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SUPERINTENDENT

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4/9/2026

TO: All Prospective Proposers
FROM: Kim Albritton
Director Financial Operations
RE: RFP 26-15

ADDENDUM 1 TO RFP 26-15

This addendum is issued as a part of the aforementioned RFP. The changes incorporated herein are an amendment to and supersede those conditions shown in the original solicitation. The Proposer shall acknowledge receipt of this addendum by signing this form and returning with their submittal. Failure to do so may subject Proposer to disqualification.

Q1. Who is currently providing beverage vending to St Lucie Public Schools?

A1. Pepsi

Q2 What is the current commission % you are receiving?

A2. 35%

Q3. The RFP is asking for three references from similar projects within the past three years. If our company has only been in business for a year, with one large client and a few small business locations, are we still able to submit a bid?

A3. Yes

Q4. To provide accurate financial proposals for Evaluation Factor 3 (Financial Benefits), can the District provide the total gross sales revenue generated from beverage vending machines for the most recent full fiscal year? If possible, please break down sales by school level (high school, middle school, K-8, elementary) or provide an aggregate District-wide total. This information will help proposers determine appropriate commission percentages and complimentary product donations.

A4. The report we have available is attached.

Q5. Section 2.7 (Evaluation Factor 3) assigns 50 points to financial benefits but does not specify a minimum required commission percentage. Is there a minimum commission percentage on gross sales that the District considers necessary for a proposal to be deemed responsive? Alternatively, can the District provide the commission percentage paid under the expiring or current beverage vending contract as a benchmark?

A5. See A2. A minimum is not specified, please provide your most competitive proposal with your response.

Q6. Section 4(a) under Scope of Services states that the awarded Contractor agrees to coordinate the removal of equipment with the previous Contractor. Does the District require the new Contractor to bear the full cost of removing and disposing of the incumbent's vending machines? Or will the incumbent be required to remove their own equipment at their own expense? Please clarify who is financially responsible for removal, disposal, and any repair of wall/floor damage from existing machines.

A6. The Incumbent will be required to remove the machines at their cost. Any vendor (new or existing) damaging District building will be responsible for those repairs.

Q7. Section 12 of the Scope of Services states that the District may request snack vending equipment, but that snack vending "will not be exclusive." Does this mean that multiple snack vendors could be on the same campus? Also, will snack items sold in faculty-only machines be required to comply with USDA Smart Snacks standards, or only the School Board wellness policy for adults?

A7. USDA Smart Snack guidelines apply solely to student vending machines, while the Wellness policy is relevant for adults. We have areas with restricted access for staff where staff vending machines can be installed. Snacks are not exclusive because several locations already have snack machines. Since snacks were excluded from the previous vending contract, they have been added as an optional item in this RFP. Although we would prefer one vendor to provide all products, exclusive rights in this RFP cycle are granted only for vending beverages.

Q8. Section "Time of Delivery of Products" on page 24 states that deliveries are permitted only during regular school/business hours. However, restocking during active school hours can disrupt campus operations. Will the District consider allowing after-hours delivery (e.g., before 7:00 AM or after 4:00 PM) for vendors whose personnel have completed the Jessica Lunsford Act fingerprinting and badging requirements? If after-hours access is permitted, will the District provide key card access or arrange for campus security to allow entry?

A8. Deliveries must occur while staff is available on campus, each school's hours are different. The vendor can coordinate with the school (so long as staff is present) to deliver in pre/post school hours. Our current vendor delivers during the school day as well. All delivery personnel will be required to have the Jessica Lunsord Badge.

Q9. Attachment B requires all vendor personnel who access school property to complete FDLE/FBI fingerprinting through FieldPrint at a cost of \$72 plus \$10 for a Contractor ID badge. Please clarify:

1. Is the vendor responsible for paying all fingerprinting and badging costs for its employees and subcontractors?

2. What is the typical processing time from submission to badge issuance?

3. May vendor personnel begin restocking and service work while fingerprinting is pending, or must they wait for full clearance?

