



**ADDENDUM #001**  
**ITB 2416-2025**  
**Paper Products, Contact and Non-Contact Food Supplies**

**Date: March 28, 2024**

**Solicitation: ITB 2416-2025 Paper Products, Contact and Non-Contact Food Supplies**

**Proposals Due: April 4, 2024, at 2:00 P.M. EST**

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**Please be advised that the changes below are applicable to the original specifications of the above-referenced solicitation. Added or new language to the RFP is highlighted in yellow, while deleted language has been stricken.**

**Change #1:**

**Revises Section 2.5.5 Price Increases**

The awarded pricing shall remain firm for the first six (6) months of the contract. ~~The District will consider an increase provided the price increase does not exceed the lesser of 3% or the rate of inflation as determined by the Consumer Price Index (CPI) for urban wage earners and clerical workers, U.S. city average, all items (1982-84-100), published by the U.S. Bureau of Labor Statistics, or any successor or substitute index appropriately adjusted for the prior twelve (12) month period using the first published CPI for the month immediately preceding the anniversary date of the contract.~~ Any price decrease effectuated during the Contract period by reason of market change or special sales offered to other customers shall be passed on to the District. After the initial 6-month period and every 6 months thereafter, the line-item pricing will be reviewed and the Contractor may submit a request for an equitable price adjustment based on verifiable and documented market changes. The Contractor shall continue to fill orders at the current Contract pricing until a decision has been made.

**Change #2:**

Replaces Attachment I Price Sheet revising estimated purchase quantities and individual pack sizes. Revised Price Sheet is attached to this Addendum, and electronically posted in Excel format at <https://www.leonschools.net/Page/4411>


**Change #3:**

**Revises Timeline**

Anticipated Date the District will Advertise its Notice of Award Recommendation	April-9 30, 2024	District Website <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a> DemandStar <a href="https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/">https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/</a>
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**This Addendum provides the Board's written answers to the timely written questions received.**

Question	Answer																				
1. Can you provide previous award tabulation with vendor and prices?	This is the first solicitation Dining Services has released for these products.																				
2. Based on previous ordering history and purchase orders, about how often are the gloves ordered (Monthly, quarterly or other)?	The District anticipates placing quarterly orders, but will endeavor to place orders for full pallets or truckloads at a time, so the orders could be placed with varying frequency.																				
3. Based on previous ordering history and purchase orders, about how often are the plastic liners ordered (Monthly, quarterly or other)?	Please see the answer to Question #2.																				
4. Regarding item #13 on the referenced bid, a 60-gallon can liner, I need the previously paid price. Could you provide me with the tabulation for the bid that was due on January 11, 2023?	<table><tr><th>#</th><th>Suppliers</th><th>Quantity</th><th>Price (Per UOM)</th></tr><tr><td>1</td><td>SPA CONCEPTS, INC.</td><td>200 cases</td><td>\$21.650</td></tr><tr><td>2</td><td>Interboro Packaging</td><td>200 cases</td><td>\$28.720</td></tr><tr><td>3</td><td>Calico Packaging, LLC</td><td>200 cases</td><td>\$32.340</td></tr><tr><td>4</td><td>Osceola Supply</td><td>200 cases</td><td>\$32.500</td></tr></table>	#	Suppliers	Quantity	Price (Per UOM)	1	SPA CONCEPTS, INC.	200 cases	\$21.650	2	Interboro Packaging	200 cases	\$28.720	3	Calico Packaging, LLC	200 cases	\$32.340	4	Osceola Supply	200 cases	\$32.500
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3	Calico Packaging, LLC	200 cases	\$32.340																		
4	Osceola Supply	200 cases	\$32.500																		
5. Do you have a previous bid tabulation with pricing?	Please see the answer to Question #1.																				
6. What is the thickness of gloves?	Gloves should be a minimum of 4 mil.																				
7. 2.2 states “fixed fee per unit”. Is this a Cost Plus bid or a Unit Price to Pay (price quoted is marked up from our cost)?	The District is requesting a fixed price per unit inclusive of all Bidder costs.																				
8. Pg 14, 2.5.5 Price changes tied to CPI index. Most vendors cannot comply to this Index because it does not track the cost factors used to determine a price increase on raw materials and transportation. May we provide Industry increase letters, when needed, as backup to any proposed increase?	Please see Change #1																				
9. When are the samples due?	The District reserves the right to request samples prior to contract award.																				
10. All deliveries to the central warehouse?	While the greatest demand for products will come from the District Department of Dining Services and delivered to the central warehouse, the Contract will be available for the entire school district. Other department purchases may include extended day care, culinary programs, and emergency supplies. Most of these items would come from the District’s normal product stock. Invoices and payment requests shall be sent to the school/department that placed the order or received the product.																				
11. Do we have to bid on all items or we can do a few line items only?	Bidders are not required to bid all items. Bids will be evaluated by line item.																				
12. Are samples required by Bid due date?	Please see the answer to Question #9.																				

