



PROCUREMENT SERVICES

ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 2

SOLICITATION NAME: ITB No. B227419JA – Fresh Produce

DATE OF ISSUE: April 26, 2022

The following information shall be included in the ITB documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the contract specifications.

REVISION TO BID RESPONSE FORM. Please note that duplicate lines were discovered and removed from the original Bid Response Form. Item No.’s 150 & 151 were duplicates of Item No.’s 147 & 148, and have been removed. The new file name is *B227419JA – Bid Response Form V2*. It is located under Public Files in Bonfire and is ready to be uploaded.

Proposer’s questions/issues and District’s answers. (*District’s answers are italicized.*)

Q1. You’re asking for 2 deliveries/week per unit with no order size (cases or dollar) minimums?

A1. Case and dollar minimums are not currently established. If there is a small amount of a product on one order, the vendor will usually contact the Food and Nutrition Services Department and/or the school to see if it can be added onto another delivery. Estimated annual volumes for ordering are listed on the Bid Response form and should be considered for calculating average distribution amounts to the District’s 81 school kitchens.

Q2. Are there any neighborhood delivery time restrictions that we need to be aware of?

A2. At this time, there are not any neighborhood delivery time restrictions. The current time frame for deliveries is 6am-2pm.

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- Q3. What are the components of the “Open Market Costs”?**
Are “Open Market Costs” the same as Full Landed Costs?
Full Landed Costs consist of Case FOB, Freight, and Other costs related to bringing the product from its source to the local market for final mile distribution?
Final mile distribution costs will be baked into our fixed mark-up bid. Is this correct?
Are the Market Costs we enter into Column F just the Full Landed Costs and not the Full Landed Costs plus the Fixed Mark Up Fee?
- A3. *The market costs are the published terminal market costs from where the vendor purchases their produce. The fixed fee costs are determined by each vendor based on their cost of operations and the fees they pass on to the District.*
- Q4. Are the “Open Market Costs” variable? By this we mean that these costs might fluctuate on a weekly basis because of market changes.**
- A4. *Yes, because the Open Market Costs are based on the published terminal market costs, they are variable.*
- Q5. The Fixed Service Fees remain fixed throughout the term of the Bid.**
Are there provisions for Fuel Price Adjustments?
- A5. *This information can be found on page 6, item #22 of the General Conditions.*
- Q6. Who is responsible for trash removal? (Empty boxes etc.).**
- A6. *The school/manager is responsible for trash/produce boxes. The vendor will need to discard their trash - for example, the outer wrap that holds items on a pallet.*
- Q7. What permits and identification materials are required and who is responsible for obtaining them? If vendor is responsible what costs are we looking at?**
- A7. *If you are inquiring about contractor badging information, please refer to items #55 & #56 under the General Conditions section of the Specifications for guidelines on fingerprinting/badging of vendor employees. Vendors are responsible for the related costs, and the link to Fieldprint for current pricing is under item #56.b.*
- Q8. Is there an order placement cut-off time? For example, can we set a 3pm cut-off for next delivery day orders?**
- A8. *Currently the order cut-off is 2pm Wednesday, on the week prior to delivery. There are sometimes exceptions to this if there is an emergency add-on request.*

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- Q9.** Please explain the SPLIT ITEM COST methodology.
Is it based on the full case price (Open Market Cost +Mark-up) divided by the QM(Split Units) or is it based on the Open Market Cost divided by the QM?
The Fixed Service Fee is added to the \$QM regardless of the method. Correct?
Are the Split Costs in Column F calculated based on the Full Landed Costs plus the mark up divided by the QM plus the Fixed Fee or based on the Full Landed Cost divided by the QM plus the Fixed Fee?
(MARKET COST+FIXED FULL CASE MARK UP/QM +FIXED SPLIT FEE OR MARKET COST/QM+FIXED SPLIT FEE)
- A9. *Some schools may order less than a full case of a product. In this instance, the vendor should respond with their price to perform this service.*
- Q10.** If a company is a certified MBE, how do they present this to the County School Board?
- A10. *Please add this information to Document 1 as part of your Bidder's Information Sheet.*

There are no other changes/notifications at this time. [Please acknowledge this addendum #2 via: B227419JA - Attachment C, Addenda Acknowledgement Form, in your submittal.](#)

Thank you for your interest in The School District of Lee County.

Joni Al-Shabibi
Procurement Agent