



January 21, 2015

ADDENDUM NO. 1

VENDING SERVICES AND SNACK PRODUCTS FOR VARIOUS CITY FACILITIES

BID NO. I007-2015

Bidders are directed to revise and incorporate into their bid the following change(s) in bid specifications.

1. Pre-bid meeting – The following are the City of Mesquite’s responses to questions asked during the pre-bid meeting.

Q. Can vendors propose vending machines/equipment with debit and credit cards as payment options?

A. Yes, the City will evaluate vending machines with debit and credit card options per specifications.

Q. Can vendor submit three pricing options: (1) as Specified with City commission, (2) alternative with no City commission, and (3) debit and credit card pricing?

A. Yes, alternative bids are welcome however; please submit bid responses that comply with City specifications as well as any alternative bids.

Q. Is the City willing to reduce the requested percentage of healthy items, potentially from sixty percent (60%) to thirty percent (30%)?

The City is not willing to evaluate bids with that reduce the healthy item options from sixty percent (60%) to thirty percent (30%) for all locations; however, please see revised wording of specifications on this addendum that state specific locations that must comply with the sixty percent (60%) request.

Q. When is the installation or start date for awarded vending service provider?

A. The City anticipates the awarded vendor to start in March 2015.

Q. Will providing juice beverages for machine located in Field Services Office (Service Center) affect the beverage agreement with the City and Coca-Cola?

A. No, as the juice beverages are categorized with refrigerated foods and separate from our beverage agreement.

Q. Despite the vending machines located in secured facilities, are any of the vending machines accessible to general public?

A. Yes, some of the vending machines will be accessible to general public. Group A are intended for employee usage while Group B and C are intended for public usage.

Q. Please provide an estimate of the number of employees in the City of Mesquite?

A. The City of Mesquite currently has an estimate of 1,100 employees.

Q. Is current incumbent vendor paying a commission to the City of Mesquite?

A. No, the current incumbent vendor does not pay a commission.

Q. Is providing a delivery service on a twice per week basis a requirement for all locations in three (3) groupings?

A. No, please see revised wording of specifications on this addendum.

Q. Will vendors have 24/7 accessibility to service vending machines? Outside of normal business hours?

A. All vending machines will be serviced during normal business hours (Monday through Friday 8:00 a.m. to 5:00 p.m.).

Q. Are there any additional points awarded to MWBE vendors?

A. The City encourages all MWBE vendors to participate, however, no additional points will be awarded.

Q. Are any of the vending machines in Group C: Swimming Pools climate-controlled?

A. No, none of the vending machines listed at any location in Group C are climate-controlled.

Q. Who currently provides coffee services for the City of Mesquite?

A. Some of the internal departments utilize Pro-Star Coffee Services for their coffee and coffee supply needs. There is one coffee vending machine provided by Southwest Coffee that is currently being utilized at the Field Services location.

Q. When does the Coca-Cola beverage agreement with the City of Mesquite expire?

A. The Coca-Cola beverage agreement expires July 2015. After this date, the City will look to the awarded vendor for this bid to service our beverages.


2. The bid closing date has been changed from Thursday, January 22, 2015 at 2:00 p.m. until **Tuesday, February 3, 2015 at 2:00 p.m.**
3. **REPLACE** page 12 with 12r.

Noted changes include:

- Numbering the specifications listed.
- Changing the minimum number of deliveries per week required for some locations (Specification 4).

- The addition of Specification 6 that invites alternate bid pricing with no City commission.
 - Changing the activity reporting from yearly to monthly.
4. **REPLACE** page 13 with 13r.
 Locations of Police Station (No.2), Municipal Building (No.4) and Field Services Office (No.5) have been noted with at least TWO (2) deliveries per week.
5. **REPLACE** page 15 with 15r.
 The percentage of healthy snacks has been changed from 60% to 30% - 60%.
6. **REPLACE** page 16 with 16r.
 The percentage of healthy snacks has been changed from 60% to 30% - 60%.

If you should have any other questions, do not hesitate to contact the Purchasing Office at 972-216-6201, or email purchasing@cityofmesquite.com



 Le Sealey
 Manager of Purchasing

ACCEPTANCE:

We, the undersigned, do hereby acknowledge receipt of this Addendum No. 1 to Bid No. I007-2015; Vending Services and Snack Products for Various City Facilities, and agree to the instructions herein written.

