Clear Form

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

Date: 2/21/2017

Addendum No. 2

BID/RFP No. RFP-16-036-AC BID/RFP TITLE: Mainline Food and Distribution Service

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

Please see the following pages that modify the conditions of the above solicitation. All other terms and conditions conditions within the above solicitation 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.

1. If your bid/proposal has not been submitted, 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 submitted, 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 2

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

RFP-16-036-AC Mainline Food and Distribution Service

The information below denotes changes to the solicitation as noted:

1. Section 2.3 Required information to be submitted has been changed to read as follows:

In no more than thirty (30) pages (front and back 60 in total), the Proposer must include the following information within the submitted proposal:

2. Section 2.3.3.d. Profile and Qualifications has been changed to read as follows:

*For items processed with USDA Commodity Foods, proposers must provide proof that the manufacturers, the distributor is proposing, have been approved by the USDA for a State of Florida Commodity Processing Agreemen*t.

3. INGREDIENTS 2.3.7 has been changed and for following information has been added:

Inconsistencies: The decision as to whether a product does or does not meet the requirements is at the discretion of the District. The proposer may be requested to furnish acceptable confirmation from the manufacturer that the product does or does not meet the requirements set forth.

4. Section 2.3.15.j. DELIVERY OF COMMODITY, COMMODITY PROCESSED AND OPPORTUNITY BUY PRODUCT has been deleted and replaced with the following:

If the District has inventory of USDA Commodity product, currently at a processor, who is not listed in the distributor's proposal, the awarded distributor is required, at the direction of the District, to contract with that processor, on behalf of the District, so the District may utilize the remaining USDA inventory at that processor prior to switching to the awarded manufacturer.

The following list addresses the questions received regarding the above-referenced solicitation:

5. Would MDCPS consider extending the submission deadline by three weeks in order to give all bidders enough time to receive answers to questions, evaluate those answers, and allow distributers to negotiate terms with manufactures?

Response: M-DCPS does not expect to extend the submittal date for this solicitation.

6. Would MDCPS please send us a copy of all the addendums for this procurement?

Response: M-DCPS will post all addendums for this solicitation on Demandstar and to our M-DCPS Procurement webpage at: http://procurement.dadeschools.net/

7. When will the contract start date be determined?

Response: The contract start date will be negotiated with the awarded proposer, upon Board review, approval and award.

8. Can distribution bid more than one item per line item?

Response: The price proposal provided with this addendum has been updated to allow for additional items to be added to the price proposal list. However, these items will not be considered in the evaluation.

9. Page 48 – Required Information to be Submitted Section 2.4. We would like to have the 25 page maximum be removed. Section 2.4 Required Information to be submitted has been changed whereby the twenty-five (25) maximum pages has been deleted and no longer applies.

Response: Section 2.3 Required information to be submitted has been changed as detailed within this addendum.

10. Will items be awarded based on Commercial pricing or on Commodity pricing?

Response: See Section 5.2 Evaluation Criteria of the RFP solicitation for evaluation criteria.

11. Page 7 – Term and Renewal Section 1.8. Please clarify your statement "The District, in its sole discretion, may negotiate a different contract term (fixed term and option periods) from the term advertised in this RFP in the best interests of the District." Does this statement mean that the district has the full and exclusive authority to negotiate a different contract term but cannot impose without distributor's consent.

Response: No. The awarded proposer will be involved in the negotiation.

12. Page 15 – Background Screening Section 1.29. Will M-DCPS be requiring drivers to meet Level 2 background screening requirements? They are permitted access before students are present, and do not have direct contact with students. Our company completes an extensive background check on every driver as a condition of employment.

Response: Section 1.29 is applicable to all persons that are present the District properties.

13. Page 21 – Charter Schools Section 1.44. We understand that Charter schools may be allowed to purchase on this bid, however, they still need to be able to meet our minimum customer requirements. We believe that joint approval for the authority of Charter Schools to purchase under this contract is necessary.

Response: M-DCPS agrees to joint approval.

14. Page 51 – Section 3.0 – Price Proposal. Please clarify if the points assigned for this section are based upon the fixed delivery fee per case, or the overall bottom line total cost. Are the estimated quantities listed in the price sheets used to calculate the overall cost of each line item, and then that total used to calculate the bottom line bid total?

Response: The selection committee members will assign price consideration points based on both the fixed delivery fee per case and the overall bottom line total cost.

15. Page 51 – Section 3.0 – Price Proposal. Are the estimated quantities listed in the price proposal used as the multiplier to calculate each line item and then the bottom line total, if not what quantity number is used for the multiplier?

Response: Yes.

16. Page 46, 2.3.23 (h): Is it possible to accept either PCard or Check? If we must agree to accept PCard then we must assume you will pay that way. There are additional fees charged to the distributor that cannot be passed along to the district and that would need factored into the bid Response.

