

Thursday, January 3, 2019

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
IFB #Y19-193-MV, VENDING SERVICES FOR UTILITIES
TERM CONTRACT**

ADDENDUM NO. 1

1. The following are questions, with respective answers, for the above Invitation for Bids:

Question 1 – May we see the responses from the previous RFP?

Answer – The previous invitation for bids was cancelled and sealed. Bid prices are sealed in accordance with Florida Law.

Question 2 – Will the public have access to the market?

Answer – Yes, public and employees attending meetings and conducting business have access to the Micro-Market.

Question 3 – What are the pricing guidelines for the market?

Answer – Attachment A of the Invitation for Bids contains product pricing requirements.

Question 4 – What were the vending sales for the 2017 calendar year for these locations?

Answer – Although, no records exist for sales for 2017, Scope of Services, page 29, item 2 states the customer traffic for each of the locations. The previous contracts lacked revenue reporting requirements and have been cancelled.

Question 5 – What was the total commissions to the County for these vending machine locations for 2017?

Answer – There was not a requirement for commission.

Question 6 – What is the current contracted commission rate that Orange County receives for these sales?

Answer – There was not a requirement for commission.

Question 7 – Are the micro-market services for the Utilities Administration office a new service or do those services already exist at that location?

Answer – There were previous services but all services have been discontinued. Previous services were non-commissionable.

Question 8 – What are the size and dimension for the micro-market at the Utilities Administration? Can a site visit be scheduled prior to the proposal (due date)? Is there a diagram of the space that can be provided?

Answer – See Attachment 1 – Micro Market Floor Plan of this addendum. Site visits may be scheduled by reaching Jennifer Humphrey, Manager at (407) 254-9655 or by email at jennifer.humphrey@ocfl.net or Crystal Garcia, Senior Utilities Maintenance Coordinator at (407) 254-9650 or by email at crystal.garcia@ocfl.net.

Question 9 – Do any current vending machines accept cashless/card payments? If so, approximately what percentage?

Answer – All machines accept credit cards and cash.

Question 10 – Are snack machines with LED lights (very low energy) still required to have the energy-saver devices?

Answer – Yes.

Question 11 – The solicitation mentions that the micro-market sales are exempt from commissions – can we choose to include a rate of commission for both vending and micro-market sales?

Answer - **IMPORTANT NOTE: When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County's bid documents(s). Inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid.**

Question 12 - Is the product price guide that is included in "Attachment A" a requirement for responders, or can an initial pricing proposal be included different from the list? If those prices are required, what factors did the County utilize to determine that pricing? (Many of them are 15-20% below normal standard retail prices for large-chain convenience stores in the immediate area).

Answer – Bidders are cautioned not to submit pricing schedules which conflict or modify Attachment A, doing so will be considered a counter offer and shall result in the bid being declared non-responsive. The pricing established in Attachment A is based off rates from current government vending contracts

All other specifications, terms and conditions remain the same.

ACKNOWLEDGEMENT OF ADDENDA

The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the bid.

Receipt acknowledged by:

Authorized Signer/Title

Date Signed

ATTACHMENT 1 – MICRO MARKET FLOOR PLAN

Micro-Market is located in the first floor, 9150 Curry Ford Rd. Orlando, FL. The square footage is approximately 888 squared feet.