4. Are temporary or seasonal drivers required to complete the same fingerprinting process?

A9. Yes, the vendor is required to complete and pay for the fingerprinting and badge. The process is handled through our HR department and should take approximately 2 weeks to complete (could be less). Clearance must be completed prior to working in the schools.

Q10. Section 21 of the General Conditions states that the vendor's liability "shall be limited to ten million dollars (\$10,000,000)." However, Attachment E (Insurance Requirements) on pages 33-34 requires General Liability limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, which is standard for vending services. Please clarify: Is the \$10,000,000 limit in Section 21 a typo, or does the District require vendors to carry \$10,000,000 in liability coverage? If \$10,000,000 is required, please specify which policy type (General Liability, Umbrella, or Excess Liability) and whether the District will accept an umbrella policy to reach this limit.

A10. We require 1M/2M, pages 33-34 reflect the insurance requirements for this RFP.

Q11. The Scope of Services does not address temporary relocation of vending machines for school events (e.g., dances, testing, assemblies, construction, or emergency situations). If a school principal or site administrator requests that a vending machine be temporarily moved to another location within the same campus and then moved back, who bears the labor and transportation cost? Please clarify whether the District or the Contractor is responsible for temporary relocations and how much advance notice the District will provide.

A11. The machines are not moved temporarily.

Q12. Would you allow a 1 week extension to have enough time to prepare a comprehensive and competitive bid?

A12. No, our timeline does not allow for this extension.

Q13. Would you please provide a full sales report for the last two years?

A13. See Attached.

Q14. Can we add a credit card fee on sales when credit/debit is used?

A14. Yes, please include within your response.

Q15. What are the current vending prices?

A15. Prices are \$2.25-\$3.25 for various types of beverage products.

Q16. Could you please provide the total number of students, broken down by elementary, middle, and high schools?

A16. See attachment.

Q17. How many beverage machines will be installed?

A17. This will be decided between the vendor and the District. We do not have a set amount required.

**** RFP DUE DATE IS 4/27/2026, 3:00 P.M... ****.

Name (Please Print)

Company Name

Signature (Authorized Representative of Company)

Date

Failure to file a protest within the time prescribed in s. 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. (Note: Florida Statutes 120.57(3) and School Board Policy 6326 contain entire procedure for filing).



School	School Name	School Type	K-5 Enrollment	6-8 Enrollment	9-12 Enrollment
0151	ALLAPATTAH FLATS K-8	K-8	741	509	-
0251	BAYSHORE ELEMENTARY SCHOOL	K-5	786	-	-
0111	CHESTER A. MOORE ELEMENTARY	K-5	422	119	-
0051	CREATIVE ARTS ACADEMY OF SAINT LUCIE	K-8	269	232	-
0205	DALE CASSENS EDUCATION COMPLEX	K-12 Alt.	37	102	95
0072	DAN MCCARTY MIDDLE SCHOOL	6-8	-	572	-
0041	FAIRLAWN ELEMENTARY SCHOOL	K-5	658	-	-
0241	FLORESTA ELEMENTARY SCHOOL	K-5	705	-	-
0371	FOREST GROVE MIDDLE SCHOOL	6-8	-	813	-
0161	FORT PIERCE CENTRAL HIGH	9-12	-	-	3,047
0201	FORT PIERCE WESTWOOD ACADEMY	9-12	-	-	1,863
0081	FRANCES K. SWEET ELEMENTARY	K-5	390	-	-
0281	LAKEWOOD PARK ELEMENTARY SCHOOL	K-5	637	-	-
0061	LAWNWOOD ELEMENTARY SCHOOL	K-5	696	-	-
0431	LEGACY HIGH SCHOOL	9-12	-	-	1,129
0121	LINCOLN PARK ACADEMY	6-12	-	822	891
0361	MANATEE ACADEMY K-8	K-8	931	793	-
0341	MARIPOSA ELEMENTARY SCHOOL	K-5	774	-	-
0221	MORNINGSIDE ELEMENTARY SCHOOL	K-5	669	-	-
0261	NORTHPORT K-8 SCHOOL	K-5	609	561	-
0351	OAK HAMMOCK K-8 SCHOOL	K-8	992	793	-
0020	PALM POINTE	K-8	1059	546	-
0311	PARKWAY ELEMENTARY SCHOOL	K-5	531	-	-
0162	PERFORMANCE BASED PREPARATORY ACADEMY	9-12 Alt.	-	-	131
0301	PORT ST. LUCIE HIGH SCHOOL	9-12	-	-	1,760
0381	RIVERS EDGE ELEMENTARY SCHOOL	K-5	720	-	-
0141	SAMUEL S. GAINES ACADEMY K-8	K-8	448	327	-

