HAWAII STATE DEPARTMENT OF EDUCATION

PROCUREMENT AND CONTRACTS BRANCH

DECEMBER 8, 2025

ADDENDUM B

TO

INVITATION FOR BIDS

IFB D26-036

TO

FURNISH AND DELIVER FRESH POI TO VARIOUS

HAWAII STATE DEPARTMENT OF EDUCATION

SCHOOL CAFETERIAS STATEWIDE

The following changes are hereby provided and incorporated into IFB D26-036:

PART I: CHANGES TO THE IFB

A. Revisions to the Specifications

1. The shelf-life of seven (7) days starts on the pack date. Specifications section 2.4.3 Poi (pages S-2 to S-3) is deleted in entirety and replaced with the following:

2.4.3 POI:

Products provided shall be of the best quality of its respective kind. Product shall be free from defects such as, but not limited to, foreign objects, dirt, roots, etc. The taro root corm must be cooked to an extent to dissolve 100 percent of the calcium oxalate crystals that may render it unfit or a hazard for children and/or adult consumption. All poi items shall be delivered fresh and clean, free of dirt, sand or other foreign materials and packed in clean cartons and/or crates.

The taro corms used must be harvested at the peak of starchiness, and not overripe, where the corm has converted to a sugary gelatinous stage. The taro corm should have spots of pocket rot removed that can cause off odors or off-flavors, prior to processing.

The processed poi shall be ready-to-eat (RTE), without a need to add additional water for dilution. The product shall be of a consistency that allows the poi to be directly served. The poi shall not be hardened or flaky, that may result if the poi was stored at too cold a temperature for too long a time period. The processed poi shall not be fermented, indicated by distinctive sour flavors, or show growth of white lactic acid bacteria or black fungus.

At the time of delivery, the product must be of the best quality of its respective kind (for example: proper color, no foreign bodies), ideal starchiness and in good commercial condition. The poi shall not be sour, meaning without fermentation. No bacteria, mold, fungus or any other signs of decay at the point of acceptance.

The STATE understands that different varieties of taro corms produce different colors of poi when processed, and will accept multiple colors of poi milled from fresh taro. The STATE understands the health and benefits and historic legacy of probiotics in culturally traditional fermented, sour poi, but this condition is not within the product specification for this procurement.

Applicable products shall be identified with a readable open case label such as “Processed Taro or Poi”. Poi items that are prepacked and date coded must be marked with a “Best used by date” or “Sell-by date”. The STATE will not accept any product with a shelf life no less than seven (7) usable days, starting on the pack date, unless prior written approval from the school cafeteria SFSM or the STATE POC is provided. Products delivered with an expired “Best used by date” or “Sell-by dates” shall be rejected.

If excessive spoilage is noted, the product will be rejected and must be replaced within twenty-four (24) hours, or full credit must be issued to the receiving school.

2. The forty-eight (48) hour delivery requirement has been removed and the shelf-life of seven (7) days starts on the pack date. Specifications section 2.4.4.1 Freshness (page S-3) is deleted in entirety and replaced with the following:

2.4.4.1 FRESHNESS – The STATE will not accept any product with a shelf life less than seven (7) usable days, starting on the pack date, unless prior written approval from the school cafeteria SFSM or the STATE POC is provided. Products delivered with an expired “Best used by date” or “Sell-by dates” shall be rejected. If the manufacturer recommended shelf life is less than seven (7) usable days, starting on the pack date, the school cafeteria SFSM or the STATE POC must be notified in advance and give written approval for this reduced shelf life. Any deviation from these requirements must be approved by the school cafeteria SFSM or the STATE POC. All products are to be prepared and packaged without added sulfides or preservatives with accordance to food safety management and practices.

3. The shelf-life of seven (7) days starts on the pack date. Specifications section 2.4.5 Shelf-Life (page S-4) is deleted in entirety and replaced with the following:

2.4.5 SHELF-LIFE:

All products delivered shall be as fresh as possible (shelf life no less than seven (7) usable days, starting on the pack date) and within the growers and/or packers’ original shelf life (for example: Best if Used by Date, Expiration Date, or other markings). All products shall be identified with readable open case such as “Best used by date” or “Sell-by date”, or similar markings indicating the end of the guaranteed freshness date. Poi supplies shall be rotated on a “First-In, First-Out” basis using date of receipt or harvest dates.

Products delivered with expired “Best used by date” or “Sell-by date” shall be rejected.

