## Solicitation Amendment No. 3

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| To: Prospective Proposer/Offeror: | Date: |
| :--- | :--- |
| Prospective Proposers | June 5, 2020 |
| Project Title: | Project No.: |
| Vending Machine Services | RFP 20-40 |

Description of Solicitation Amendment: The Request for Proposal - (Project RFP No. 20-40) is hereby amended as set forth below:

1. Questions and answers have been release (below).

Please visit our website at https://www.hccs.edu/about-hcc/procurement/
Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

| Acknowledgement of Amendment No. by: | Date: |  |  |
| :--- | :--- | :---: | :---: |
|  |  |  |  |
| Company Name (Bidder/Offerer): |  |  |  |
|  |  |  |  |
| Signed by: |  |  |  |
|  |  |  |  |
| Name (Type or Print): | Title: |  |  |

# REQUEST FOR PROPOSAL <br> PROJECT NO. RFP 20-40 <br> VENDING MACHINE SERVICES <br> QUESTIONS AND ANSWERS No. 001 

Date: June 5, 2020
To: Prospective Respondents
From: Procurement Operations Department, Houston Community College
Subject: Questions and Answers Responses
Q1. Would it be possible to get a Sales report with the Yearly Sales?
Response: See attached document.
Q2. Would it be possible to get a Sales report with the Yearly Sales for Beverages?
Response: See attached document.
Q3. Would it be possible to get a Sales report with the Yearly Sales for Snacks?
Response: See attached document.
Q4. Who is the Current Campus provider for Vending Service?
Response: Canteen
Q5. What is the current Commission Rate HCC is receiving?
Response: The contract commission is a negotiated flat rate.
Q6. What is the current pricing for Beverages on Campus?
Response: See attached document.
Q7. What is the current price structure for snack machines on campus?
Response: See attached document.
Q8. Could Micro Markets be an option for some locations?
Response: Yes. Where a Micro Market may be a good fit.
Q9. Can we get into locations to do site surveys?
Response: Yes, this will need to be set-up with our Facilities Department Contact.
Q10. What is the amount of Bond that the College is requesting?
Response: No bond is needed or required.
Q11. What percentage of the enrollment is online student's vs in Classroom Students?

Response: Currently, HCC is fully online. We anticipate opening up for online and hybrid classes in the fall. The percentage is unknown.

Q12. Do you anticipate going to more on-line classes in the future?
Response: That has not yet been decided.
Q13. Mr. Heins mentioned having vending at all 78 sites, while only 42 sites having vending today:
a. What options are currently being offered at the remaining 36 sites?

HCC has 78 individual buildings. A site may contain more than one building. The New Katy campus opens Spring 2022. Respondents are encouraged to make their own investigations and/or assessments and respond with a proposed solution. Vendor should provide propose number of machines.
b. How many snack machines are needed to service all 78 sites? Respondents are encouraged to make their own investigations and/or assessments and respond with a proposed solution. Vendor should provide propose number of machines.
c. How many beverage machines are needed to service all 78 sites? Respondents are encouraged to make their own investigations and/or assessments and respond with a proposed solution. Vendor should provide propose number of machines.
d. How many food machines are you interested in adding? Respondents are encouraged to make their own investigations and/or assessments and respond with a proposed solution. Vendor should provide a propose number of machines.

Q14. How critical is it to have a partner with a defined emergency response plan to help ensure the health \& safety of your students \& staff, especially as you prepare for their return after COVID-19?
Response: It is very critical and required to follow CDC guidelines and incorporate them in cleaning of the machines and product.

Q15. How does HCC plan to use the "give-away merchandiser to support HCC initiatives and student groups" (Do you have specific community events, celebrations, etc. planned)?
Response: Yes.
Q16. Please clarify what HCC would like to see for "Product Donations \& Additional Compensation Offered"? How many points are available for "additional considerations" under the Commission category of the Evaluation Criteria?
Response: Product Donations \& Additional Compensation Offered is a value added provision included in this solicitation. It is intended to encourage a partnership with HCC and the awarded vendor. No points or additional points will be given.

