



**Addendum # 1
#26026B**

MSFBG Bid #1 Non-Food Items

Issued: November 26, 2025

Issued by:

Anoka-Hennepin School District
Purchasing Department
2727 North Ferry Street
Anoka, Minnesota 55303

Phone: 763-506-1300

Please note: All revisions and clarifications to the bid document are indicated in red.

Pre-Bid Meeting PowerPoint – Exhibit #1

Questions and Responses

1. I was just wondering if the Google Meet link provided below will be the same for both pre-bid meetings?
No, the two links are different for each pre-bid meeting.
2. We are a food packaging distributor and work with many different manufacturers. To be eligible, do I need to have the manufacturers whose products we are using for this bid sign the different bid documents (Attachment A, Attachment B, Attachment C)?
If you, as the distributor, are setting and honoring the pricing and willing to deliver to all schools that are participating or ship to a prime distributor at the quoted cost, then you do not need to have each manufacturer sign. If the manufacturer is honoring the prices for items quoted, then the manufacturers would be required to fill out and sign Attachment A, B, and C.
3. On attachment A, I noticed there is a section for the Broker Information. Would we, the distributor to fill this out?
A broker is not required. If you do not have a broker, you can leave this information blank. If you are acting as a broker for a manufacturer, then you can put the manufacturer information in the manufacturer section and the distributor information in the broker section.
4. Do you have to be a broker to submit a bid?
No, you do not have to be a broker to submit a bid. A manufacturer can submit a bid without a broker.
5. Can samples be shipped or do they need to be delivered in person?
Samples can be shipped - MSFBG consultant will reach out in January to request samples. The shipping address can be requested at that time.

Pursuant to Part 2, section 2.12 SAMPLES. Full case samples for each item proposed must be available locally by January 25th, 2026.

Samples will be requested for delivery by the MSFBG consultant after Bid evaluation for the week of January 26, 2026. The sample request will also specify the date samples are to be delivered.

Requested samples must be delivered to True Food Distribution, 812 Plymouth Ave N., Minneapolis, MN 55411 on the following dates specified in the sample request.

NO EARLY SAMPLE DROP OFF ARRANGEMENTS WILL BE MADE. Please plan accordingly. First round of sample delivery is Thursday, January 29, 2026, from 9:00 AM – 11:30 PM. and Friday, January 30, 2026, from 9:00 AM – 11:30 PM.

Second round of sample delivery is Thursday, February 5, 2026, from 9:00 AM – 11:30 PM.

Samples must:

- be provided at no cost to the District.
- include preparation instructions in the package or on the box/case.
- include a label indicating it is an MSFBG Sample, as well as the MSFBG/Operator item number.

Samples will not be returned, unless specified in the case. Vendors must be able to provide proof of delivery upon request.

Failure to provide samples as requested may result in disqualification.

6. Can you please advise whether price increases are allowed, and if so under what conditions?
Pursuant to Part 2, Section 2.02 – Pricing: The commercial price shall remain **firm** for the entire contract period, which runs from July 1, 2026, through June 30, 2027. If the awarded vendor cannot honor the pricing for the full contract term, the contract will be subject to termination in accordance with Part 2, Section 2.04 – Contract Termination, item 8: *Failure to honor the commercial price bid*.



MSFBG Pre-Bid Meeting
November 19th, 2025 10 AM LST
Bid 26026B - Non Food Items
Laura Wichmann - MSFBG Consultant
MSFBG@ahschools.us
WELCOME

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- ▶ All questions related to the bid - purchquotes@ahschools.us
- ▶ All questions related to Interflex system - 800-293-2909 / aknoll@interflex.net

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Bid Timeline

Bid #26026B Released	Thursday, November 6, 2025	
Pre-Bid Meeting (virtual)	Wednesday, November 19, 2025	10:00 a.m. LT
Questions due from Vendors	Friday, November 21, 2025	4:00 p.m. LT
Responses due to Vendors- Addendum	Wednesday, November 26, 2025	4:00 p.m. LT
Bid #26026B Non Food Items Due	Wednesday, December 3, 2025	11:00 a.m. LT

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EVERY document that is required for a complete bid submission **MUST** be uploaded to Interflex **ONLY**

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To receive an invitation to bid please email:


MSFBG@ahschools.us

Subject: Add Vendor Email

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Interflex Guide to Submitting a Bid

To get started, click on the link in the email. This will take you to the Interflex BidAdvantage system.



interflex
Everyday Bid Support

Interflex Inc.
201 E Locust St.
Fleetwood, PA 19522
ph: 610-736-3728


Hello,

You have been invited to a bid opportunity published by:
Minnesota School Food Buying Group (MSFBG)

All submissions are due by 12/03/2025 11:00 AM CST. No submissions will be accepted after 12/03/2025 11:00 AM CST.

