

**STATE OF CONNECTICUT**  
*DEPARTMENT OF ADMINISTRATIVE SERVICES*

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PROCUREMENT DIVISION  
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RFP NO.:	19PSX0279
Proposal Due Date:	25 March 2020
Date Addendum Issued:	2 March 2020

**PLEASE NOTE:**

This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the RFP that are contained in this Addendum.

**RFP ADDENDUM #2**

DESCRIPTION: **VENDING MACHINE OPERATIONS PARTNERSHIP**

FOR: **Department of Aging and Disability Services**

**PROPOSERS NOTE:**

This addendum is being issued to:

- Extend the RFP due date to March 25, 2020 at 2:00 pm Eastern Time.
- Post answers to questions received.

1. Can the deadline date of 3/9/20 be extended out to 3/31/20? We clearly want to present the State of CT with our most lucrative vending offer and doing this in 2 weeks will be challenging.  
*Answer: See addendum 2 for the new RFP due date.*
2. Can you please send us the Excel files documenting sales for beverages and snacks embedded in the RFP document? We were not able to open them.  
*Answer: Refer to Addendum 1.*
3. Can you share the total revenue dollars for both beverages and snacks for 2019?  
*Answer: 2019 total sales for beverage and snack is \$5,180,116.88.*
4. For beverages and snacks can you please send us a breakdown of the \$8,000,000 which equals the current contract award estimated value.  
*Answer: Refer to the answer to question 2.*
5. For the current contract award the successful bidder paid \$7,500,000 in estimated commissions, sponsorship, and signing bonus. Can you please supply a breakdown of these amounts?  
*Answer Refer to the answer to question 2.*
6. Can we address all of the elements of the RFP in a separate presentation document, or do we need to type our answers right into the RFP document. If we need to type into the RFP document can you please send us the document in word?  
*Answer: Proposers can address all the elements of the RFP in a separate documents.*
7. Can you tell me if you see an existing Pepsi/PepsiCo account set up on the BizNet portal? I'm not seeing anything and don't want to duplicate work if not necessary.

*Answer: Proposers shall follow the instructions provided in the RFP on setting up a biznet account to see if the company is already in the system. The system should notify you if there is an account and who in your company to contact to add you to the company information. If you have issues setting up your account, you can contact 860-713-5095 and they will assist you.*

8. Can the bid due date be extended?

*Answer: See answer to #1*

9. Can a company only bid on the vending machines not the delivery to the BEP operated facilities?

*Answer: No*

10. Is the delivery to BEP operated facilities include both snack and soda?

*Answer: Beverages only*

11. Does the delivery of products to the BEP operated facilities need to be loaded in the coolers?

*Answer: No*

12. Can the commissions be paid out on Net sales (gross - sales tax & deposit)? We shouldn't pay on money that isn't ours.

*Answer: No. Gross Sales only*

13. Does the bidder need to be certified as a small business with the DAS?

*Answer: No*

14. What type of heating appliance is the bid requiring?

*Answer: Providing, upon request, microwaves to locations which dispenses frozen of microwavable products.*

15. If the heating appliance is damaged by the location, can the replacement costs be deducted off commission?

*Answer: No*

16. What happens if the State or the Federal government changes the regulations on the type of food products being offered and causes a reduction in sales. Can the vendors be removed?

*Answer: Any reduction or relocation of vendors must be mutually agreed to by Aging and Disability Services, the host agency and the contractor.*

17. Can we set a minimum dollar amount per machine to keep machine active at the location?

*Answer: No*

18. Does the contractor that is awarded the bid have to own all its equipment?

*Answer: No*

19. How much time is required to have an employee handle the day to day operations?

*Answer: A full time representative is to be dedicated to handle all aspects of this contract.*

20. Can a bid have different commission rates for different accounts (highway vs non-highway)?

*Answer: No*

21. Is there a specific dollar amount that determines additional discounts as described on page 11 of the RFP?

*Answer: Not applicable*

22. Is two tier pricing allowed for credit card purchases?

*Answer: All pricing proposals will be considered.*

23. Do all motor vehicles need to be registered only in the state of Ct.?

*Answer: No, refer to draft Contract document Section 28. Representations and Warranties Concerning Motor Vehicles.*

24. Can you explain further the intent of Proposal requirement #11 on page 12?

*Answer: At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.*

25. What is the intent of Proposal requirement #12 on page 12?

*Answer: DAS reserves the right to correct inaccurate awards.*

26. What is the intent of Proposal requirement #15 on page 12?

*Answer: Ownership of Subsequent Products: Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.*

27. Can you provide sales figures for the last 5 years? If so, what is the cause of any increase or decrease of sales?

*Answer: 2015 – 5,177,378, 2016 – 5,378,778, 2017 – 4,891,700, 2018 – 4,863,525, 2019 – 5,180,117.  
The rest areas experienced a reduction in hours of operation in 2017 and 2018. They are again operational 24/7.*

28. Can you provide the commissions paid to the state for the last 5 years?

*Answer: 2015: \$1,064,160; 2016: \$1,095,690; 2017: \$989,094; 2018: \$978,249; 2019: \$1,033,148.*

29. Can you define Gross Sales? Is it Machine sales - sales tax – deposits

*Answer: Product sold times vend price without any deductions.*

30. Are there any restrictions on the number of proposed different vending mech rates?

Example could we propose 3 different mech rates

1. K-12 schools
2. Rest areas
3. Business offices

*Answer: Commission rate are to be uniform regardless of its location. Commission rate may differ by category i.e. Snack / Beverage / Fresh Food.*