

**Meherrin River Regional Jail
REQUEST FOR PROPOSALS**

September 16, 2020

ADDENDUM NO. 1

TITLE: VENDING SERVICES

RFP NO.: 01-FY2021

DUE DATE: **September 30, 2020, prior to 2:00 p.m., local time prevailing**

- 1. Question:** Could you provide a total of machines needed, broken down by drink and snack? Also, are there any sales records being made available?

Answer: The total number of machines needed, broken down by drink and snack is shown on page 4 of RFP # 01-FY2021 for Vending Services.

Below is the sales information for the past 2 years.

Vending Sales History

Location	7/1/2018 - 6/30/2019		* 7/1/2019 - 6/30/2020	
	Total Units Sold	Total Dollar Sales	Total Units Sold	Total Dollar Sales
Alberta Staff Dining	4,937	\$6,080.90	4,092	\$5,376.45
Alberta Staff Break Room	4,148	\$4,809.50	3,982	\$5,062.75
Alberta Lobby	1,598	\$2,220.00	1,090	\$1,652.65
Boydton Staff Break Room	2,232	\$2,549.20	1,847	\$2,233.15
TOTAL	12,915	\$15,659.60	11,011	\$14,325.00

* Vending machines were not stocked from 3/23/2020 through 7/9/2020 as a result of MRRJ suspending this service temporarily due to COVID-19.

- 2. Question:** Do you anticipate extending the bid due date?

Answer: No, we do not anticipate extending the bid due date.

- 3. Question:** What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Answer: The criteria that will be used to identify the winning proposal is clearly stated in Item 6, Evaluation and Award on pages 12-13 of RFP # 01-FY2021 for Vending Services.

4. Question: Was this bid posted to nationwide free bid notification website at www.mygovwatch.com/free?

Answer: No, this RFP was not posted to nationwide free bid notification website at www.mygovwatch.com/free.

5. Question: Other than your own website, where was this bid posted?

Answer: This RFP was posted on the Virginia State procurement website: <https://eva.virginia.gov>, as well as on the Jail's website at www.mrrj.org.

6. Question: How many employees total are employed with the Jail?

Answer: The Jail currently has approximately 130 employees.

7. Question: Is this a new contract? If not, what was the commission rate for 2018-2019?

Answer: RFP # 01-FY2021 will result in a new Vending Services contract as a result of the current contract and all optional renewals expiring. The commission rate for our current contract is 21.5%.

8. Question: Are there any special nutritional requirements?

Answer: No, there are no special nutritional requirements.

9. Question: Is any preference given to minority or disadvantaged vendors?

Answer: All vendors will be evaluated based on their proposal submission and the criteria established on pages 12-13 of the RFP. No preference is given to minority or disadvantaged vendors.

10. Question: Can you say how many people use the machines annually?

Answer: This information is not available as the vending machines are used by Jail employees and the public. Our sales information is shown in our response to Question 1 above.

11. Question: Who is your present Snack and Beverage Vending provider?

Answer: CRH Catering Company, Inc. is our current snack and beverage provider.

12. Question: Could you please provide a copy of the most current monthly and annual commission reports, broken down by machine for the last 12 months?

Answer: This information is not available by machine, only by location. A summary of our monthly and annual commission reports is shown below. We only receive a commission on the 1 snack and 1 drink machine located in the public lobby at our Alberta facility. The snack and drink machines in our Staff Break Room – Alberta, Staff Dining – Alberta, and Staff Break Room – Boynton charge a lower price for our employees in lieu of commissions on these machines.

**Commission Earned on Vending Machines
Alberta Lobby Machines Only**

Month	2018 - 2019		* 2019 - 2020	
	Commissionable Sales	Commision Amount	Commissionable Sales	Commision Amount
July	269.65	57.97	147.78	31.76
August	188.77	40.57	156.39	33.61
September	175.36	37.69	96.59	20.75
October	185.99	39.98	167.51	36.00
November	154.27	33.16	171.96	36.96
December	95.84	20.59	120.67	25.93
January	123.88	26.62	154.11	33.12
February	142.81	30.69	-	-
March	211.44	45.45	-	-
April	233.95	50.29	87.80	18.87
May	174.51	37.52	-	-
June	164.80	35.42	-	-
TOTALS	2,121.27	455.95	1,102.81	237.00

* Vending machines were not stocked from 3/23/2020 through 7/9/2020 as a result of MRRJ suspending this service temporarily due to COVID-19.

13. Question: What is the current vending machine pricing by product category for both staff and visitor machines?

Answer:

Prices in Effect on 9/15/2020

Item Category	Price of Items in Staff Machines	Prices of Items in Visitor Machines
Crackers	\$0.70	\$0.75
Chips	\$1.10	\$1.35
Candy	\$1.35	\$1.35
Pastry	\$1.35	\$1.35
Drinks	\$1.60	\$1.85

14. Question: Is there a surcharge for cashless transactions, if so, what is the amount?

Answer: Cashless transactions incur an additional \$0.10 fee which is stated on the machines.

15. Question: Is the proposed contract term negotiable?

Answer: No, the contract term is not negotiable.

16. Question: How often has the current vendor(s) requested a price change in the past two years?

Answer: The current vendor has requested a price change once a year for the past two years. To clarify, there have been two price change requests in the past two years. Please note that prices submitted in your proposal cannot increase during the initial term of the contract, which is two years. This information is stated in Section 1.5 on page 4 of the RFP.

17. Question: Do all machines have credit card readers and accept credit card payments?

Answer: Yes, all machines have credit card readers and accept credit/debit card payments.

18. Question: Please provide the last price survey.

Answer: Please refer to the answer provided to Question 13 above.

19. Question: Please provide the current rate of commission received.

Answer: Please refer to the answer provided to Question 7 above.

20. Question: Can you provide us with any additional incentives that may currently be received?

Answer: There are no additional incentives that are currently being received.