

The School Board of Miami-Dade County, Florida
SCHOOL BOARD ADMINISTRATION BUILDING
Procurement Management Services
1450 N.E. 2nd Avenue, Room 352
Miami, Fl. 33132

BID ADDENDUM

Direct All Inquires To
The Bureau of Procurement
Management Services
Buyer: Phillip Ford
Phone: (305) 995-2361
TDD Phone: (305) 995-2400

Date: May 28, 2004
Addendum No. 2

BID NO. 081-DD03

BID TITLE: VENDING MACHINE FEE PROGRAM FOR SENIOR HIGH SCHOOLS, STUDENT ACCESS

This addendum modifies the conditions of the above referenced BID/RFP as follows:

1. **New Special Conditions added: 28. FINANCIAL RESPONSIBILITY and 29. EXPERIENCE / REFERENCE**
2. **Bid Proposal Form (FORMAT B): ITEMS 111 THROUGH 115, MIAMI SPRINGS SENIOR HIGH. SNACK / FOOD MERCHANDISER MACHINES INCREASED TO SIX (6) MACHINES**
3. **Response to questions received from potential bidders.**

The attached pages containing clarifications, additional information and requirements constitutes an integral part of the referenced bid.

1. If your bid/proposal has not been mailed, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**

OR

2. If your bid/proposal has been mailed, sign and return this addendum form with the revised pages by the time and date indicated on the Bidder Qualification Form. **BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.**

I acknowledge receipt of Addendum Number 2

PLEASE NOTE: If your firm has mailed a copy of this bid/proposal to another vendor, it is your responsibility to forward them a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF
BIDDER: _____

MAILING
ADDRESS: _____

CITY, STATE ZIP
CODE: _____

TELEPHONE NUMBER: _____ E-MAIL I.D. _____ FAX

BY: SIGNATURE
(Manual): _____
OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____
OF AUTHORIZED REPRESENTATIVE

TITLE: _____

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

BID 081-DD03	BUYER PHILLIP FORD	PAGE REVISED NO. 2 - SC 1
BID TITLE VENDING MACHINE FEE PROGRAM FOR SENIOR HIGH SCHOOLS, STUDENT ACCESS		

SPECIAL CONDITIONS REVISED NO. 2

27. **FINANCIAL RESPONSIBILITY:** Bidders must be able to demonstrate the necessary financial resources to pay access fee as bid. Financial statements for the last two (2) years must indicate evidence of this. These statements may include a balance sheet, income statement, and / or cash flow statement and must be submitted with the bid. The District reserves the right to request additional information in order to evaluate a bidders ability to pay access fee as bid.
28. **EXPERIENCE / REFERENCE:** Vendors must submit three (3) letters of reference from institutions (public or private) in which the bidder is currently or within the last three years has provided vending machine services similar to those outlined in this bid.

BID PROPOSAL FORM (FORMAT B)

Type or print in this box the complete name of the bidder: Bid No. 081-DD03 Title: Vending Machine Fee Program For Senior High Schools, Student Access Buyer: PHILLIP FORD, CPPB		
ITEM	DESCRIPTION OF ITEM	Access Fee Bid for each school site location
	To provide vending machine service at the below listed senior high school locations. The statistical information shows the student population and number of existing vending machines at each school site location.	
	Items 111 through 115 Miami Springs Senior High 751 Dove Avenue Miami, FL 33166	4875 - students 12 - beverage vending machine 6 - snack merchandisers 1 - ice cream vending machine
111	Carbonated Beverage Vending Machine, canned/plastic containers	\$ _____ Annual Access Fee
112	Non-Carbonated Beverage Vending Machine, canned / plastic containers	\$ _____ Annual Access Fee
113	Milk Vending Machine,	\$ _____ Annual Access Fee
114	Snack / Food Merchandiser	\$ _____ Annual Access Fee
115	Ice Cream Vending Machine	\$ _____ Annual Access Fee
	BIDDERS SHOULD MAKE EVERY EFFORT TO FURNISH ALL INFORMATION REQUESTED BELOW ON THE ITEM(S) FOR WHICH A BID IS SUBMITTED.	
	CARBONATED BEVERAGES	BRAND: _____ TYPE OF CONTAINER: _____ SIZE OF CONTAINER: _____
	NON-CARBONATED BEVERAGES	BRAND: _____ TYPE OF CONTAINER: _____ SIZE OF CONTAINER: _____
	MILK	BRAND: _____ TYPE OF CONTAINER: _____ SIZE OF CONTAINER: _____
	SNACK / FOOD MERCHANDISER	PLEASE COMPLETE INFORMATION REQUESTED ON DATA SUBMISSION FORM
	ICE CREAM	PLEASE COMPLETE INFORMATION REQUESTED ON DATA SUBMISSION FORM
	SERVICE AND MAINTENANCE CONTACT INFORMATION NAME: _____ PHONE NUMBER: _____ FAX NUMBER: _____	

**PRE-BID CONFERENCE
STUDENT ACCESS VENDING MACHINE FEE PROGRAM
FOR SENIOR HIGH SCHOOLS – BID NO. 081-DD03**

**May 17, 2004 – 9:00 a.m.
Department of Food and Nutrition Training Center**

Miami-Dade County Public School Staff Present

Phillip Ford, Procurement Management
Sharon Hire-Miller, Procurement Management
Penny Parham, Department of Food and Nutrition
Tom Holmberg, Department of Food and Nutrition
Genie Williams, Department of Food and Nutrition

Vendors Present

See Attached Sign-In Sheets

NOTES

Phillip Ford – Copies of the bid were distributed to all in attendance. Phillip Ford and Tom Holmberg reviewed the Special Conditions section of the bid, with the following questions and answers. This will be a one-year bid with renewal options up to four years. Addendum will be issued after this pre-bid conference.