Q17. Would utilizing small business snack and beverage suppliers qualify for any points towards the Small Business Evaluation Criteria?
Response: Yes. Please refer to Page 31 of 68, Item No. 14, Small Business Development Program for recognized certifications and additional information relative to associated points specific to this RFP.

Q18. How many points are available for internship partnerships on the Evaluation Criteria?
Response: None. It is not scored or a requirement.
Q19. What is HCC's preferred timeline to have all machines installed after the notice of is received?
Response: August 2020.
Q20. Which HCC team members are included in Customer Satisfaction review meetings?
Response: Facilities, Student Services, Student Body Leadership.
Q21. Could you please provide a copy of the most current monthly and annual commission reports, broken down by machine for the last 12 months?
Response: See attached document.
Q22. Could you provide your current commission structure?
Response: The contract commission is a negotiated flat rate.
Q23. Are you currently receiving a MAG and if so, how much is the current MAG?
Response: Not applicable.
Q24. Please provide current sales per year for snacks, beverages, coffee and food.
Response: See attached, includes Snacks and Beverages only.
Q25. Can you provide us with any corporate sponsorship or additional incentives that may currently be received?

Response: None.
Q26. What is the current vending machine pricing by product and location?
Response: See attached.
Q27. Is there a surcharge for cashless transactions, if so, what is the amount?
Response: Yes, minimal.
Q28. What is the current contract term?
Response: It is on a month-to-month basis.
Q29. Is the proposed contract term negotiable?
Response: Yes.

Q30. Can you provide us with name of the current snack vending, beverage vending and food service provider and any applicable contract terms?
Response: Canteen. Refer to question 28 for contract term.
Q31. How often has the current vendor(s) requested a price change in the past two years? Response: Not applicable.

Q32. Are there any competing venues (convenience stores, markets, retail) that directly compete with vending?
Response: Some locations include food service providers.
Q33. Has there been any vandalism history, and can you provide us with a report for the past 3 years? Response: No/minimal.

Q34. What percentage of the current machines are being subsidized by the college? In section 2.6.5, it mentions "The College will subsidize these machines" can you please explain how the subsidy works?
Response: Currently none.









| Sales Amount |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 2018 | 2019 |  |  | Provided Items | Cost |
| Bottle Bev | \$ 396,409.75 | 359,561.75 |  | Houston Comm College | 3 Mskt 1.920 z | \$1.50 |
| Lg Snacks | 410,208.50 | \$ 409,586.05 |  |  | 3 Mskt V1.920z | \$1.50 |
|  |  |  |  |  | Twix $1.790 z$ | \$1.50 |
|  |  |  |  |  | Twix V1.790z | \$1.50 |
|  |  |  |  |  | V8 Splash Berry $160 z$ | \$2.25 |
|  |  |  |  |  | VWtr XXX $200 z$ | \$1.75 |
|  |  |  |  |  | Welch Mx Frt Snk $2.250 z$ | \$1.50 |
|  |  |  |  |  | Whet Thin TstVeg 1.750 z | \$1.50 |
|  |  |  |  |  | WonderfulisitoSnl. 750 z | \$1.50 |
|  |  |  |  |  | Wrgl Dblmint Gum 15stk | \$1.50 |
|  |  |  |  |  | Wrgl Dblmint Gum 6stk | \$0.75 |
|  |  |  |  |  | Wrgl Juicy Frt Gum 6stk | \$0.75 |
|  |  |  |  |  | Wrgl Juicy Fruit 15stk | \$1.50 |
|  |  |  |  |  | Wrgl Spearmint 15stk | \$1.50 |
|  |  |  |  |  | Wrgl Winterfresh 15stk | \$1.50 |