0091	SAVANNA RIDGE ELEMENTARY	K-5	431	-	-
0391	SOUTHERN OAKS MIDDLE SCHOOL	6-8	-	805	-
0331	SOUTHPORT MIDDLE SCHOOL	6-8	-	822	-
0071	ST. LUCIE ELEMENTARY SCHOOL	K-5	687	-	-
0401	ST. LUCIE WEST CENTENNIAL HIGH	9-12	-	-	2,657
0131	ST. LUCIE WEST K-8 SCHOOL	K-8	908	734	-
0411	TREASURE COAST HIGH SCHOOL	9-12	-	-	2,802
0281	VILLAGE GREEN ENV. STUDIES SCH	K-5	561	-	-
0040	WEATHERBEE ELEMENTARY SCHOOL	K-5	656	-	-
0421	WEST GATE K-8 SCHOOL	K-8	922	731	-
0031	WHITE CITY ELEMENTARY SCHOOL	K-5	484	-	-
0271	WINDMILL POINT ELEMENTARY SCHO	K-5	1017	-	-



Profitability-P5 (Restated): Cal Otr 1 - Cal Otr 4 Year 2025 Sales Volume

Group Headings	Vol(Raw Cases)
TEACHERS LOUNGE ADMIN BLDG	15
SLCS/DALE CASSENS EDUCATION COMPLEX--3414271	15
BREAK ROOM	27
HALLWAY ACROSS FROM ROOM 290	21
SLCS/DISTRICT OFFICE--3847886	48
TEACHERS LOUNGE	6
SLCS/FLORESTA ELEM--3411003	6
TEACHER LOUNGE ADMINISTRATION	14
SLCS/FOREST GROVE MS TCHRS LOUNGE--86219	14
STUDENT OUTSIDE BLDG 1	31
STUDENT BLDG 1 SOUTH HALL	13
SLCS/FT PIERCE CENTRAL HS--3412610	44
CAFETERIA TEACHERS LOUNGE	2
STUDENT COURTYARD HG CRTYRD	50
SLCS/FT PIERCE WESTWOOD HS--3412602	52
OUTSIDE CAGE	16
SLCS/NORTH BUS COMPOUND--3409868	16
ADMINISTRATION TEACHERS LOUNGE	92
SLCS/NORTHPORT K-8--3411014	92
TEACHERS LOUNGE RM 222	1
district office	20
SLCS/PORT ST LUCIE HS--3411082	21
BREAK ROOM	44
SLCS/SOUTH BUS COMPOUND--3409829	44
TEACHERS LOUNGE	26
SLCS/ST LUCIE ELEM--3412556	26
TEACHERS LOUNGE	28
STUDENT OUTSIDE GYM HG	58
GYM	53
STUDENT COURTYARD STACK	29
SLCS/ST LUCIE WEST CENTENNIAL HS--5418360	167
FRONT OFFICE	15
SLCS/ST LUCIE WEST K-8--5421775	15
CAFETERIA TEACHERS LOUNGE	14
outside office	4
STUDENT OUTSIDE ROOM 1-1-61	14
student bldg 1 east	22
OUTSIDE GYM ROOM 3-55	9
STUDENT BLDG 1 EAST	9
SLCS/TREASURE COAST HS--3412596	74
ADMINISTRATION TEACHERS LOUNGE	11
SLCS/WEST GATE K-8--3410977	11
Total	645