Questions and Answers

Q. “Will there be a reduced fee for July and August since there is a smaller population?”

A. *No, as you are bidding on the entire school year.*

Q. “What is the installation date for the vending machines?”

A. *In July.*

Q. “What if the population in the schools declines?”

A. *We will put a de-escalation clause in the Special Conditions section of the bid. Please see addendum.*

Q. "Does the population change in the middle of the school year?"

A. *No, at the beginning.*

Q. "Can the machines be placed in the cafeteria?"

A. *There are guidelines in the bid as to where the machines may be placed.*

Q. "What if additional outlets are required to power the vending machines?"

A. *The vendor and school site administrator will make arrangements for any addition electrical outlets required.*

Q. "What are the location limitations of GMAC vending machines?"

A. *These vending machines may only be located in the locker rooms or other athletic areas of the school.*

Q. "Who decides what type of vending machine for school placement, i.e., snack, soda and milk?"

A. *This will be divided according to the bid.*

Q. "Is the milk pilot program still going on?"

A. *Yes, we did middle and senior high schools. There will be a bid, hopefully, in the fall for middle schools exclusive to healthy items. This milk pilot will conclude at the end of the 2003-04 school year.*

Q. "How do we get a juice product approved?"

A. *There are guidelines of sampling of products. This is done through Tom Holmberg at the Department of Food and Nutrition. Some products are pre-approved in the bid.*

Q. "What about water?"

A. *Yes – water with no additives.*

Note: Industry standard is 20 oz. for water – bid can be changed to reflect water – 20 oz. and all other beverages 16 oz. or less.

Q. "What about healthy refrigerated items?"

A. *Vendor would need to provide refrigerated vending machines.*

Q. "Could you expand on the information (specs) for juices?"

A. *Vendor should provide cut sheet from the manufacture.*

Q. "Welch's juice is not an approved brand. Can we submit now, and get approval later?"

A. *Yes – assume the product will be approved or submit an alternate product.*

Question from Phillip Ford

Asked for suggestions as to resolution of damaged vending machines.

It was suggested that damage should be based on a percentage of loss – all share the cost of loss – deduct percentage from access fee.

Tom Holmberg – Need to look at this and come up with faire resolution to this problem.

Q. "When will vendor be able to move their machines from the contract if vandalized?"

A. *Will be addressed in bid addendum.*

Q. "Can carbonated beverage machines stay on 24 hours a day?"

A. *Yes – if there is one slot in the carbonated vending machine with 100% fruit juice, they are in compliance with federal guidelines.*

Q. "How long do we have for machines to be removed if bid is not continued?"

A. *Special Conditions will be revised to allow seven to ten business days for removal of machines.*

Q. "What will happen if the current vendor does not remove their machines by June 30, 2004?"

A. *After proper notification by Procurement Management notifying vendors to remove their machines, if vendors do not comply, machines will be unplugged and turned around.*

Q. "What if a vendor wants to add an additional vending machine?"

A. *This up to the school administrator and there has to be room to place the machine. See details in the bid.*

Q. "Who determines which vendor gets certain spots to locate machines?"

A. *This has to be worked out with the school site. Wherever possible, will try to place a bank of vending machines.*

Phillip Ford requested vendors to e-mail him with any additional questions they may have.

Q. "In the event MDCPS mandates the removal of such high fat/sugar/sodium foods from student-accessed vending machines, what relief or reduction of access fee would be considered?"

A. *If carbonated beverages become prohibited during the term of this contract, the carbonated beverage vendor will be allowed to replace carbonated beverages with an approved beverage or be released from their contractual obligations, if no substitution is available.*

If currently stocked food items are removed from the approval list, it is the awarded vendor's responsibility to replace item with an approved product.

Q. "All vending machines shall be stocked and in operation 24 hours a day. Does this mean that the State and Federal Regulations do not apply, which require the machines to be on timers and remain off 1 hour before and after each meal (breakfast and lunch) period?"

A. *The inclusion of 100% juice in (1) slot of carbonated beverage machines, meets the requirements of Federal Regulations.*

Q. "Special Conditions, #21 b. Quantity of Vending Machines – Can you please elaborate on this section? Not clear on how the beverage machines will be equally divided, and awarded if additional beverage machines remain."

