

**Howard Community College**

RFP: Pouring Rights and Campus Vending Beverage Services

Bid Number: 22P-004

RFP Opening Date: **April 20<sup>th</sup>, 2022**

**ADDENDUM No. 2**

This addendum incorporates the minutes from the virtual pre-proposal conference held on March 18, 2022 at 11:00 a.m.

In attendance for the college: Domonic Cusimano, Director of Procurement; Dewey Grim, Director of Auxiliary Services; and Shelly Bilello, Auxiliary and Capital Programs Administrator.

The College is seeking proposals from firms to provide manual food service and catering services.

A few key dates and points that were emphasized:

The RFP document is located on the procurement page of the college's website.

Signed bid responses must be received via BidLocker by **2:30 pm on April 20, 2022**. Please note that this is an extension of the original due date. Late proposals will not be accepted. Each proposer needs to plan for adequate time for delivery, including taking into account registration time with BidLocker and upload time.

All questions are to be submitted to the Director of Procurement in writing by no later than 10:00 a.m. on April 6, 2022. Answers will be issued as addenda through the College's solicitation page. It is the responsibility of each proposer to ensure that they have received all addenda. Receipt of each addendum must be indicated on the appropriate form.

The Director of Procurement is the sole point of contact on this solicitation. No one else at the College may be contacted about this solicitation until after award has been made by the proper authority. Failure to comply with this requirement could result in disqualification. It is the intention of the College that a recommendation for award will be presented to the Board of Trustees in May. A Notice to Proceed will be issued after award. Firms should note that the solicitation is still considered in process until this time, even if their firm has not proceeded to a particular phase.

Discussion of the scope of work

The selected firm for the pouring rights and campus beverage vending machine solicitation shall be the College's single supplier for all beverage vending services and fountain drinks dispensed through the College's dining services. The firm shall provide a full service vending machine program and be able to provide a broad range of recognized brand-name soft drink beverages, including sodas, teas, waters, and juices. The selected firm shall also provide dispensing equipment for fountain drinks in the Café on the Quad at no cost to the College. The College will work with the selected firm to implement the goals of healthy beverage choices. This contract is currently limited to the College's main campus and expressly excludes the Children's Learning Center.

Questions:

*Q1. Will there be an opportunity for oral presentations?*

The college does not currently intend for there to be an oral presentation phase.

*Q2. Will vendors know the Food Service RFP awardee by the time responses to this solicitation are due?*

It is anticipated that the Food Service RFP will be awarded at the College's May board of trustees meeting. As a result, it is unlikely that the intended awardee will be known before the beverage pouring RFP concludes.

*Q3. Do the numbers for volume of case sales in the RFP document include sales from the Children's Learning Center (CLC)?*

No. The CLC is not included in the beverage pouring contract and has never been a source of revenue or volume for the beverage pouring contract.

*Q4. The RFP shows 18 vending machines. Can you provide type of vending machine? Stacker vs glass front vendor?*

The types are as follows: 12 glass front; 3 bottle stackers; 2 water bottle machines; 1 can machine. The college is not opposed to recommendations on changes to types of machines, number, and location.

*Q5. Regarding vending machines in the athletics center, will machines not be placed there right away?*

Correct. The athletics center is currently closed and the two machines that are located there are not in use at the moment.

*Q6. The campus Starbucks has an open air cooler which contains several products that are not part of current beverage provider's portfolio. Is that part of an exclusion?*

Yes. The Starbucks outlet is permitted to sell competitive products provided that no competitive products are sold, vended, distributed, dispensed or otherwise served from the current contract holder's equipment and that the products do not include Starbucks Handcrafted Sodas or any other carbonated soft drink. It is expected that the awarded vendor will be amenable to this same practice.

*Q7. Section 1.3 indicates that the awardee is responsible for cleaning the area around vending machine. Can the College clarify what the expectation is? Is it a certain area that must be cleaned? How large of an area?*

This refers to the College's expectation that the awarded vendor clean up any trash associated with refresh and servicing of machines, not that they are responsible for regular cleaning of the areas around the vending machines on an ongoing basis.

*Q8. Section 1.5, theft section. Have there been instances of theft on campus?*

Not in recent years that the College is aware of.

*Q9. Section 1.4 indicates that 20 oz containers are currently stocked in vending machines on campus. Is the College planning to remove 20 oz containers at some point? And regarding the Howard County healthy food law, is it expected that 75% of items need to be healthy options? Does this law control the package size or something else?*

The College expects that respondents will follow the requirements listed in section 1.15. Responses to this section and proposed steps to adhere to the County ordinance will be one of the factors the College uses to score proposals.

*Q10. When is it expected that the contract will begin?*

It is expected that the contract will begin as soon as possible after the board of trustees awards the contract at the May 25<sup>th</sup>, 2022, board meeting.

*Q11. When is the new athletic center opening? What does athletics look like on campus right now?*

Estimated completion of the new building is in 2024. Given the closure of the athletics center to accommodate the construction of the new Math and Athletics Center, there is very little athletic program activity on campus. Teams are primarily operating off campus.

*Q12. Once the bid is submitted on bid locker, will there be any opportunity for best and final offer or anything like that?*

While submitting the technical proposal and price in bid locker is the final step, the College reserves the right to request best and final offers as part of the process if it is deemed in the College's best interest.

*Q13. What is the current commission rate?*

The college is unable to provide this information. The total commissions to the college for last fiscal year (FY21) were approximately \$1,995.91. FY20 commissions were \$23,527.40.

Issued on April 1, 2022.

## Pre-Solicitation Conference Attendees

| First Name | Last Name | Email                        | Firm              |
|------------|-----------|------------------------------|-------------------|
| Ed         | Crouse    | edward.crouse@pepsico.com    | Pepsi             |
| DiAnte     | Yawn      | customvendingllc@outlook.com | Custom Vending    |
| Isaiah     | Robinson  | Str8t2itvending@gmail.com    | Str8 2 It Vending |
| chandan    | nag       | chandan.nag@pepsico.com      | Pepsi             |
| Pamela     | Smith     | pdsmi320@yahoo.com           | Custom Vending    |
| Anthony    | Jefferson | HQFinancial@outlook.com      | HQ Financial      |
| Courtney   | Smith     | Csmith@passthesnacks.com     | Pass the Snacks   |
| Malik      | Strait    | malik.strait@pepsico.com     | Pepsi             |
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