

The School Board of Miami-Dade County, Florida
SCHOOL BOARD ADMINISTRATION BUILDING
Procurement Management Services
1450 N.E. 2nd Avenue, Room 352
Miami, Fl. 33132

BID ADDENDUM

Direct All Inquires To
The Bureau of Procurement
Management Services
Buyer: Phillip Ford
Phone: (305) 995-2361
TDD Phone: (305) 995-2400

Date: May 20, 2004
Addendum No. 1

BID NO. 081-DD03

BID TITLE: VENDING MACHINE FEE PROGRAM FOR SENIOR HIGH SCHOOLS, STUDENT ACCESS

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

1. **Bid opening date has changed from May 27, 2004 to June 15, 2004**
2. **Special Conditions, Bid Proposal Form, and the Approved Items For Healthy Selections For Access Fee Bid Have Been Revised**

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 1

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

BID 081-DD03	BUYER PHILLIP FORD	PAGE REVISED SC 1
BID TITLE VENDING MACHINE FEE PROGRAM FOR SENIOR HIGH SCHOOLS, STUDENT ACCESS		

SPECIAL CONDITIONS REVISED

4. **ACCESS FEE:** The access fee shall be paid in advanced quarterly payments, no later than the fifteenth (15th) day of the first month of each quarter (July 15, October 15, January 15, and April 15). The initial quarterly access fee shall be due no later than fourteen (14) days after Board approval of this bid. All quarterly vending machine access-fee payments should be mailed or delivered directly to the address listed below:

Miami-Dade County Public Schools
Treasury Management
Attn: Treasurer
1450 N.E. 2 Avenue, Suite 615
Miami, FL 33132

The payments shall be made with detail of sales by location # and school name, and shall include a statement showing the amount paid, the time period covered and the balance due for the remainder of the contract period and the number and type of each vending machine.

5. **ACCESS FEE ESCALATION / DE-ESCALATION:** At the start of each school year, the School District will analyze the statistical information for each school location listed within this bid to determine if conditions warrant an escalation or de-escalation in the current access fee for an individual school site. Accordingly, an escalation or de-escalation in access fee will apply under the following conditions:

- 1) There is an increase or decrease in student population at an individual school site OR
- 2) There is an increase or decrease in the number of vending machines at an individual school site

The amount of an increase or decrease in access fee shall be calculated based upon the student population and /or number of vending machines at time of submittal of bid.

If there is an increase or decrease in student population, the amount of the increase or decrease in access fee shall be identical to the percentage of increase in student population.

I.E. Robert Morgan Educational Center 2004-05 enrollment is 3546.

If the 2005-06 enrollment increases to 3900, then the awarded vendor's access fee shall increase by 10%.

If there is an increase in the number of vending machines authorized at an individual location, the site administrator shall have the authority to select which type of vending machine (beverage, snack/food, ice cream) to add to their location. The vendor of choice access fee shall increase by a proportional rate. If there is a decrease in the number of vending machines due to repeated occurrences of vandalism, the access fee shall decrease by a proportional rate.

I.E. Robert Morgan Educational Center currently has six (6) snack machines. The awarded vendor submitted a bid of \$600.00. In order to add additional snack machines, the awarded vendor's access fee shall increase by \$100.00 per additional machine.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

BID 081-DD03	BUYER PHILLIP FORD	PAGE REVISED SC 2
BID TITLE VENDING MACHINE FEE PROGRAM FOR SENIOR HIGH SCHOOLS, STUDENT ACCESS		

SPECIAL CONDITIONS REVISED (CONTINUED)

12. **DAMAGE TO CONTRACTOR OWNED EQUIPMENT, PRODUCT OR LOSS OF CASH:** The District does not guarantee the prevention of any loss to the Contractor due to vandalism or forcible entry and will not be responsible for the loss of cash, products, cost of repairs or replacement of products. However, upon notification of such acts, the District will assist the vendor in preventing future acts of vandalism or forcible entry. All plans of corrective actions shall be at no cost to the District.