A. *The maximum number of beverage vending machines for each location, shall be equally divided among the successful vendors for carbonated beverages, non-carbonated beverages and milk vending machines. When there is an additional beverage vending machine location remaining, the beverage vendor with the highest access fee shall be allowed to place a machine at that school location.*

Q. "Can you give an example of a non-branded type signage?"

A. *Special Conditions, #21 e. Quantity of Vending Machines, has been revised to allow brand specific signage.*

Q. "What is the volume for carbonated, non-carbonated and milk beverages for each school?"

A. *The School District does not require vendors on access fee contracts to disclose the volume of sales, nor does the District keep records.*

Q. "Two weeks is too short a time to adequately bid, would MDCPS consider extending the bid due date?"

A. *The bid opening date has been extended to June 15, 2003.*

Q. "We need to be able to pull out unproductive machines."

A. *Vendors submitting a bid are bidding for the right to have access to the vending machine locations within a school site. Regardless of the amount of sales generated, an awarded vendor shall be contractually obligated to pay his/her access.*

Q. "Ice cream samples, would you handle (12) twelve different kinds before it melts?"

A. *The quantity of samples has been changed to (1) one and the District has a freezer to keep products in its frozen state.*

Q. "When electric work is necessary, you should allow vendor to bring in certified electrician. Work orders thru the system are always too long to complete."

A. *It is against District policy to allow non-approved vendors to do work on its facilities. However, the District will work diligently to assure that facilities are maintained in a manner that keeps vending operational.*

Q. "Please update number of students per school?"

A. *Student population has been conveyed in the bid as given from school principals. Information received after bid was advertised is updated in bid addendum.*

Q. "Please provide us with the spec sheets from Coke, Pepsi, Snapple & other products?"

A. *You have to get specifications from the manufacturer.*

Q. "Which schools have night & vocational education?"

A. *Miami Edison, Felix Varela, Miami Southridge, Miami Killian, Dr. Michael Krop, G. Holmes Braddock, Coral Reef, Barbara Goleman, Hialeah High, Hialeah-Miami Lakes, Miami-Coral Park, Miami Jackson, Miami Palmetto, Miami Senior, Miami Springs, Sunset Senior, South Dade, South Miami, Robert Morgan Educational Center.*

The student population indicated in the bid for these locations include the night & vocational students.

Q. "Any minority / local participation preferences?"

A. *The District does not have a local preference policy and this is not a W/MBE set aside bid.*

Q. "Due to the "snack / food" access fee combined for each school, can the refrigerated food be a separate category?"

A. *No. The vendor with the highest access fee bid for snack / food merchandiser will be allowed access to the school site for which they bid.*

Q. "We are trying to find out why the New World School of Arts is not in this bid."

A. *New World School of the Arts (NWSA) is a partnership between the University of Florida, Miami Dade College, and Miami Dade County Public Schools. Miami Dade College currently administers the contracts for vending machine services located at (NWSA).*

Q. "We are concerned that in Miami Springs Senior High there is only 1 snack machine when there are 12 beverage machines. The school has enough electrical plugs and space to install more snack machines. We cannot bid realistic figures for snacks if we have no access to the students. This size of the school, with 4875 students should have an average of 6 machines for a good service. Please clarify if this is a decision taken by the Principal or by the Food Service Dept. All the other schools included in this bid with this size has an average of 6 snack machines."

A. *Please see addendum no. 2 for revised snack / food merchandiser quantities.*

Q. "Will all cafeterias have at least 1 snack machine?"

A. *The cafeteria is not a location that vending machines will be added as a result of the access fee bid. Vending machines that are placed in the cafeteria are done so by the authority of the Department of Food and Nutrition.*

Q. It seems a bit excessive to have a company paying thousands in quarterly payments in advance when we have to begin by investing millions in equipment, product purchases and cages without any cash flow from initial installations. Please make sure you make this condition a bit more reasonable for minority companies to be able to bid. Maybe in the second year we can begin to pay advanced quarterly payments.

A. *The advance payment of quarterly access fee has been implemented to protect the District. All vendors, minority or non-minority, agree to this condition by the submission of their bid.*

- Q. It is impossible to bid on Senior High Schools with population of 2000+, with only one snack machine. There is a 2 to 1 ration between beverage and snack machines in most of your schools presently, please try to adjust any school with less than 2 to 3 snack machines.

For example:

Miami Springs:	12 Sodas vs. 1 Snack
Miami Carol City:	10 Sodas to 1 Snack
Miami Jackson School:	15 Sodas to 1 Snack

Lets find a balance for this snack service.

We request that the Food and Nutrition Department set a minimum of snack machines based on the present average depending on student population.

We have found enough electric plugs and space in each school that presently has only 1 snack machine, to place an average of 4 – 5.

- A. *The quantities of vending machines represent the current number of machines at each school site.*

- Q. If this is a true access fee bid, there seems to be a conflict of interest for you to request sales figures, which can expose private corporate strategies.

- A. *Providing sales figure is not a requirement of this bid.*

NOTE: ANY ADDITIONAL QUESTIONS RECEIVED AFTER THE RELEASE OF THIS ADDENDUM WILL BE POSTED ON THE DISTRICT'S WEBSITE, IN THE Q&A COLUMN.