



Tallahassee Classical School

ADDENDUM

ADDENDUM NO: 1

RFP: No. 2020-1 Nonprofit School Food Service / Food Service Management Company

Date: January 22, 2020

TO: All Bidders

This Addendum is issued prior to the submission of bids in order to clarify the original Request for Proposal (RFP) document and answer pertinent questions submitted by bidders.

This Addendum forms a part of the final contractual agreement and modifies the original RFP and Contract document issued January 8, 2020, as noted below.

Modifications to Original RFP

- Section 1.4 Evaluation Criteria, price component corrected to read as follows:

“Price - Maximum thirty (30) points. (As submitted in Proposal Summary Form, Attachment 2) The lowest price of all qualifying submissions will receive the maximum (30) points score. Other FSMCs will then receive points equal to the ratio of the lowest price to their offered price, multiplied by 30. Example: \$3.00 (lowest price) / \$3.10 (FSMC offer price) = 0.968 x 30 = 29.03 points awarded for this criterion”

- Section 9.5 equipment repair clause amended to read as follows:

“The FSMC shall repair and service equipment except when damages result from the misuse by SFA employees. It will be the FSMC’s responsibility to ensure proper maintenance of equipment, and to repair or service damaged or malfunctioning equipment, incurring all applicable fees and costs, within a reasonable timeframe to minimize loss of perishable goods and ensure no disruption in service.”

- Section 5.11 expanded to include:

“The FSMC will advise SFA on the planned expansion of kitchen area in construction Phase 2.”

- Proposal Format numbering system corrected, as follows:

“Certifications” shall be tab number 11 and “Other Information” tab number 12.

- FDACS cover sheet removed due to variations from original prototype document.
- In the “Other Information” section (Tab 12), please also provide:
 - 1) a description of the quoted tray option and its potential for recycling or composting
 - 2) a listing of additional tray options, including description and incremental cost (or discount) per meal for each option.It would be helpful to see an example of each type of tray at the Taste Test.

Pre-Bid Meeting Questions

- What is the projected enrollment growth of Tallahassee Classical School?

The school will open with approximately 508 enrolled students in grades K-8 for year 1. A grade level will be added each subsequent year for 4 years, reaching approximately 1100-1200 students by 2024-2025.

- Will kitchen equipment be owned or leased?

Kitchen equipment will be purchased by the FSMC, its value amortized over the 5 years of the contract term. (Please refer to Section 9.17 of the RFP document.)

- Does TCS want the “Preferred Meals” model or a “Full Service” kitchen?

Full Service, excluding preparation methods which produce grease-laden fumes.

- Will the kitchen space have an exhaust fan?

No exhaust fan is planned at this time.

- Can TCS provide the updated, enlarged kitchen area drawing?

Please see the updated drawing on page 3 of this addendum.

- How many people will sample the foods during the taste test?

Six (6) people (five board members and the school’s Principal) will sample the meals.

- What type of tray should be included in the quoted meal price?

Please quote meal price based on your lowest-cost, *environmentally friendly* plating option.

Pre-bid Questions via Email

- Please explain/clarify the public bid opening.

Bids submitted by 5:00 PM on February 5, 2020 will remain sealed in a locked room at the Hancock Whitney bank location until the publicly noticed Board Meeting at the same location at 6:00 PM. Meal Price, as quoted on the proposal cover sheets will be read aloud and recorded in the official meeting minutes. Minutes are public records, accessible via our website at <https://tlhclassical.org/board-meetings>.

Attendance is not required for bid opening.