Please log in or register a new account [here](#). You can also copy and paste the link below.
<https://bidadvantage.interflex.net/target?RedirectTarget=80a6e47-de7e-4539-b227-06de1372e4ac>

Thank you.



Help: 800-293-2909 / aknoll@interflex.net

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Create an account

Register a BidAdvantage® User Account

Please follow the steps below to register a BidAdvantage® user account. You will only need to do this once to establish a user account to gain access to BidAdvantage systems.

Step 1: Select the type of institution you represent

Distributor Manufacturer Broker Operator

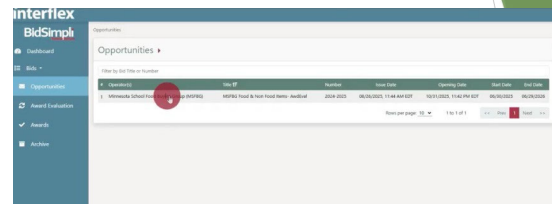


 Your account has been successfully activated.

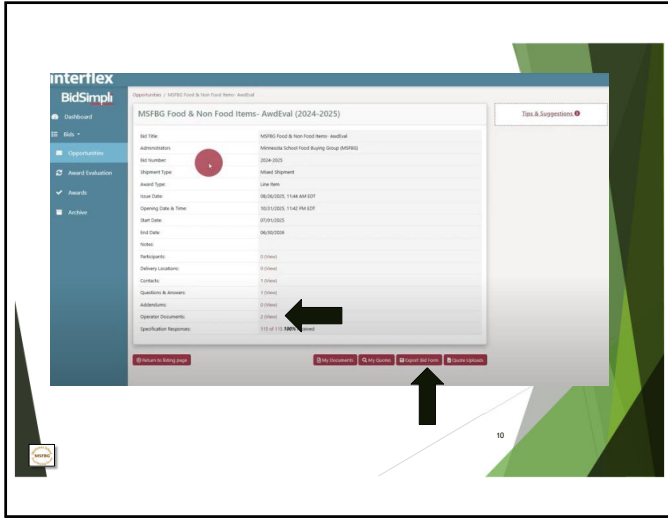
Welcome to the Interflex BidAdvantage Portal!

Listed below are all of the applications you have been given access to. To enter one of these systems, simply click on the logo. To return to this page from within one of the applications click on the "portal" link in the upper right hand corner of your browser.