B. Revisions to the Special Conditions

1. The Department bid item number is no longer required on the Data Submission Form. Special Conditions, 25. Pre-Approved Acceptable Products, Step 1 – Documentation (Data Submission Form) on page SC-9 has been deleted in its entirety and replaced with the following:

Step 1 - Documentation (Data Submission Form)

Thursday, December 11, 2025 at or before 3:00 p.m. (HST): Interested parties must email a copy of the following documents to the Hawaii State Department of Education, PCB, via email to doe-procurement@k12.hi.us.

Documents shall include:

1. Exhibit B, Data Submission Form (one form per product) – completed and signed;

2. Product description on Data Submission Form;

3. Manufacturer or brand name, product code number, or other identifier of product; and

4. Copy of Manufacturer's ingredient label, if applicable, as it will be printed on product package or box case.

The burden of proof as to the quality and suitability of the offered product shall be upon the Offeror.

The STATE has the right to request for clarification from the Submitter. Any request for clarification that is not responded to in a timely manner, may result in the Submitter's requested products being disapproved. In addition, the STATE has the option to classify products as disapproved if the Exhibit B Data Submission Form and its accompanying information is incorrectly completed.

On or around Tuesday, December 16, 2025, the STATE will issue an addendum via the HIePRO listing all products submitted for pre-qualification and will include the classification of each product as "Approved" or "Rejected". Any items that have been pre-qualified as "Approved" will require the submittal of samples in accordance with Step 2 – Sample Submission, Taste Testing and Evaluation.

C. Exhibit B the Data Submission Form is deleted in its entirety and replaced with the attached Exhibit B – Data Submission Form.

PART II: RESPONSES TO QUESTIONS SUBMITTED

The following questions and responses are hereby provided and incorporated into IFB D26-036:

Q1: Does the production of Poi have to be done in a certified kitchen?
A1: Yes. Please refer to the Specifications, section 2.3 STATE OF HAWAII DEPARTMENT OF HEALTH STANDARDS on page S-2.

Q2: Is fresh frozen poi allowed, or only fresh? For example, the fresh poi is packaged in 5 (five) pound bags and frozen for easier distribution and stocking. The poi can then be defrosted and reconstituted by the school cafeteria when received and ready to serve.
A2: The Poi cannot be delivered frozen. Please refer to the Specifications, section 2.4.4 POI QUALITY.

Q3: Can the STATE share any details regarding the delivery schedule? Is there a staggered delivery schedule? Is there a fixed delivery day?
A3: Districts have staggered menu cycles that will be shared with the awarded CONTRACTOR.

Q4: What is the STATE's definition of what constitutes a "safety seal" for the four (4)-ounce cups?
A4: The STATE does not have a specific definition, example, or product specification for a "safety seal." Please refer to the Specifications, section 2.4.4.2 PRODUCTS.

EXHIBIT B
DATA SUBMISSION FORM

Product Description: _____

Manufacturer: _____ Brand Name: _____

UPC or GTIN Number: _____ Product Code: _____

Case Weight: _____ (pounds and/or ounces) Per serving weight: ____ Number of units per case: _____

FRESH POI

The manufacturer, broker or distributor must attest to the following:

- Prepared in a licensed commercial kitchen approved by the State of Hawaii Department of Health Yes ____ No ___
- Taro cooked to dissolve 100 percent of the calcium oxalate crystals Yes ____ No ___
- Product is grown and/or raised in the State of Hawaii Yes ____ No ___
- Only potable water is used in the manufacture process Yes ____ No ___

PRODUCT CASE AND/OR PACK STANDARDS

The product cases, at a minimum, must visibly identify the manufacturer and/or packer or brand name; product name, product code number, and either a "Best used by date" or "Sell-by date".

DATA SUBMISSION FORM COMPLETED AND SUBMITTED BY:

I certify that the above information is correct and accurate to the best of my knowledge and products meet and/or exceed specifications.

Print Name _____ Representative Company _____

Signature _____ Date _____ Telephone Number _____

Hawaii Distributor _____ Hawaii Distributor Representative _____

DOE USE ONLY:

Sample Submitted by:

Print Name _____ Representative Company _____

Signature _____ Date _____ Telephone Number _____

DOE USE ONLY:

Data Submission: ☐ Accept ☐ Reject – Reason _____ Reviewed by _____

Testing & Evaluation Percentage: _____ Sample/Testing: ☐ Accept ☐ Reject by _____