 Company Name

 Authorized Signature

 Date

SPECIFICATIONS

It is the intent of the City of Mesquite to solicit quotations to furnish vending services and snack products consisting of assorted candy, chips, cookies, crackers, nuts and granola bars, pastries or specialty items, etc. on an annual basis for various city facilities and recreation centers including Westlake Tennis Center and swimming pools. This bid will be for the above items only. Due to an existing agreement, there will be no beverage vending services needed at this time. **The unit prices shall be placed on the bid sheets along with the ounce size being bid.**

1. Prices shall be filled in and extended on the bid sheets. Snack prices for candy, chips, cookies, and crackers shall not exceed \$.75 per item (price maximum) or an agreed price by the City of Mesquite. **Other specialty items such as:** pastries, biscuits, popcorn, ice cream, milk products, lunchables, etc. shall not exceed a two dollar (\$2.00) per item (price maximum) or an agreed price by the City of Mesquite. In case of discrepancy between the unit price and the extension, the unit price will be taken.
2. Bidder shall submit brochures of the proposed machine(s) with their bid submission. All machines shall be of the proper and appropriate type for the kinds of foods being distributed, i.e. refrigerated/non-refrigerated/heated, etc. Where applicable. All vending equipment should have the capability of bill changing one (1) and five (5) dollar bills. The City will also consider machines that have the ability to accept debit/credit cards.
3. Bidder shall furnish, install and maintain, at **no charge**, machines at all the noted locations. The vendor will also provide a proposed installation schedule per location. The goal is to have little or no interruption of vending services. The City of Mesquite will provide electricity for the vending machines.
4. Bidder shall provide a minimum delivery service once per week to each of the specified locations stated below including Westlake Tennis Center and swimming pools. Some employee locations shall get serviced twice per week because of heavy usage. These locations are noted on the group listings below. The awarded vendor will comply with additional delivery if a location is in need of items due to fluctuating usage. Delivery days will be determined upon award of the bid. Proof of delivery services shall be a delivery confirmation sheet that will get initialed upon each delivery. This delivery confirmation sheet will be placed on each machine that will service the City of Mesquite locations. This sheet will be placed in an open area on the machine for audit purposes.
5. Bidder shall pay a percentage of the gross receipts to the City. This will be paid on a **monthly basis, no later than the 10th working day of each month, with an accompanying check**. The monthly report shall include the quantity of items stocked and the dollar amount to be paid to the City for each location. Bidder shall provide the **monthly report and accompanying check** for the swimming pools during the seasonal dates listed in Group C. The awarded vendor will also have the option of signing up for direct deposit and emailing the accompanying monthly report to: Purchasing@cityofmesquite.com.
6. ***Bidders are also invited to submit bid pricing that contain NO percentage commission payable to the City. The goal of this alternative bid is to evaluate whether it is advantageous to have lower costing items versus commission revenue. The bidder will submit a separate bid sheet only for each alternative bid response.***
7. Bidder shall provide, monthly, a detailed report specifying the total number of the type and quantity of cases of candy, cookies, chips, ice cream, nuts and granola, pastries or specialty items sold at each of the stated facilities and swimming pools.
8. Quantities stated on the bid sheets are based on estimated numbers for the last twelve (12) months.
9. The awarded vendor will be required to establish a refund petty cash fund of no more than \$10.00 in various amounts of dollar bills and coins for the purposes of refunds due to mechanical problems. The refund petty cash fund will be left with designated staff at each facility, and City staff at each of the respective facilities will be directed to address any issues with vending machines with this designated staff member.

GROUP A: VARIOUS CITY FACILITIES

1. **City Hall – 757 N. Galloway Avenue, Mesquite, Texas 75149**
 - This facility has one break room for employees. There is currently one (1) snack machine at this location on the third floor. This is a secure facility and arrangements will be made with the awarded vendor to have access to this building.
2. **Police Station – 777 N. Galloway Avenue, Mesquite, Texas 75149 – Two (2) deliveries per week**
 - This is a secure facility and the prospected vendor will be required to coordinate the delivery of snack items with a designated individual at the Police Department. There currently is only one (1) assorted snack machine at this facility.
3. **Main Library – 300 W. Grubb Dr., Mesquite, Texas 75149**
 - Currently one (1) snack machine.
4. **Municipal Building – 1515 N. Galloway Avenue, Mesquite, Texas 75149 – Two (2) deliveries per week**
 - Currently one (1) snack machine.
5. **Field Services Office (Service Center) – 1101 E. Main St., Mesquite, Texas 75149 – Two (2) deliveries per week**
 - Currently five (5) machines – one combination snack, one juice, one assorted snacks only machine, one ice cream machine and one coffee machine. The awarded vendor shall provide a machine that will adequately house the required snack items including items that need a refrigerated vending machine. The items contained in this machine shall be inspected no less than twice a week for spoilage and expiration. The first report of a concern regarding items that have spoiled or expired will be refunded and taken care of immediately at the cost of the vendor. The vendor will also be required to submit a plan to the Purchasing office that will include how they will remedy the situation and guarantee that the issue will not happen again. Any further incidences will be cause for contract termination. The awarded vendor will strive for zero incidences of this nature.
6. **Parks Services (Service Center) – 1101 E. Main St., Mesquite, Texas 75149**
 - Currently one (1) snack machine.
7. **Equipment Services (Service Center) – 1101 E. Main Street, Mesquite, Texas 75149**
 - Currently one (1) snack machine.
8. **Animal Services – 1650 Gross Road, Mesquite, Texas 75149**
 - Currently no snack machine is located there. This will be a new location for service.