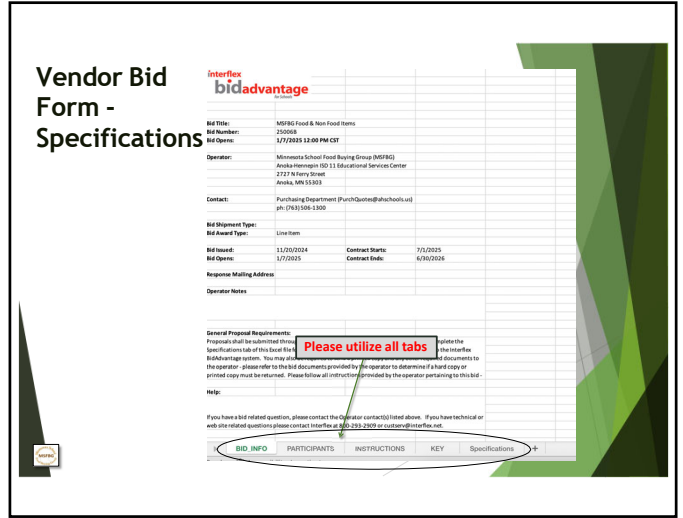
7



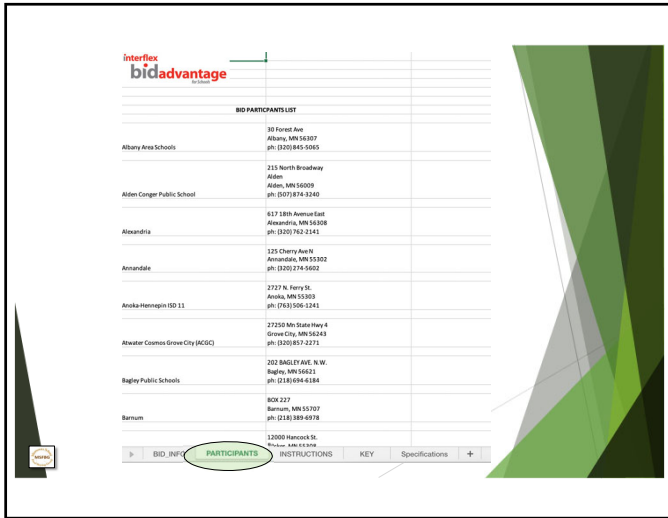
8



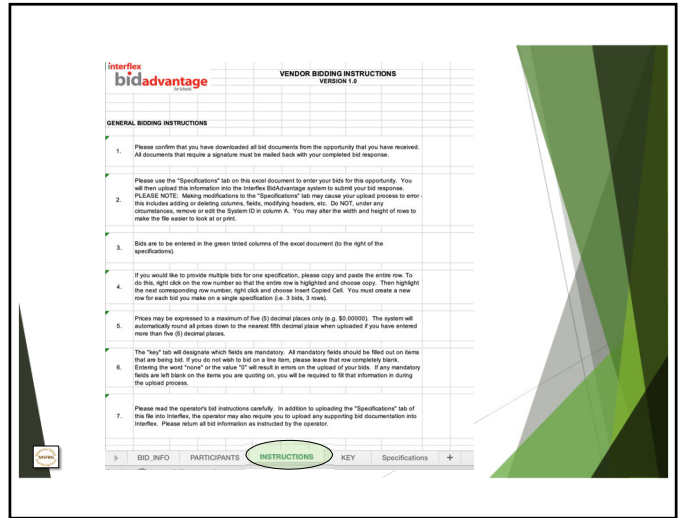
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Upload Quotes

interflex
BidSimpli

Dashboard

Bids +

Opportunities

Award Evaluation

Awards

Archive

Opportunities / MISO Power and Non Power Items - Auction / Vendor Quote Uploads

Quote Uploads

File	Upload Date	Bid Rows	No. Bid Rows	Total Data Rows
1 vendor_Bid_Form (MISO).xlsx	06/30/2021, 12:47 PM EDT	1	174	115

Rows per page 35 1 to 1 of 1

Return to Opportunity

Report Empty Bid Items

File name: 20200202-120 PM EDT

Open Cancel

The image displays two sequential screenshots of the interflex BidSimple web application interface, specifically the 'Quote Uploads: New Upload' page. The interface features a dark blue sidebar on the left with navigation links: Dashboard, Bids, Opportunities, Award Evaluation, Awards, and Archive. The main content area has a breadcrumb trail: Opportunities / M2526 Ford & Tom Ford Remo - Awarded / Vendor Quote Uploads / View. The title of the page is 'Quote Uploads: New Upload'.

The top screenshot shows the 'Upload File' step. It includes a 'Choose File' button, a text input field containing 'vendor_Bid_Form 120112.xlsx', and a 'Select a source' dropdown menu. Below these is a 'Select a model' dropdown and a 'Single and Multiple' radio button. A progress bar at the bottom indicates the current step, with a red circle highlighting the 'Upload' button.

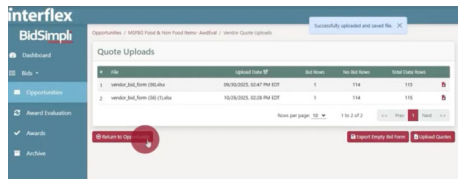
The bottom screenshot shows the 'Upload Metadata' step. It includes a 'Choose File' button, a text input field containing 'vendor_Bid_Form 120112.xlsx', and a 'Select a model' dropdown. Below these is a 'Single and Multiple' radio button. A progress bar at the bottom indicates the current step, with a red circle highlighting the 'Save & Upload' button.



Next Steps....

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“Return to Opportunity” for additional required documents



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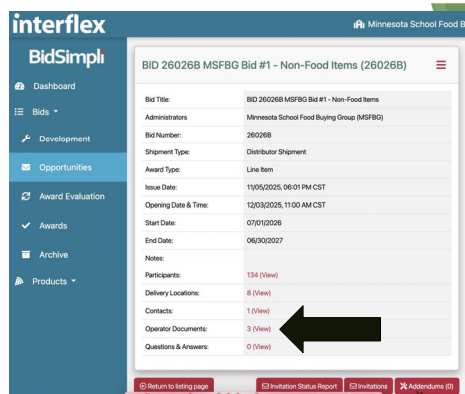
Next, download files that must be filled out and signed

- This is a very important step that was missed on multiple bids last year and they were disqualified
- E-signatures are accepted



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Operator Documents - (3) all required

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Operator Documents

File	Description
Att B Affidavit for Non-Collusion.pdf	Attachment B Affidavit for Non-Co
Att C Debarment and Suspension Form.pdf	Attachment C Debarment and Sus
Attachment A - Invitation for Bid and Acceptance.pdf	Attachment A - Invitation for Bid ar

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Attachment A - Invitation for Bid and Acceptance "26026B – MSFBG Non Food Items"

First page must be filled out and submitted w/ a signature - **E-signature is accepted**

14 page long document with bid language, **important info to read through.**

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Attachment A - 1st page Must be submitted w/ signature

Electronic Signatures will be accepted

INVITATION FOR BID AND ACCEPTANCE
BID 26026B MSFBG #1 - Non-Food Items
 Due by 11:00 a.m. LT, Wednesday, December 3, 2025

Anoka-Hennepin Independent School District 11 invites your company to submit a Bid on the above referenced items. All Bid documents must be uploaded to Interflex Bid Advantage at <https://bidadvantage.interflex.net> by 11:00 a.m. LT, Wednesday, December 3, 2025, in accordance with the terms, specifications and conditions set forth herein.

