



Hendry County School District

ADDENDUM 1

IMPORTANT DOCUMENT – Request for Proposal #26-00004

School Food Service Management Operations

ADDENDUM DATE: JANUARY 12, 2026

FOOD SERVICE INFORMATION RELATED DOCUMENTS

PRE-PROPOSAL MEETING 1.12.26 AGENDA & SIGN IN SHEETS

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR SUBMITTAL. FAILURE TO SIGN AND RETURN WITH YOUR SUBMITTAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.

SIGNATURE

PRINT OR TYPE NAME

COMPANY NAME

EMAIL ADDRESS

Mandatory Pre-Proposal Meeting Agenda

Project: RFP 26-00004: School Food Service Management Operations

Date: January 12, 2026

Time: 8:00 a.m. EST

Location: Upthegrove Elementary School, 280 N. Main Street, LaBelle, FL

Facilitator: Chief Financial Officer (CFO)

I. Welcome and Introductions

- **Sign-In:** Formal verification of attendance; potential Proposers must sign the attendance roster to be eligible to submit a proposal.
- **District Personnel:** Introduction of key contacts:
 - Jason Adams, Chief Financial Officer.
 - Jose Manuel Soto, Food Service Director.
 - Brandynn Arrieta, Procurement Specialist.

II. Project Overview and District Goals

- **Scope of Service:** Complete management and operation of all food service facilities for 12 schools, serving approximately 7,594 students.
- **Primary Objectives:**
 - Increase student participation and improve food quality.
 - Maintain a guaranteed surplus fund balance of **\$500,000** for the 2025-2026 school year and beyond.
 - Capability for emergency operation support during man-made or natural disasters.

III. Critical RFP Requirements

- **Financial Terms:** Fixed meal price contract. Proposers must provide a **\$50,000 proposal bond**.
- **Labor Requirements:** FSMC must pay employees a minimum of **\$15.75 per hour**.
- **USDA Foods:** Mandatory crediting for the full value of all USDA Foods received.
- **Equipment Maintenance:** FSMC is responsible for minor repairs up to **\$500.00**; the SFA covers major repairs.
- **Level 2 Screening:** All personnel must meet Level 2 background screening requirements per Section 1012.32, F.S..

IV. Submission Logistics and Timeline

- **Due Date:** February 5, 2026, at 3:00 p.m. EST.
- **Submission Format:** One original, five copies (6 hard copies total), and one USB flash drive with the entire document.
- **Evaluation Criteria:** Points are weighted across Price (25), Menus (20), Marketing (15), Company Experience (15), On-Site Staff Experience (10), Taste Test (10), and References (5).

V. Question and Answer Session

- Prospective Proposers are urged to ask clarifying questions during this session.
- **Official Communication:** Any questions not addressed today must be submitted in writing via email by **January 26, 2026, at 3:00 p.m.**
- **Official Responses:** Written answers will be posted as an addendum to the District website and Demandstar by January 30, 2026.

VI. Closing and Site Tour

- Reminder: No contact with School Board members or Superintendent until after award.
 - Optional tour of food service facilities.
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Pre-Proposal Best Practices Highlighted

- **Single Point of Contact:** Emphasize that all communication must go through the designated contacts to ensure a fair, transparent process.
- **Mandatory Attendance:** Strict adherence to the sign-in requirement to prevent disqualification of potential bidders.
- **Written Record:** Clarify that verbal answers provided today are for guidance, and only written addenda are binding.