At each of the **eight (8) locations**, bidder shall provide an electric candy, cookies, crackers and chip vending machine that shall hold at least 32 to 45 different products as designated below. It is requested that **60% of the snacks be healthy options.**

- Chex Mix
- Fruit Cups
- Nature Valley Granola Bars
- Raisins
- Dried Fruit
- Sunkist Fruit Gems

GROUP B: RECREATION CENTERS, WESTLAKE TENNIS CENTER – PUBLIC LOCATION

1. Dunford Community Center – 1015 Green Canyon, Mesquite, Texas 75150
2. Evans Community Center – 1116 Hillcrest, Mesquite, Texas 75149
3. Florence Community Center – 2501 Whitson Way, Mesquite, Texas 75150
4. Goodbar Community Center – 300 Concord, Mesquite, Texas 75150
5. Rutherford Community Center – 900 Rutherford Dr., Mesquite, Texas 75149
6. Westlake Tennis Center – 601 Gross Rd., Mesquite, Texas 75149

At each of the **six (6) locations**, bidder shall provide an electric candy, cookies, crackers and chip vending machine that shall hold a minimum of twenty-three to thirty (23 - 30) different products as designated below. It is requested that at least **30% - 60% of the snacks be healthy options.**

- Chex Mix
- Fruit Cups
- Nature Valley Granola Bars
- Raisins
- Dried Fruit
- Sunkist Fruit Gems
- Almonds
- Cashews
- Trail Mix
- Sun Chips
- Pretzels
- Popcorn already popped in bag
- Wheatables
- Snack Well Products
- Fig Newtons
- Nutri Grain Bars
- Baked chips
- 100 calorie packs
- Quaker Chewy Low-Fat Granola Bar, Chocolate Chunk
- Peanut M&M's
- Power Bars/Cliff Bars
- Peanut Butter Crackers
- Sugar Free Waffers

GROUP C: CITY SWIMMING POOLS – PUBLIC LOCATIONS:

1. City Lake Aquatic Center - 200 Parkview Lane, Mesquite, Texas 75149
2. Town East Pool – 2525 John Glenn, Mesquite, Texas 75150
3. Vanston Pool – 2913 Oates, Mesquite, Texas 75150

Vendor will be responsible for removing vending machines at the end of the pool season. City staff will unlock facility for entrance in the pool areas. The City swimming pools will need to have snacks delivered beginning Memorial Day, May 25, 2015 through Labor Day, September 7, 2015. Upon the completion of the first year of the agreement, the city will have the option to renew for another year if both parties are in agreement. The dates of the corresponding holiday snack delivery will be communicated at renewal.

At each of the **three (3) pool locations**, bidder shall provide one (1) candy, cookies, crackers and chip vending machine that shall hold a minimum of thirty-(30) different products, containing the brands or approved equivalent brands that are designated below. It is requested that at least **30% - 60% of the snacks be healthy options.**

- Chex Mix
- Fruit Cups
- Nature Valley Granola Bars
- Raisins
- Dried Fruit
- Sunkist Fruit Gems
- Almonds
- Cashews
- Trail Mix
- Sun Chips
- Pretzels
- Popcorn already popped in bag
- Wheatables
- Snack Well Products
- Fig Newtons
- Nutri Grain Bars
- Baked chips
- 100 calorie packs
- Quaker Chewy Low-Fat Granola Bar, Chocolate Chunk
- Peanut M&M's
- Power Bars/Cliff Bars
- Peanut Butter Crackers
- Sugar Free Waffers