:**
- o **For Total Case Weight/Size, should we provide gross weight or net weight?**
- A25: Vendors should provide the Gross Weight of the case.
- Q26: Pricing Workbook Clarifications (ITN 25 027) - On the Mainline Food and Distribution Service Pricing Workbook:**
- o **What is the definition of Case Yield/Truck?**
- A26: This refers to the total number of cases that constitute a full truckload for that specific item.
- Q27: Pricing Workbook Clarifications (ITN 25 027) - On the Mainline Food and Distribution Service Pricing Workbook:**
- o **What information should be entered in the Commercial Code field?**
- A27: This field is used for items that are not commodity processed. If an item does not involve USDA donated foods (commodities), it is considered a commercial item, and the commercial price must be entered here.
- Q28: Can we submit copies of invoices via EDI?**
- A28: Refer to response to Question 20.
- Q29: What happens if a case is over 30#?**
- A29: M-DCPS allows a leniency of a few pounds depending on the specific product and standard industry packaging. If a product significantly exceeds this, please note it in your proposal for review.
- Q30: Mainline Food and Distribution Services Pricing Worksheet
1– Part B – Market Basket Dry Tab
Please advise what information you would like in column "N" Commercial Pricing**

A30: Column N (Commercial Code) refers to the internal item or SKU number that your company assigns to that specific product. While this may be the same as the Manufacturer ID, it is often a distinct code used by the distributor for inventory and ordering purposes. Please provide the specific code that would be used to identify the item within your own system.

**Q31: Mainline Food and Distribution Services Pricing Worksheet
2- All Tabs
Please advise what information you would like in the Case Yield/Truck column**

A31: This column requires the total number of cases of that specific food item that constitute a full truckload.

**Q32: Mainline Food and Distribution Services Pricing Worksheet
3-All Commodity Tabs
Please explain the difference between Fee for Service per Portion column "Q" and Net Off Invoice per Portion column "R".**

A32: These columns identify how USDA commodity value is credited back to the District. You should only complete the column that aligns with the manufacturer's specific processing agreement for that item. Fee for Service (FFS) in Column Q applies when the manufacturer bills the District a set processing fee after the commodity value has been removed. Conversely, Net Off Invoice (NOI) in Column R is used when the distributor sells the product at a commercial price and applies the commodity discount directly as a line item on the invoice. Proposers generally do not need to fill out both columns for a single item, as products typically utilize one credit method or the other.

**Q33: Mainline Food and Distribution Services Pricing Worksheet
3-All Commodity Tabs - Please explain the difference between Net Off Invoice per Case column "T" and Commodity Value/Case column "AA"**

A33: While both columns relate to the value of USDA donated foods, they represent different stages of the financial calculation. Commodity Value/Case in Column AA is a static figure: it represents the total dollar value of the raw USDA commodity contained within a single case of the finished product, as determined by the USDA price list. In contrast, Net Off Invoice per Case in Column T refers to the specific discount amount that the distributor passes through to the District at the time of purchase. Under the NOI system, the processor sells the item to the distributor at a commercial price, and the distributor then subtracts the commodity value—as listed in Column T—directly on the District's invoice to arrive at the final "net" price.

**Q34: Mainline Food and Distribution Services Pricing Worksheet
4 - Will Miami-Dade entertain proposals from Group Purchasing Service (GPS) through their distributor partner? If so, would section 3.4 (B) be required for this type of submittal?**

A34: No, M-DCPS will not entertain proposals from Group Purchasing Services (GPS) through a distribution partner for this solicitation. All proposals must be submitted directly by the primary vendor in accordance with the terms and conditions outlined in the ITN.

**Q35: Mainline Food and Distribution Services Pricing Worksheet
5 - SY26/27 Opening orders / Forecasting
If awarded, when will the distributor receive opening orders or forecast for August deliveries?**

A35: Following the contract award, M-DCPS expects to provide opening orders and forecasts for August deliveries by mid-to-late June. This timeframe accounts for the specific lead times required for various food items and ensures product availability for the start of the school year.

The current distribution contract is scheduled to expire on June 30th. The District will establish a structured transition period to ensure continuity of service with the awarded vendor. This transition will provide sufficient time for the outgoing vendor to conclude operations while the new vendor manages the necessary logistics, including route planning and operational setup. Detailed transition information will be clearly communicated to the awarded vendor.