



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

Date: 04/15/2025

Addendum No. 2

BID/RFP No. ITB-24-012-YG BID/RFP TITLE: Eco-Friendly Food Service Paper Products and Containers

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

Please see the attached answers to the questions received.

All other terms and conditions of the 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 submit 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 Bid (ITB)
ITB-24-012-YG
Eco-Friendly Food Service Paper Products and Containers
ADDENDUM NO. 2

QUESTIONS AND ANSWERS:

Q1: Please check if the Spreadsheet is missing.

A1: Section 7, titled "Bid Summary Excel Spreadsheet" describes the process that will be used with all awarded pre-approved bidders for the purchase of products. There is no spreadsheet missing in this section. As indicated in the first bullet point, *"Pricing will not be an initial requirement for the award of this bid. Bidders that meet all the requirements of this solicitation will be added to a pool of pre-approved vendors."* Please refer to Attachment 12 – Submitted Bid Document Verification Form for the list of requirements to be deemed responsive to this ITB.

Q2: I downloaded a bid terms document but I do not see any tabulation there. There is no product list attached to the bid. How can I get product list specs.?

A2: Per ITB Section 6.1, *"The purpose of this Invitation to Bid (ITB) is to establish a contract, with a pre-approved list of vendors [...]"*. Please refer to Attachment 12 – Submitted Bid Document Verification Form for the list of requirements to be deemed responsive to this ITB. Furthermore, per Section 7, first bullet point: *"Pricing will not be an initial requirement for the award of this bid. Bidders that meet all the requirements of this solicitation will be added to a pool of pre-approved vendors."* As such, product list specifications will be provided via the Request for Quotes (RFQ) process, specified in Section 7, after award of this ITB to all pre-approved vendors.

Q3: I'd like to request a copy of the Bid Summary Excel Spreadsheet referenced in Section 7 of the ITB. It appears to include the specific item descriptions and quantities needed for bid submission.

Could you kindly forward the spreadsheet at your earliest convenience? We're eager to review the requirements and prepare a complete and competitive response.

A3: Please refer to the answers for Question 1 and Question 2 in this addendum.

Q4: Regarding the above referenced bid for Eco-Friendly Food Svc. Paper Products, it states on page 39 (paragraph f) of the bid documents that the vendor must provide written confirmation of its ability to transmit and receive purchase orders/data electronically, via a computerized system. We do not have an ERP system in place, and currently work through paper catalogs. Would this be acceptable for your current bid?

A4: As stated in ITB Attachment 12, requirements f. and g., bidders must have *"the ability to transmit and receive purchase orders/data electronically, via a computerized system, [...]"*. Unfortunately, working through paper catalogs does not meet this requirement. The ERP system mentioned is an example of such a computerized system, but any system that allows for electronic transmission and receipt of purchase orders/data would be acceptable.

Additionally, please note that bidders pre-approved under this ITB should not expect the District to place orders from a bidder's catalog. Instead, specific product needs will be provided via the Request for Quote (RFQ) process specified in ITB Section 7, after the award of this ITB to all pre-approved vendors.

Q5: Do we need to submit the 3 references since we are a current vendor?

A5: Yes. Per ITB page 39, Attachment 12, item c., all bidders responding to this ITB must submit three (3) references.

Q6: Pgs 46/47 do these apply to everyone or just for Certified SBE/MWBE?

A6: Attachment 17 in pages 46 and 47 must be filled out and submitted by all bidders.

Q7: I'm reaching out regarding RFP ITB-24-012-YG-0-2025/YG. I was able to download the bid packet from DemandStar, but I didn't see the product list included.

Will this be uploaded at a later date?

A7: Please refer to the answers for Question 1 and Question 2 in this addendum.

Q8: I am currently reviewing the solicitation ITB-24-012-YG or Eco-Friendly Food Service Paper Products and Containers and would appreciate clarification on a few key details:

- A) Addendum and Product Specifications – Could you provide any addenda issued for this solicitation and detailed specifications for the required products?**
- B) Type/Model: What specific type or brand is preferred ?**
- C) Size/Dimensions: Exact measurements (height, width, length, weight capacity, etc.).**
- D) Additional Requirements – Are there any special requirements beyond what is listed in the solicitation?**
- E) Frequency of Delivery – Can you confirm the expected delivery schedule for the requested items?**
- F) Direct Deposit Information – Will payments be processed via direct deposit, and if so, could you provide the necessary banking details or setup instructions?**
- G) Florida Tax Receipt – Are vendors required to provide a Florida tax receipt, and if so, what are the steps to comply with this requirement?**

A8: Answers to the questions above are as follows:

- A) Addendum and Product Specifications:** All published addendums for this solicitation are accessible as follows:
 - 1. Via the [Procurement Management Services website](#). In the website, click on "Solicitations", then on "Non-Construction", and then on "New Bids and RFP's". Published addendums will appear under the "Pre-Bid Conference & Addenda" column.
 - 2. Via: [DemandStar](#)

Regarding detailed specifications for the required products, please refer to the answers for Question 1 and Question 2 in this addendum.

- B) Type/Model:** please refer to the answers for Question 1 and Question 2 in this addendum.
- C) Size/Dimensions:** please refer to the answers for Question 1 and Question 2 in this addendum.
- D) Additional Requirements:** The terms and conditions specified in this ITB will govern any resulting Request for Quotes (RFQs) requested from pre-approved vendors awarded under this ITB. Any additional requirements, applicable to the products being purchased, may be specified in the RFQ at time of need.
- E) Frequency of Delivery:** Please refer to ITB Section 6, sub-section 6.2 Ordering & Deliveries. Any additional delivery requirements may be specified in the RFQ at time of need.

- F) **Direct Deposit Information:** Payments will be made via check. Upon award, additional information may be provided regarding the direct deposit payment process.
- G) **Florida Tax Receipt:** Vendors are required to meet their local Occupational Tax requirements. Please refer to ITB, page 39 Attachment 12, Requirement a.