Question	Answer
13. The CPI does not encompass the indicators used for raw materials for the items on your bid. Can this clause be removed and maybe add, with documentation provided by suppliers of Industry Increases, with 30 day notice?	Please see Change #1.
14. We see the Estimated Monthly Quantities are provided on Attachment I. Our question is are the quantities based on the Unit of Measures provided? I ask this because the gloves (items # 7-9) say they are packed 100 ct. Typically gloves are packed 10 boxes of 100 gloves in a case, totaling 1000 gloves in a case. (100ea/box – 10bx/case). Is the monthly usage for the large gloves going to be for 36 boxes (100ea) each month, or 36 cases (1000)? Another example is Line item 6, Forks. Is that 2,300 CASES per month or PACKS?	Please see Change #2.
15. I noticed that one of the requirements for qualification is being American Made. However, I also saw a section dedicated to foreign products. Our company sources products from various locations in Asia for supply to the US. I'm seeking clarification on whether our supplied products would be eligible for this bid and I'm unsure if this policy pertains to the products we supply.	The Buy American Act does not pertain to non-food items.
<p>16. Could you please provide more detailed information or examples regarding the following products mentioned in the ITB?</p> <p>Tray, Food, ½#, Cardboard &amp; Tray, Food, 1#, Cardboard: We are particularly interested in understanding the [desired features/standards, e.g., material quality, size dimensions, sustainability certifications] for this product.</p> <p>Container, 2-compartment Fiber or Fiber Blend, 15 oz to 24 oz total 400ct: Could you share any images or example specifications? This will help us to align our products more closely with your needs.</p>	<p>Food tray material is premium paperboard or kraft paperboard. 1# is 5.156"X3.594"X1.484, 1/2# is 4.578"X3.203"X1.25". Color/design is not important.</p> <p>2-compartment container is pictured below. One of the compartments needs to be at least 8 oz but no more than 12 oz. The 2 compartments can be the same size, but it is not necessary.</p> 
17. Do we have to bid on all items or we can do a few line items only?	Please see the answer to Question #11.
18. Will consideration be given to an alternate case size if it's a lower cost per unit, or does it need to be the exact case size listed on the bid?	Yes, the District will give consideration to alternate case sizes.
19. I've only found a couple items listed that are produced in the US. If I price a domestic item it most likely will be higher than any import. How is the country of origin verified? If there is a substantial savings of purchasing an import vs. domestic will the county considered the imported product? If so, how is that dollar amount/threshold determined?	Please see the answer to Question #15.
20. Item #13(60gal can liner) has "100ct" listed in the monthly usage column. That is the case size, so I'm guessing it's a typo. Can you please confirm the estimated monthly usage for this item?	Please see Change #2.

Question	Answer
21. Is this all or no bid- or by the item?	Please see the answer to Question #11.
22. I am trying to clarify if the school trays you want are Foam BLACK or fiber, and the case count should be 500/case. (You are currently using blk foam trays, which is your least expensive option.)	The five (5) compartment trays need to be fiber or fiber blend. Case count is not important but will affect the number of cases ordered.
23. Will you look at any other cutlery options?	The District will not consider different cutlery options.
24. Are the 12-ounce bowls Foam?	The bowls must be a fiber or fiber blend.
25. Is the 9x9x3 carryout foam or plastic, and what is the actual case count?	The 9x9x3 carryout must be a fiber or fiber blend. The case count can be either 150 or 200 each.
26. What is line #11- description is not clear.	Please see the answer to Question #16.
27. Can we have the last award tabulation?	Please see the answer to Question #1.
28. 1/5 LBS and 1 LBS boat trays do you want red plaid or other colors? Do you have any approved brand and item number or what are you currently purchasing (color wise and brand)?	The District does not have a preference in brand or color.
29. For 5 compartment trays fiber, your count is 240 per case, most likely it is Huhtamaki, are you open to consider other brands of fiber trays?	The District will consider all brands that are a fiber or fiber blend.
30. ITB volume is monthly, how many months per school year do you count? 9 or 10?	Please see Change #2.
31. We are a Miami based company but not Leon County, are we considered as local business?	Board Policy 6450 does not provide Dade County companies a local preference.
32. If we are not considered as local would you add any percent (%) to our submitted price?	Board Policy 6450 does not contemplate this procedure.

**Addendum #001****Attachment I****Price Sheet****ITB No. 2416-2025 Paper Products, Contact and Non-Contact Food Supplies**

Item #	Description	Pack Size	Unit of Measure	Estimated Annual Quantity	Cost Per Case 25-500 Cases	Cost Per Case 500-1000 Cases	Cost Per Case Per Truckload
1	Tray, Food, ½#, Cardboard	4/250 ct.	Case	600	\$	\$	\$
2	Tray, Food, 1#, Cardboard	4/250 ct.	Case	150	\$	\$	\$
3	Tray, Food, Fiber or Fiber Blend, Rectangle, 5-compartment, 10"x8"x5/8"	240 ct.	Case	14,000	\$	\$	\$
4	Plates, 9", Fiber or Fiber Blend	500 ct.	Case	2,200	\$	\$	
5	Spoons, Plastic, GP Pro Smartstock Refill DUSST5	24/40 ct.	Case	1,000	\$	\$	
6	Forks, Plastic, GP Pro Smartstock Refill DUSSE5	24/40 ct.	Case	2,475	\$	\$	\$
7	Gloves, Vinyl FDSV Powder Free, Large	1,000 ct.	Case	330	\$	\$	
8	Gloves, Vinyl FDSV Powder Free, Medium	1,000 ct.	Case	110	\$	\$	
9	Gloves, Vinyl FDSV Powder Free, X-Large	1,000 ct.	Case	130	\$	\$	
10	Bowls, 12 oz., Fiber or Fiber Blend	1000 ct.	Case	600	\$	\$	
11	Container, 2-compartment Fiber or Fiber Blend, 15 oz to 24 oz total	400 ct.	Case	400	\$	\$	
12	Container, Food, Fiber or Fiber Blend, 3-compartment, 9"x9"x3", Hinged, Carryout, Double Closure	150 ct.	Case	600	\$	\$	
13	Linners, Can, 60 gallon, 1.5 mil or thicker, Heavy Gauge, Minimum of 38" x 58"	100 ct.	Case	660	\$	\$	\$
Discount % for full mixed truckload							

Company Name

FEIN

Authorized Representative Name (Printed)

Authorized Representative Title

Authorized Representative Title

Date