

## QUESTIONS AND ANSWERS

### REQUEST FOR PROPOSALS NO. 077-HH10 – SELF-OPERATED VENDING PROGRAM

QUESTION: Training is one of the requirements as seen on page 3, therefore you plan to have designated staff from Food and Nutrition to refill ALL the machines throughout the county.

RESPONSE: The Department of Food & Nutrition will have its in-house staff perform the required daily operation services for the vending machine program.

QUESTION: Can you bid on just one region and one type of school? For example can you just bid on Region two elementary schools?

RESPONSE: The intent of this Request For Proposals is to enter into a vending machine leasing arrangement with a single proposer, who can accommodate the entire District.

QUESTION: Can you confirm the number of originals and copies? Page iii section II. A. \*\* has "Nine (10) copies".

RESPONSE: The number of copies required is twelve (1 original and 11 copies).

QUESTION: Page 2 Section V Specifies the need for a turn key operation but mentions nothing about hand trucks, carts, transportation needs, etc. is this required or is it only the machines and enclosures?

RESPONSE: The only requirement of the Request For Proposal is the leasing of vending machines and enclosures. The successful proposer is responsible for the turn-key, transportation, delivery, set-up, maintenance, repair, etc., of the vending machines.

QUESTION: Page 2 Section V mentions security doors. Are all enclosures going to require security doors? If these doors are required, are these going to be the doors that are sealed or a cage stile that allows access to buyers? Or is it going to be a mixture of enclosures?

RESPONSE: The total specifications are included in the RFP. Please refer to page 13 of 47. The doors are to be reinforced, closures sealed, not cages.

QUESTION: Page 3 Training: About the initial training. Is this going to be performed as a single event in an auditorium or is it going to be performed site by site.

RESPONSE: The training will be on a per school basis or the best method for the Department of Food and Nutrition.

QUESTION: Page 3 Training: the continuous availability of training how often do you expect this need. (estimated on the current personnel rotation)

RESPONSE: The continued training will be on an "as needed" basis. This also includes retraining, follow-up and any other assistance that ensures a successful program.

QUESTION: Page 4 Enclosure locks. Do you really want the ability to open these enclosures via remote control? and/or remotely?

RESPONSE: Yes. The District would like to have this flexibility.

QUESTION: What needs to have the ability to display a sign? The machine, the enclosure or both?

RESPONSE: The enclosure.

QUESTION: Page 5. asks for snack machines, Are these required to have refrigeration?, Health controls? etc?

RESPONSE: The District will continue to utilize the Healthy Snack Vending Program, however we want to have the ability to have refrigerated machines or types that are required to ensure Health and Sanitation conditions, if need, for other items.

QUESTION: Page 6 VI. B. This section asks for an implementation plan. Can we have more information as to the number of machines, sites, number of enclosures? Anything will be helpful, as you can easily understand it will not take the same effort to implement this program in a few schools as it would in the whole district. Or should we present our plans based on time lines and not mention the length of the time line?

RESPONSE: The selected vendor will have to do an initial start with the Senior High Schools and then processing to the Middle and Elementary sites. The vendor should propose a recommended implementation plan within their proposal. The proposer should indicate how much time it required for the number of sites, beginning with the 42 senior high sites.

QUESTION: It is stated, that the schools will be responsible for the purchase and stocking of products to be sold in the vending machines. Does that mean the vendor will still have to pick up the money out of the machines?

RESPONSE: The vendor will not be responsible for picking up any monies. The Department of Food and Nutrition will assume this responsibility.

QUESTION: Will it be a free vend machine?

RESPONSE: No.

QUESTION: Is it just the role of the vendor to provide the machines?

RESPONSE: Yes, including hardware, training, maintenance, repair, etc.

QUESTION: Is there going to be any compensation to the vendor for providing the vending machines?

RESPONSE: The proposer will indicate leasing cost arrangements in its proposal.

QUESTION: We reviewed the announcement for vending machine bids to be submitted by May 20, 2008 and noticed that they would be for 3 types of machines (milk-based beverages, non-milk-based beverages and snacks. We would like to know if ice cream products vending machine for high schools bids will be included at this time. The contract we were awarded will

come to an end with this school year.

We would also be interested in finding out if there will be any opportunities for one of our ice cream machines at the two new high schools in Hialeah and Hialeah Gardens.

RESPONSE: In regards to this RFP, we are extending the Ice Cream bid for the new school year. After that, a determination will be made by the District.

QUESTION: Could you also inform when the meeting that usually takes place before the bidding at Food and Nutrition Department will be held.

RESPONSE: There is no pre-bid meeting scheduled for this solicitation.