The vendor shall notify the school site administrator, Procurement Management Services, and the Department of Food and Nutrition within five (5) days of each act of vandalism. If there are three acts of vandalism within a school year, the District will reimburse the vendor for repairs in an amount equal to 5% of the quarterly access fee, but not to exceed \$500, per vandalized machine. The reimbursement cost shall be deducted from the next quarterly payment.

14. **REMOVAL OF EQUIPMENT AT EXPIRATION/TERMINATION OF CONTRACT:** Successful vendors, at the time of expiration and/or termination of their contract, at their own expense and without damage to the building and property, and within ten (10) days upon request, shall remove all vending machine equipment installed by their company and shall furnish and restore in good order and condition those areas utilized for these operations.

18. **SERVICE AND MAINTENANCE:** There shall be no charges to M-DCPS for the installation, service and maintenance of any and all equipment furnished by the successful vendor(s) during the term of this bid. The successful vendor(s) are to furnish awarded school site representatives, the name and telephone number of a contact person for problems concerning equipment repair and/or product quality. All servicing of vending machines shall take place during normal school operating hours unless otherwise authorized by the M-DCPS site administrator, with each service call being logged in the main office of each school site location. It shall not be the responsibility of The Department of Food and Nutrition, nor any school site food service employee, to provide service to any vending machines. Vending machine service shall be provided to insure adequate stock of merchandise. A minimum of 75% fill rate is expected on a daily basis.

During the performance of service during school hours, it is important that the vendor, and all personnel employed by that vendor, adhere to the following procedures during the service visit at all school sites:

All service staff employed by the awarded vendor(s) must have a picture identification card with employee photograph and company name, which must be worn at all times while on MDCPS property. Other forms of picture identification such as drivers license are not acceptable. In addition, the service staff is strictly forbidden from engaging in interaction with students of M-DCPS. All service staff must be appropriately dressed, with clothing that does not contain any offensive or tasteless language or pictures.

Technical service response time should be within twenty-four (24) hours of notification, unless otherwise approved by the school site representative.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

BID 081-DD03	BUYER PHILLIP FORD	PAGE REVISED SC 3
BID TITLE VENDING MACHINE FEE PROGRAM FOR SENIOR HIGH SCHOOLS, STUDENT ACCESS		

SPECIAL CONDITIONS REVISED (CONTINUED)

21. QUANTITY OF VENDING MACHINES:

- a. The number of vending machines to be installed at each school site is detailed on BID PROPOSAL FORM (FORMAT B). The school site administrator shall authorize an increase in the number of vendor machines at an individual location.
- b. The location and number of vending machines shall be determined at each location, between the school site administrator/designee and the winning vendor, with the exception of beverage vending machines. The maximum number of beverage vending machines for each location, shall be equally divided among the successful vendors for carbonated beverages, non-carbonated beverages and milk vending machines. When there is an additional beverage vending remaining, the beverage vendor with the highest access fee shall be allowed to place a machine at that school location.
- c. Any additional electrical wiring/outlets needed for machine operation shall be coordinated with the school site administrator.
- d. Vending machines that are located out of doors or in open hallways must be inside of security cages furnished by the vending machine contractor. Miami-Dade County Public Schools and the Department of Food and Nutrition shall not be held liable for costs incurred due to damage caused by acts of vandalism.
- e. All signage and front or side panels of vending machines must NOT contain any offensive or tasteless language or pictures. Brand type signage is acceptable, with final approval of signage by the designated administrator at the Department of Food and Nutrition.

