

Addendum #1

RFP Prime Vendor – St. Croix Preparatory Food Service

April 9, 2026

This addendum is issued as part of the Bidding Documents for the above Request for Proposal, Prime Vendor – Food Service. The changes incorporated in this addendum shall be considered as a part of the documents and shall supersede, amend, add to, clarify, or subtract from those conditions shown in the original documents.

Solicitation Questions

1. Who is your current Prime Vendor? **Upper Lakes Foods**
2. What is your Current Fixed Fee? **13% per case - grocery**
3. What is your current Commodity Fee? **\$4.25 per case**
4. As a member of MSFBG, can we use that pricing in the Market Basket? **Yes**
5. Will there be a public opening? **April 29, 2026 at 2:00 pm at St. Croix Preparatory Academy - See RFP**

Market Basket:

Market Basket Questions

1. For the pricing analysis you are asking to use pricing from the week of 3/1 – 3/5,2026. When using pricing from an auditable week you would also use allowances from that same school year to allow you to compare actual prices from each vendor. Please verify that we should be using this year's allowances.? **Use pricing for the 26/27 school year**
2. You have Strawberry cups, a USDA "Brown Box" item in the list. As we do not purchase this item we cannot supply our cost. Your delivery fee for this item would be noted in the signed commodity agreement. How do you want us to handle this item? **This is a USDA brown box item and it can be disregarded**
3. Mfg# 60715 (Proview) is listed twice on the product list – line number 23 & 41, please Advise. **Lines 23 and 41 were repeated in error. The repeat line has been removed.**
4. Can you please confirm that we are to use 2026 – 2027 allowances/deviated Pricing? **Use pricing for the 26/27 school year**

April 10, 2026 Q & A

Pricing

Please clarify

Pricing period

Allowances period

Please see above question from Addendum #1: **Use pricing for the 26/27 school year**

Fixed Fee

Page 7 Pricing Method The required method for determining product prices in the contract is "Cost plus Fixed Fee

You indicated your current mark up is a percentage. Is it your request to change this structure to a Fixed Fee to comply with USDA formal procurement requirements?

Prep would like to change the mark up structure to a fixed fee. Previously, Prep was not required to do a formal procurement and therefore, utilized what was offered with the current vendor.

Question: Is participation in USDA Direct Delivery required in order to respond to this RFP?

Participation in USDA Direct Delivery is required