Response: Payments by M-DCPS will be made via purchase order only.

17. After your review of the bid specification with the other vendors in attendance, we are not still clear on how a small business such as our firm (duly Certified by Dade County Public Schools, and based in Miami Dade County), may participate in a bid process of this caliber, in the way it is currently structured. As we understand the bid instructions, a small company such as ours would have to bid on every item, have extensive warehouse facilities, and a large fleet of trucks. These requirements seem to rule out participation by any small company, regardless of scoring incentives (as mentioned on section 1.14). We remain interested in participation. However, could you kindly clarify or explain the extent to which a MD school board certified small business may participate in this bid.

Response: Please see section 1.14 of the solicitation for contact information for the Office of Economic Opportunity which may be able to provide technical assistance regarding this matter.

18. Can distribution bid more than one item per line item?

Response: The price proposal provided with this addendum has been updated to allow for additional items to be added to the price proposal list. However, these items will not be considered in the evaluation.

19. What is the start and end date of the bid? I understand it will be awarded for 3 years with the option of 2 -1 year roll overs, but what is the start date of when product will need to be ready to ship to the distributor from manufacturers?

Response: The projected start date is July 1, 2017.

20. Is there any more info you can provide beyond a start date of April 2017?

Response: The projected start date is July 1, 2017.

21. Can you please tell me if this is a distributor bid?

Response: Yes. Mainline Food and Distribution Services is a distributor based solicitation.

22. On the market basket, Line D36 will the district accept a bulk granola that is not organic if it is clean label to allow for competitive bidding?

Response: The specification is for an organic product and will remain as such

23. On the market basket, Line F22 and F23, will alternate size cookies be accepted if the cost per ounce proves to be more cost effective to allow for competitive bidding?

Response: The minimum is 1.5oz but the maximum cannot exceed the USDA Smart Snack guidelines.

24. On the market basket, Line F 44, F45, F46, F47, will alternate (but similar) flavors be accepted to allow for competitive bidding?

Response: We welcome the introduction of additional choices.

25. Can you please provide a list of all the manufactures in the current contract?

Response: The list of current manufacturers is provided on the price proposal sheets.

26. Would MDCPS consider manufacturers' marketing/points programs with submission of products and pricing?

Response: Manufacturers' marketing/points programs will not be considered with submission of products and pricing.

27. Can distribution bid more than one item per line item?

Response: Please refer to Section 2.3.4.a.II and Section 2.3.4.a.III

28. If a manufacturer's product code is hard spec'd on the bid, can that manufacturer offer an alternate item to their own spec as long as it meets the bid specifications?

Response: Please refer to Section 2.3.4.a.II and Section 2.3.4.a.III

29. If an alternate item is bid by the distributor, what is the process that MDCPS will go through for considering that item to be acceptable?

Response: The Department of Food and Nutrition shall determine whether an item is acceptable as an equivalent. Specifications and ingredients will be reviewed and samples may be requested. Please refer to Section 2.3.4.a.IV

30. Will items be awarded based on Commercial pricing or on Commodity pricing?

Response: Each item will be awarded individually.

31. Where two pre-approved brands are hard spec'd, can the proposer submit pricing for both? Can the proposer also submit pricing for alternate products at that line item?

Response: Yes. Please refer to Section 2.3.4.a.III

32. The Projected contract start date indicates April 2017. Please provide the actual first day of service.

Response: The projected start date is July 1, 2017.

33. M-DCPS Page 25 – Other Requirements Section 2.3.2. What is your intent regarding the use of P-cards to facilitate payments under this contract.

Response: The Department of Food and Nutrition will be paying via purchase order.

34. Page 28 – Product Solicitations Section 2.3.4. IV. What happens should an "Approved Equal" be submitted that meets the bid specifications, but fails to meet the overall 85% acceptability score? For example, if one distributor bids the approved brand, and another bids an approved equal that fails to meet the 85% acceptability score, is the line item removed for all bidders?

Response: The approved brand is considered.

35. Page 28 – Product Solicitations Section 2.3.4.V. If the proposer bids an alternate pack size, how do we adjust the estimated number of cases required on the Price Proposal Form.

Response: If an alternate pack size is proposed, the District will do the calculation.

36. Page 28 – Product Solicitations Section 2.3.4.b. Confirm that the Approved brand will prevail, even if the approved brands specs do not meet the specs.

Response: Section 2.3.4 Products Solicitations has been changed to read as noted above in section one of this addendum.

37. Page 29 – Product Solicitations Section 2.3.4.i. Please confirm your annual pricing is to be effective from May 1 through April 30. Typically, pricing is effective from July 1 through June 30, especially for commodity products.

Response: Annual pricing will be from July 1 thru June 30.