The School Board of Miami-Dade County, Florida
 Bid No. 081-DD03
 Vending Machine Fee Program For Senior High Schools, Student Access

BID PROPOSAL FORM (FORMAT B)

Type or print in this box the complete name of the bidder:		
Bid No. 081-DD03		
Title: Vending Machine Fee Program For Senior High Schools, Student Access		
Buyer: PHILLIP FORD, CPPB		
ITEM	DESCRIPTION OF ITEM	Access Fee Bid for each school site location
	To provide vending machine service at the below listed senior high school locations. The statistical information shows the student population and number of existing vending machines at each school site location.	
	Items 46 through 50 Dr. Michael Krop Senior High 1410 N.E 215 Street Miami, FL 33179	5810 - students 14 - beverage vending machine 8 - snack merchandisers 1 - ice cream vending machine
46	Carbonated Beverage Vending Machine, canned/plastic containers	\$ _____ Annual Access Fee
47	Non-Carbonated Beverage Vending Machine, canned / plastic containers	\$ _____ Annual Access Fee
48	Milk Vending Machine,	\$ _____ Annual Access Fee
49	Snack / Food Merchandiser	\$ _____ Annual Access Fee
50	Ice Cream Vending Machine	\$ _____ Annual Access Fee
	Items 61 through 65 Miami Carol City Senior High 3422 N.W. 187 Street Opa-Locka, FL 33056	2645 - students 10 - beverage vending machines 1 - snack merchandiser 1 - ice cream vending machine
61	Carbonated Beverage Vending Machine, canned/plastic containers	\$ _____ Annual Access Fee
62	Non-Carbonated Beverage Vending Machine, canned / plastic containers	\$ _____ Annual Access Fee
63	Milk Vending Machine,	\$ _____ Annual Access Fee
64	Snack / Food Merchandiser	\$ _____ Annual Access Fee
65	Ice Cream Vending Machine	\$ _____ Annual Access Fee

The School Board of Miami-Dade County, Florida
 Bid No. 081-DD03
 Vending Machine Fee Program For Senior High Schools, Student Access

BID PROPOSAL FORM (FORMAT B)

Type or print in this box the complete name of the bidder:		
Bid No. 081-DD03		
Title: Vending Machine Fee Program For Senior High Schools, Student Access		
Buyer: PHILLIP FORD, CPPB		
ITEM	DESCRIPTION OF ITEM	Access Fee Bid for each school site location
	Items 86 through 90 Miami Killian Senior High 10655 S.W. 97 Avenue Miami, FL 33176	4087 - students 11 - beverage vending machines 2 - snack merchandisers 2 - ice cream vending machine
86	Carbonated Beverage Vending Machine, canned/plastic containers	\$ _____ Annual Access Fee
87	Non-Carbonated Beverage Vending Machine, canned / plastic containers	\$ _____ Annual Access Fee
88	Milk Vending Machine,	\$ _____ Annual Access Fee
89	Snack / Food Merchandiser	\$ _____ Annual Access Fee
90	Ice Cream Vending Machine	\$ _____ Annual Access Fee
	Items 91 through 95 Miami Norland Senior High 1050 N.W. 195 Street Miami, FL 33169	2662 - students 7 - beverage vending machines 5 - snack merchandisers 1 -ice cream vending machine
91	Carbonated Beverage Vending Machine, canned/plastic containers	\$ _____ Annual Access Fee
92	Non-Carbonated Beverage Vending Machine, canned / plastic containers	\$ _____ Annual Access Fee
93	Milk Vending Machine,	\$ _____ Annual Access Fee
94	Snack / Food Merchandiser	\$ _____ Annual Access Fee
95	Ice Cream Vending Machine	\$ _____ Annual Access Fee

The School Board of Miami-Dade County, Florida
 Bid No. 081-DD03
 Vending Machine Fee Program For Senior High Schools, Student Access

BID PROPOSAL FORM (FORMAT B)

