

## ADDENDUM NO. 1

January 22, 2020

RE: **Bid #014.20.B3, Vending Machine Service for Healthy Snacks & Beverages**

FROM: **Purchasing Office  
Howard County Public Schools  
10910 Clarksville Pike  
Ellicott City, MD 21042  
(410) 313-6723  
(410) 313-6789 fax**

TO: APPROVED PROSPECTIVE BIDDERS

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This addendum forms a part of the Contract Documents and modifies the Original Bidding Documents as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Price Sheet/Form of Proposal. Failure to do so may subject the Bidder to disqualification. This Addendum consists of two (2) pages.

### **QUESTIONS & ANSWERS:**

- QUESTION:** Is this RFP being issued because you are at the end of the contract time frame or are you looking for changes? **ANSWER:** No, the HCPSS currently does not have a contract in place for this service. Schools who have vending services have entered into contracts on their own. It is the intent of the school system to have the schools move to this contract as soon as their current contracts expire.
  - What are you unhappy about with your current vendor and what changed? **ANSWER:** The HCPSS would like to establish a contract(s) for all schools and offices.
- QUESTIONS:** What are the address/ names of schools that require vending? **ANSWER:** See Attachment 3, School List.
  - What are the student population at each location? **ANSWER:** See Section 1.B. Background or visit school system website at <https://www.hcpss.org/> for school information.
  - Do these locations also require teacher lounge vending machines? **ANSWER:** Yes
  - How many vending machines are currently in each school? **ANSWER:** Number unknown, we have multiple vendors, depends on whether it is a High School, Middle School or Elementary School.
- QUESTION:** Who is your current vendor? **ANSWER:** The HCPSS has multiple vendors.
- QUESTION:** What was the reported amount earned from the past 3 years? By year? By school? **ANSWER:** Information unknown at present.
- QUESTION:** Is your current vendor providing you with any services, gifts, scholarships, donations, coupons, etc. other than vending services? **ANSWER:** Unaware of any services outside of vending.
- QUESTION:** Do your current vending machines have card readers on them? **ANSWER:** Information unknown at present.
- QUESTION:** What was the date of the last government check/visit of your Kitchen menu guidelines/regulations? **ANSWER:** The Maryland State Department of Education completed an Administrative review in December 2018 in order to determine compliance with all program requirements.
- QUESTION:** The RFP asks for a printed copies and a USB submission of bids. Does anything need to be done via eMMA? **ANSWER:** No

9. **QUESTION:** What is the existing commission rate? **ANSWER:** Commission rates vary from school to school, some schools receive commissions and some don't.
10. **QUESTION:** Can you provide the current list of schools with their respective assets, sales, commission (by product/machine type), existing contract term & vendor? **ANSWER:** Information unavailable at this time since we don't have a contract in place.
11. **QUESTION:** Machines can be on after school. Are there any on during the day?  
**ANSWER:** Machines are turned on after school is over with the exception of lounge areas.
- Does DFNS operate equipment themselves or contract vending services? When does their contract come up? **ANSWER:** The Food & Nutrition Services department provides snacks and beverages during lunch periods and does not have a contract with a vendor.
  - Is there flexibility in the time the machines can be on, if they contain nutritionally compliant product? **ANSWER:** The time machines are operable during the school day may be flexible after further discussion.
12. **QUESTION:** Would you consider a pilot program for locations that can only have vending on after the end of the school day? **ANSWER:** The HCPSS would prefer a contracted vendor at this time.
13. **QUESTION:** Would you consider pantry service for small locations? **ANSWER:** Not at this time.
14. **QUESTION:** Product List/Pricing & nutritional info. – does the form in the RFP have to be used or can the same information be included in another format? There is not much room on the form in the RFP.  
**ANSWER:** Product information can be made available on additional paper and format as long as it is legible and easy to read.
15. **QUESTION:** What is the existing MBE participation/minority outreach? **ANSWER:** MBE participation is encouraged but not required. Vendors are to identify any minority vendors used in the service of this contract.
16. **QUESTION:** What kind of sample current service contract are you looking for? A contract with another school district? Many of those are the bid documents and very lengthy. **ANSWER:** Bidders are to identify a current contract they have with a school system, company, if applicable.
17. **QUESTION:** HCPSS is part of the Mid-Atlantic Purchasing Team. Would you be willing to use an existing contract a similar MAPT member uses? **ANSWER:** The HCPSS would prefer our own contract at this time.
18. **QUESTION:** Section IV (4) D – Financial Info. – Does any of that have to be submitted with the bid or only upon request (all 3 sections: financial statement, other financial stat, financial submittal requirement) **ANSWER:** Financial info shall be provided only upon request.
19. **QUESTION:** Can beverage machines have Coca-Cola or Pepsi graphics, as they denote brand more than specific products? **ANSWER:** No
20. **QUESTION:** Is there the opportunity to provide snacks and beverages that are neither tier 1 nor tier 2 after the end of the school day? **ANSWER:** Yes, for after school concession areas, special events, etc.
21. **QUESTION:** Can locations be visited? If so, what is the best way to go about doing that?  
**ANSWER:** Yes, the HCPSS would recommend visiting a HS, MS and ES. Reservoir HS, Lime Kiln MS, and Fulton ES are all within the same complex. All visits shall be during school hours and you must check in at the front office at each school and identify yourself.

**END OF ADDENDUM**