



Solicitation Amendment No. 4

To: Prospective Proposer/Offeror:	Date:
Prospective Proposers	June 16, 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) Section 1 – Project Overview & Scope of Services – Page 12, adding Section 2.13 Deliverables.
- 2) Section 2 – Price Proposal replaced in its entirety.
- 3) Questions and Answers No. 002 attached.
- 4) The RFP Proposal due date has been changed from Wednesday, June 17, 2020 by 2:00 p.m. (local time) to **Wednesday, June 24, 2020 by 2:00 p.m. (local time).**

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:

2.13 DELIVERABLES

Responses to this RFP must include, at a minimum, but not limited to, the following information:

- a) Detailed specifications, description and age of all vending machines that you intend to deploy if awarded this contract;
- b) Greatly improve the price/selection of beverage vending service with a noted price baseline;
- c) Each vending machine shall offer nationally recognized brands and /or products as approved by HCC;
- d) Vendor shall provide first class service to customers and maintain good public relations;
- e) Provide a central point of administration for remote management of all in-scope devices with duties which include but are not limited to collecting data, generating reports, and generating alerts based on low supply levels and alerts based on malfunctioning or failed components;
- f) Vendor shall be capable of efficiently handling the needs of HCC, and shall provide good quality products;
- g) All beverage vending machines must be approved by HCC prior to installation. HCC requires all equipment to be in good operating condition, Beverage vending machines shall not be older than two (2) years at inception of contract. HCC shall designate when machines in service need to be replaced.
- h) The Vendor will be required to provide HCC with a written plan to include proposed placement of all beverage vending at each campus location. Proposed plan should be based upon your company's experiences and sales history.
- i) Vendor will be required to provide HCC with a written plan of preventive maintenance and replacement of worn, damaged or malfunctioning equipment, which will be instituted and carried out during the term of the contract.
- j) Vendor will refund HCC employees, students and guest any money lost through equipment malfunctions including, but not limited to non-delivery of merchandise, spoiled products, or incorrect change. The means by which the reimbursements are to be made will be mutually agreed upon between Vendor and HCC.
- k) Vendor will be responsible for keeping all vending machines clean orderly and in sanitary condition and in compliance with all applicable state, federal and local health

and sanitization requirements.

- l) Vendor shall provide equipment maintenance and repair 24 hours a day, 7 days per week. Equipment that cannot be returned to full service within 72 hours of notification shall be replaced with comparable equipment of like quality until original equipment is returned to service. A telephone number or email contact to request service or product refills shall be prominently displayed on each machine.
- m) A mutually agreed upon service schedule will be developed by HCC and the Vendor to ensure that the vending machines are supplied appropriately. All machines are to be adequately stocked on a timely basis and merchandise is always fresh. Service personnel must be uniformed.
- n) The Vendor must provide factory trained repairmen and well-qualified, uniformed route-men available 24 hours a day, 7 days a week for emergencies.
- o) Changes in product prices, portions and specifications must be submitted to the Contract Administrator in writing for approval prior to implementation. All request must be submitted at least 60 days prior to any price or product adjustment.
- p) HCC shall be compensated at the agreed upon intervals or scheduled accounting period a commission based on a percentage of gross sales less any applicable taxes. Payment shall be made by check accompanied by an itemizing listing of sales or invoices by vending machine and location. Failure to provide a commission by the agreed to due date shall constitute a breach of contract.
- q) Vendor may at vendor's option, donate promotional items to HCC each year as give away incentives. (Calendar January – December or HCC fiscal year September 01 – August 31.) with a quarterly donation report sent to Contract Administrator.

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(Section 2 – Price Proposal replaced in its entirety)

Section 2 – Price Proposal

1. Instructions

The Proposer/Contractor agrees to pay Houston Community College the below commission fees based on total monthly gross sales of beverage and non-beverage items from vending machines located in all HCC facilities. The monthly gross sales, obtained from the total amount of units sold, from all vending locations and shall be based on the total combined vending sales at all HCC facilities.

2. Total Cost

Proposer shall complete and submit the Cost Proposal, Attachment "Schedule of Items and Prices".

Proposer may submit, for HCC's consideration, any other products and services it offers.

The vendor will provide prices for items/services listed. It is important that vendors outline features of their proposal, such as value added product(s) and/or services that would not normally be addressed in a pricing evaluation as they are of a non-mandatory nature.

Indicate volume discount levels if they apply to your product(s) and/or applicable Educational/Local Government discounts. Any other available discounts should be strongly considered by Respondents.

3. Price Evaluation

Price points shall be calculated based on the following formula:

$$\text{Highest Total Proposed Commission} / \text{Total Proposed Commission} \times \text{Available Price Points} = \text{Price Score.}$$

4. Price Proposal Signature

The information in this RFP is to be utilized solely for preparing the proposal response to this RFP and does not constitute a commitment by HCC to procure any product or service in any volume.

Name:	
Title:	
Date:	
Signature:	

**SCHEDULE OF ITEMS AND PRICES
For
Vending Machine Services**

The Proposer/Contractor agrees to pay Houston Community College the below proposed commission fees based on total monthly gross sales of beverage and non-beverage items from vending machines located in all HCC facilities. The monthly gross sales shall be based on the total combined vending sales at all HCC facilities.