Type or print in this box the complete name of the bidder:		
Bid No. 081-DD03		
Title: Vending Machine Fee Program For Senior High Schools, Student Access		
Buyer: PHILLIP FORD, CPPB		
ITEM	DESCRIPTION OF ITEM	Access Fee Bid for each school site location
	Items 116 through 120 Miami Southridge Senior High 19355 SW 117 Avenue Miami Springs, FL 33157	4042 - students 11 - beverage vending machines 2 - snack merchandisers 1 - ice cream vending machine
116	Carbonated Beverage Vending Machine, canned/plastic containers	\$ _____ Annual Access Fee
117	Non-Carbonated Beverage Vending Machine, canned / plastic containers	\$ _____ Annual Access Fee
118	Milk Vending Machine,	\$ _____ Annual Access Fee
119	Snack / Food Merchandiser	\$ _____ Annual Access Fee
120	Ice Cream Vending Machine	\$ _____ Annual Access Fee
	BIDDERS SHOULD MAKE EVERY EFFORT TO FURNISH ALL INFORMATION REQUESTED BELOW ON THE ITEM(S) FOR WHICH A BID IS SUBMITTED.	
	CARBONATED BEVERAGES	BRAND: _____ TYPE OF CONTAINER: _____ SIZE OF CONTAINER: _____
	NON-CARBONATED BEVERAGES	BRAND: _____ TYPE OF CONTAINER: _____ SIZE OF CONTAINER: _____
	MILK	BRAND: _____ TYPE OF CONTAINER: _____ SIZE OF CONTAINER: _____
	SNACK / FOOD MERCHANDISER	PLEASE COMPLETE INFORMATION REQUESTED ON DATA SUBMISSION FORM
	ICE CREAM	PLEASE COMPLETE INFORMATION REQUESTED ON DATA SUBMISSION FORM
	SERVICE AND MAINTENANCE CONTACT INFORMATION NAME: _____ PHONE NUMBER: _____ FAX NUMBER: _____ E-MAIL ADDRESS: _____	

Approved Items for Healthy Selections for Access Fee Bid

Non-Milk Based Beverages

1. Fruit based drinks composed of no less than 50% fruit juices with any added sweeteners, artificial flavors or colors. If juice concentrates are used, the prospective vendor must provide the dilution factor of the juice; i.e. 5 to 1, etc., not to exceed fifteen (15) fluid ounces per container.
2. Drinking water with no additives except those minerals normally added to tap water, not to exceed 20 ounces.
3. Electrolyte replacement drinks that do not contain more than 34 grams of added sweetener per 16 ounce serving; 16 ounce maximum volume; (Sodium should not exceed 110 milligrams per 8 ounce; Potassium should not exceed 60 milligrams per 8 ounce; Osmolality should not exceed 400 mOsm; Electrolytes and minerals added might include: sodium, potassium, chlorine and phosphorus; vitamins added are subject to approval of the Department of Food and Nutrition, Miami-Dade County Public Schools; NO ARTIFICIAL FLAVORINGS, COLORS OR SWEETENERS.
4. Drinking water with no additives except those minerals normally added to tap water (carbonation without phosphoric acid is allowed); essences that are pure flavor and aroma products with a maximum dilution of 0.5 to 1 per 1000 are allowed; no artificial sweeteners, flavorings or colors.
5. Fruit based drinks composed of no less than 50 % fruit juices with no added sweeteners (if juice concentrates are used, the prospective vendor must provide dilution factor of the juice; 5 to 1, etc.); no artificial sweeteners, flavorings or colors; carbonation without phosphoric acid is allowed.
6. Caffeinated beverages containing less than 20 milligrams of caffeine per 12 ounce serving, including coffee and tea.
7. Beverages containing additives such as herbal and non-vitamin supplements (including, but not limited to ginkgo biloba, ephedra, ginseng, guarana, mahaung, etc.), ARE NOT ALLOWED. And food colorings and flavors not proven safe by the Food and Drug Administration ARE NOT ALLOWED.
8. Beverages containing vitamin and/or mineral supplements including but not limited to chromium, magnesium, niacin, pantothenic acid, B6,E and iron ARE NOT ALLOWED.
9. Carbonated sports drinks ARE NOT ALLOWED.
10. Beverages in glass containers ARE NOT ALLOWED.
11. All beverages must be 16 ounces or less per unit with the exception of water.