ACCEPTANCE: The following information must be completed and signed by an Authorized Agent of the vendors competing and submitted as part of the complete bid packet. Bids will not be accepted without this form. Penalties must be levied. Editing any part of this document to change the terms or conditions will result in the rejection of the bid.

MANUFACTURER INFORMATION		BIDDER INFORMATION	
MANUFACTURER NAME		BIDDER NAME	
WORKING ADDRESS		WORKING ADDRESS	
CITY		CITY	
COUNTRY AND ZIP		COUNTRY AND ZIP	
CONTACT PERSON		CONTACT PERSON	
EMAIL		EMAIL	
PHONE NUMBER		PHONE NUMBER	
FAX NUMBER		FAX NUMBER	
TAXPAYER IDENTIFICATION NUMBER			

I, _____, hereby agree, on behalf of the Manufacturer, to the terms and conditions of the contract and to the fact that the Manufacturer is not an employee or agent of the Manufacturer or the Contractor to the District other than those clearly specified in the Interflex Advantage Notice of Specifications. In addition, you agree to the original terms and conditions of this and any addendum.

AUTHORIZED MANUFACTURER SIGNATURE: _____ **TYPED OR PRINTED MANUFACTURER NAME:** _____

TITLE: _____ **E-MAIL:** _____

PHONE: _____ **DATE:** _____

Indicate receipt of Addenda to the Bid Documents below:

ADDENDUM:

Receipt of the following Addenda to the Bid Documents and their costs being incorporated in the Bid is acknowledged:

Addendum No. _____ Date _____ Addendum No. _____ Date _____

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ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT NO. 11
 DISTRICT PURCHASING OFFICE
 2727 NORTH FERRY STREET, ANOKA, MN 55303

No paper copies or flash drives are to be submitted to the Anoka-Hennepin School District. All Bid documents must be uploaded to Interflex Bid Advantage at <https://bidadvantage.interflex.net>. If you need assistance with any part of the process, contact Alexis Knoll at aknoll@interflex.net or by phone at 1-800-293-2509.

CHECK LIST FOR ELECTRONIC BID SUBMISSIONS

Bids must be submitted electronically through Interflex Bid Advantage at <https://bidadvantage.interflex.net>. The following documents must be uploaded for a complete Bid package. Missing items may disqualify your Bid.

- BID DOCUMENTS** (See Section 1.02 for detailed definitions)
- ☐ Vendor Bid Form - Specifications (Excel document found on Interflex Bid Advantage)
 - ☐ Attachment A - Invitation for Bid and Acceptance (Page 1 and 2)
 - ☐ Attachment B - Affidavit of Non-Collusion Form
 - ☐ Attachment C - Debarment and Suspension Form

Bid Check List -

Attachment B - Non-Collusion

ATTACHMENT B - AFFIDAVIT OF NON-COLLUSION

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

That I am the vendor (if the vendor is an individual), a partner in the company (if the vendor is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the vendor is a corporation).

That the attached response has been arrived at by the vendor independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other vendor designed to limit fair or open competition.

That the contents of this Request for Bid response have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the vendor and will not be communicated to any such person prior to the official opening of the Bid, and

I certify that the statements in this affidavit are true and accurate.

Authorized Signature: _____

Title: _____

Manufacturer Name: _____

Date: _____

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Inquiries Regarding Bid

- ▶ All inquiries concerning this Bid must be submitted via email to PurchQuotes@ahschools.us
 - ▶ Due by Friday, Nov. 21st by 4:00pm
 - ▶ The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor.
 - ▶ No phone or in person inquiries will be accepted.
 - ▶ It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention.
 - ▶ Responses to inquiries will be sent via addendum to Vendors by **Wednesday, November 26th by 4:00pm.**

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Bid Submission

- ▶ The Bid shall be submitted online through Interflex ONLY
- ▶ Bids must be received by **Wednesday, December 3rd, 2025 11:00A.M. central standard time.**

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Bid Opening

- ▶ All bids received after the time indicated will be rejected as non-responsive. Bids will be accepted via Interflex only. No bid will be accepted via mail or verbally.

The public opening via a virtual meeting will acknowledge receipt of the bidding vendors and the pricing. This will be read on December 3rd at 11:00 am after a few minutes to download and process.

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Thank you for coming!

Please direct all questions/comments to

PurchQuotes@ahschools.us

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