I. Vending Machines Products & Commission:

LINE NO	DESCRIPTION	MONTHLY % COMMISSION
1	Percent (%) Commission of gross receipts for beverages (cold & hot) – and includes bottle and can drinks	%
2	Percent (%) Commission of gross receipts for non-beverage sales - snacks	_____ %
3	Sum of Item #'s 1 & 2	% _____

Number of days required for installation after notice of award is received: _____

Additional Considerations. Respondents are also encouraged to proposed additional financial considerations to the College as part of the proposal including:

- ❖ Product Donations
- ❖ Additional Compensation Offered
- ❖ Alternative Commission structure (if applicable) please provide detailed of how your proposed structure will work. Note: Alternate responses are considered as an option. Respondents must first respond to all requirements identified above)
- ❖ Proposer to include any relevant services or products, value added, that would be provided to the College, which is not priced in this proposal, but which enhance the acquisition process.
- ❖ Respondents are able to provide additional offers for review and consideration as deemed appropriate.

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I. Products Prices

Vending Products Prices and Commissions				
Item No.	Product	Size	Vending Price	Commission Rate*
1.	Cold Can Soda	12 oz.	\$__/ea.	
2.	Cold Bottle Soda	20 oz.	\$__/ea.	
3.	Cold Can Juice	12 oz.	\$__/ea.	
4.	Cold Bottle Water	20 oz.	\$__/ea.	
5.	Hot Coffee	Cup Size 12 oz.	\$__/ea.	
6.	Gum	15 ct.	\$__/ea.	
7.	Candy	2.04 oz.	\$__/ea.	
8.	Chips (regular)	1.5 oz.	\$__/ea.	
9.	Chips (large)	2.0 oz.	\$__/ea.	
10.	Cookies	2 oz.	\$__/ea.	
11.	Pastry	5 oz.	\$__/ea.	
12.	Peanuts	2 oz.	\$__/ea.	

* _____Commission rate(average of above items) is payable to THE COLLEGE based on monies collected from the vending machine minus deposits and any applicable taxes.

Note: Each proposer shall provide, with its proposal, descriptive literature and brochures on all products being proposed to HCC in response to this solicitation.

Respondents are able to provide additional offers for review and consideration as deemed appropriate.

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II. OPTIONAL HEALTHY AND HOT FOOD ITEMS:

List below any healthy and hot food items being offered or attach sample menus or brochures describing such items:

Item No.	Product	Size	Vending Price
13.			\$ _____/ ea.
14.			\$ _____/ ea.
15.			\$ _____/ ea.
16.			\$ _____/ ea.
17.			\$ _____/ ea.
18.			\$ _____/ ea.
19.			\$ _____/ ea.
20.			\$ _____/ ea.
21.			\$ _____/ ea.
22.			\$ _____/ ea.

Note: Each proposer shall provide, with its proposal, descriptive literature and brochures on all products being proposed to HCC in response to this solicitation. The proposer may also attach a list of additional products for HCC consideration.

Respondents are able to provide additional offers for review and consideration as deemed appropriate.

Optional: What amount of give-away merchandise will you provide on an annual basis to support HCC initiatives and student groups?

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(Questions and Answers No. 002)

REQUEST FOR PROPOSAL

**PROJECT NO. RFP 20-40
VENDING MACHINE SERVICES**

QUESTIONS AND ANSWERS No. 002

Date: June 16, 2020

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

Q1. Can we get clarification on Page 18 #2 Total Cost and #3 Price Evaluation?

Response: Refer to Amendment No. 4.

Q2. Can we use "Like New" machines equipped with our wireless VENDWATCH Telemetry?

Response: As long as the machines provide the data requested; is accessible as requested and looks and functions as new, modern equipment. Detailed specifications, description and age of all vending machines that you intend to deploy if awarded this contract.

Q3. What specific products or brands have your students/faculty have asked for?

Response: Data not available. The College intends on working with the awarded contractor to develop surveys to send to students, faculty and staff to aid in identification of products or brands.

The awarded vendor may be asked to assist with periodic surveys over the life of the contract.

Q4. What are the anticipated annual vending revenues once all sites are being serviced?

Response: Refer to Questions and Answers No. 01. See Question No. 24.

Q5. What is the anticipated return date?

Response: To be determined.

Q6. How has COVID-19 impacted enrollment for the next semester?

Response: To be determined.

Q7. What percentage of traditional students will continue with remote learning instead of returning to campus?

Response: To be determined.

Q8. Could you please provide if commissions are broken down by product category or type?

Response: Reference Questions and Answer No. 01. See Question NO. 21.

Q9. Could you please provide annual sales for the past 3 years?

Response: Information is not available.

Q10. What is the estimated full time enrolment after the current COVID-19 for the upcoming school year?

Response: To be determined.

Q11. Our financial statements are certified by a non-Texas CPA. Can that be acceptable?

Response: Yes, it is acceptable.

Q12. Section 2 – Price Proposal, #2 Total Cost. Can you clarify what the total proposed cost will be fixed for the life of the contract?

Response: Refer to Amendment No. 4.

Q13. Section 2 - Price Evaluation, #3 Can you please clarify how this formula applies to vending? We are not very clear on the formula.

Response: Refer to Amendment No. 4.

Q14. If a bidder provides different commission rates for each product listed in page 20, how would those rates be considered against the combined percentages for beverages and non-beverages in page 19 for evaluation purposes?

Response: The net sales commission rate on page 19 will serve as the basis for scoring commissions. The highest rate bringing the most commission to the college will get the most points. The products and pricing for items listed on page 20 will serve to determine if prices are practical and their reasonableness against other proposals. The vending price of each category is averaged, to determine lowest to highest ranking. The most points will be given to the lowest average.

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