Currently Approved Brands

1. All flavors of Gatorade brand beverages.
2. Tropicana brand beverages.
3. Tropicana brand Smoothies
4. See #7
5. Propel brand beverages.
6. All flavors of Powerade brand beverages.

7. All flavors and brands of 100% fruit or vegetable juice.
8. All brands and “unsweetened” flavors of water
9. All flavors and brands of lowfat 1% yogurt based beverages.

Milk Based Beverages

1. Milk and flavored milks: Pasteurized fluid types of flavored or unflavored milk, low fat milk(1%), skim milk(fat free), or cultured low fat or nonfat buttermilk, which meet state and local standards for milk. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration and is consistent with state and local standards for such milk. No more than 18 grams of added sweetener per 8 ounce; no artificial sweetener, not to exceed 15 fluid ounces per container.
2. Soy milk (fortified with calcium and B12 levels;15% to 60% of the RDA); Vitamin A and D may be added; No more than 18 grams of added sweetener per 8 ounce; No artificial sweetener.
3. Rice milk (fortified with calcium and B12 levels; 15% to 60% of the RDA); Vitamin A and D MAY BE ADDED; No more than 18 grams of added sweetener per 8 ounce; No artificial sweetener.

Currently Approved Brands

1. All flavors of Nestle brand one percent (1%) milk.

Snacks (dry foods)

1. All items must contain no more than 0.5 Grams trans fat and 240 mg or less of sodium and 35% or less of calories from fat, ten percent (10%) or less total calories from saturated fat.

Currently Approved Brands

1. All varieties and flavors of Quaker brand Chewey bars, Fruit and Oatmeal bites, Toastables, Ready to Eat Cereal Bowls, Breakfast Squares.
2. All varieties and flavors of Frito Lay brand Baked chips, Pretzels, Baked Cheetos, Reduced fat chips and Sunchips.
3. All varieties and flavors of Smartfoods brand popcorn.
4. All brands and types of 100% dried fruits and/or nuts.
5. All brands and flavors of animal crackers, vanilla wafers, and graham crackers.
6. All brands and flavors of baked chips.

Note: These guidelines are subject to change

Approval Procedure for Introduction of New Items

The following information must be sent to the Attention of the Administrative Director of the Department of Food and Nutrition, Miami-Dade County Public Schools;

1. Name of Product(s).
2. Volume of Product(s).
3. Ingredient statement of product(s)(including grams of added sweetener).
4. Complete Nutritional Analysis of Product(s).
5. Percentage of juice in product(s)(as applicable).
6. Caffeine content of beverage (as applicable).
7. Country of origin.
8. Type(s) of packaging and pack sizes available.
9. Contact person information, phone number etc.
10. Vendor number for Miami-Dade County Public Schools.
11. "Other" pertinent information the Department of Food and Nutrition may need for the analysis.

Note: If the product is approved, the vendor will be notified and the item will be added to the official listing of approved items. If the product is not approved, the vendor will be notified of the status and reasons for disapproval. The vendor will be notified within (20) twenty working days of approval or disapproval. If further information is needed to complete the evaluation process, the requestor will be contacted for additional information. The approval process cannot be completed until all information is provided. The required information for approval is subject to change and is not restricted to those requirements listed.

Vendor(s) wishing to bid brands not currently approved, is required to submit a sample, no later than the date and time of the scheduled bid opening. Sample shall be identical to the items that will be sold in the vending machine. Each sample shall be identified with (1) vendor's name, (2) bid number, (3) bid item number, and (4) product name and number. Sample shall be submitted to:

The Department of Food and Nutrition
Attention: Tom Holmberg
7042 West Flagler Street
Miami, Florida 33144

Failure to submit samples by the deadline noted above and/or failure to comply with the above requirements shall be reasons for rejections of bid. Samples shall be submitted at no cost to the School District.