38. Page 37 – Delivery Requirements. Section 2.3.14e. Your current bid delivery hours are 6 – 2:30 and/or 7 – 2:30. Can these hours be adjusted to reflect those same delivery windows as the tightened windows affect delivery costs.

Response: No

39. Page 40 – Delivery of Commodity, Commodity Processed and Opportunity Buy Product. Section 2.3.15.j. Distributors do not have the authority to utilized donated foods allocated to M-DCPS. Can this paragraph be removed?

Response: Section 2.3.15.j has been changed to read as noted above in section one of this addendum.

40. In the instance where a hard spec'd product code does not exactly match the corresponding line specification, is it correct that the pre-approved brand prevails?

Response: Section 2.3.4 Products Solicitations has been changes to read as noted above in section one of this addendum.

41. On Tab A, at line items 2.1 and 2.2, the hard spec'd product code meets the specification for sodium and fat grams based on a one stick portion, but this does not meet the crediting requirement; please clarify if the portion size for nutrient limits as well as for CN crediting is one stick or two sticks?

Response: 1 stick

42. Will you consider other USDA processing sub-groups for Peanut Butter in addition to 500lb Drum 100397?

Response: Yes

43. Will you consider a case weight of 30.25 lbs. if it represents a better value to the District?

Response: Section 2.3.4.a.VI has been changed to read as noted above in section one of this addendum.

44. Page 34, 2.3.12 (1st bullet point): There is no minimum for delivery. Can you provide what their average delivery size is with your current distributor?

Response: Delivery sizes vary school to school and week to week.

45. Page 36, 2.3.14 ©: How many sites require 2x per week delivery?

Response: Currently, none

46. Under the commodity/commercial tab section, are these items required to be a "group" or are they line item allowing us to only bid on a commercial line and not commodity for the same product?

Response: By line item

47. I don't see any single serve canned juice products; is the district no longer looking to source these products or might these be a part of "Frozen Treats" distribution and not included on this particular bid?

Response: See items D105 and D106

48. Is it possible to revise the below specs on your RFP? This will allow me to bid our commercial Perdue No Antibiotic Ever items.

Response: Yes Chicken Section 2.5 – Change Sat Fat from 5% to 8% Yes, 2.7 - Change Sat Fat from 10% to 13% Yes, 2.9 - Change Sat Fat from 10% to 13% Yes.

49. I'm currently completing bid pricing for the above mentioned bid and wanted to clarify when we provide samples for alternates. Are we to supply them only upon request or do we need to go ahead and send samples for all alternates?

Response: Samples are to be provided only upon request

50. Can you please provide a list of the local manufacturers used for the current contract?

Response: This information should be requested by public information request.

51. What is the percentage of local manufacturers used for the current contract?

Response: This information should be requested by public information request.

52. Can MDCPS please provide a list of any defects or problems products had in the past 12 months?

Response: This information should be requested by public information request.

53. Can MDCPS please provide how many recalls it had due to manufacturer's quality/low quality in the past 12 months?

Response: This information should be requested by public information request.

54. Would MDCPS please provide the number of shortages and discontinued products in the past 12 months?

Response: This information should be requested by public information request.

Can you please provide a copy of the Pre-conference sign in sheet?

Response: This information should be requested by public information request.

Can you provide a copy of the invoices submitted by the incumbent for the past 12 months?

Response: This information should be requested by public information request.

SECTION 3.0 - PRICE PROPOSAL (REVISED)

[Signature is required at the end of this Section 3.0]

Proposer must complete this section in its entirety, and may supplement this section with additional pages as to provide the District with a more detailed breakdown, backup and/or options of related cost associated with the services being solicited in this RFP.

Provide itemized detail for each fee within an Excel spreadsheet. This overall amount will be totaled and used in a calculation to assign the allocable points to the Pricing Section of the response.

The fees quoted are to include all travel and living expenses for the solution proposed***.*** The Total Fees proposed will be firm and fixed for the life of the contract, a period of one year, with two (2) one year contract extensions.

3.1 PRICE PROPOSAL FOR MAINLINE FOOD AND DISTRIBUTION SERVICES

Please see Attachment: **MDCPS Mainline_Food_Distribution_Services_Price_Proposal List_REVISED.xls**

The Bidder shall offer all of the elements of this RFP and meet all service requirements and specifications listed within **Section 2.0 - Scope of Services**, to include furnishing all labor, supervision, equipment and materials necessary for this work.

The information in this RFP is to be utilized solely for preparing the proposal response to this RFP and does not constitute a commitment by the District to procure any product in any volume.

For this Section 3.2 - Price Proposal: PLEASE NOTE: The electronic copy of the excel spreadsheet must be saved in updateable format!

_____ _____

Signature of Proposer's Authorized Representative *Title*

_____ _____

Printed Name: *Date:*