

	State of South Carolina Bid Amendment 1	Solicitation Number	TCLVEND-020618
		Date Issued	02/26/18
		Procurement Officer	Carol Mack, CPPB
		Phone	843-525-8250
		E-Mail Address	cmack@tcl.edu

DESCRIPTION: Vending Services for three Campuses for the Technical College of the Lowcountry

USING GOVERNMENTAL UNIT: TECHNICAL COLLEGE OF THE LOWCOUNTRY

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): **March 6, 2018 10:00 AM** See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: February 22, 2018 **10:00 AM** See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original, one (1) copy (marked "copy")**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Technical College of the Lowcountry
 P.O. Box 1288
 Beaufort, SC 29901

PHYSICAL ADDRESS:

921 Ribaut Road
 Bldg 3 Procurement Office
 Beaufort, SC 29902

See "Submitting Your Offer" provision

CONFERENCE TYPE: NA As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION:
AWARD & AMENDMENTS	Award will be posted online www.tcl.edu , March 12, 2018.

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>		OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ <small>(See "Signing Your Offer" provision.)</small>
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		
TITLE <small>(Business title of person signing above)</small>		
PRINTED NAME <small>(Printed name of person signing above)</small>	DATE SIGNED	
STATE OF INCORPORATION <small>(If offeror is a corporation, identify the state of Incorporation.)</small>		

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small>	STATE VENDOR NO. <small>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</small>
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(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Area Code</td> <td style="width: 20%;">Number</td> <td style="width: 20%;">Extension</td> <td style="width: 45%;">Facsimile</td> </tr> </table>	Area Code	Number	Extension	Facsimile
Area Code	Number	Extension	Facsimile		
	E-mail Address				

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. See "Amendments to Solicitation" Provision								

DISCOUNT FOR PROMPT PAYMENT See "Discount for Prompt Payment" clause	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	____ Calendar Days (%)
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PREFERENCES – SC RESIDENT VENDOR PREFERENCE (June 2005): Section 11-35-1524 provides a preference for offerors that qualify as a resident vendor. A resident vendor is an offeror that (a) is authorized to transact business within South Carolina, (b) maintains an office* in South Carolina, (c) either (1) maintains a minimum \$10,000.00 representative inventory at the time of the solicitation, or (2) is a manufacturer which is headquartered and has at least a ten million dollar payroll in South Carolina, and the product is made or processed from raw materials into a finished end-product by such manufacturer or an affiliate (as defined in section 1563 of the Internal Revenue Code) of such manufacturer, and (d) has paid all assessed taxes. If applicable, preference will be applied as required by law.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"> OFFERORS REQUESTING THIS PREFERENCE MUST INITIAL HERE. _____ </td> </tr> <tr> <td style="padding: 5px;"> *ADDRESS AND PHONE OF IN-STATE OFFICE </td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> In-State Office Address same as Home Office Address <input type="checkbox"/> In-State Office Address same as Notice Address <div style="text-align: right;">(CHECK ONLY ONE)</div> </td> </tr> </table>	OFFERORS REQUESTING THIS PREFERENCE MUST INITIAL HERE. _____	*ADDRESS AND PHONE OF IN-STATE OFFICE	<input type="checkbox"/> In-State Office Address same as Home Office Address <input type="checkbox"/> In-State Office Address same as Notice Address <div style="text-align: right;">(CHECK ONLY ONE)</div>
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*ADDRESS AND PHONE OF IN-STATE OFFICE				
<input type="checkbox"/> In-State Office Address same as Home Office Address <input type="checkbox"/> In-State Office Address same as Notice Address <div style="text-align: right;">(CHECK ONLY ONE)</div>				

PREFERENCES – SC/US END-PRODUCT (June 2005): Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the item identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made," "manufactured," and "grown" are defined by Section 11-35-1524(B). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, offeror certifies that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> IF THIS PREFERENCE APPLIES TO THIS PROCUREMENT, PART VII (BIDDING SCHEDULE) WILL INCLUDE A PLACE TO CLAIM THE PREFERENCE. OFFERORS REQUESTING THIS PREFERENCE MUST CHECK THE APPROPRIATE SPACES ON THE BIDDING SCHEDULE. </td> </tr> </table>	IF THIS PREFERENCE APPLIES TO THIS PROCUREMENT, PART VII (BIDDING SCHEDULE) WILL INCLUDE A PLACE TO CLAIM THE PREFERENCE. OFFERORS REQUESTING THIS PREFERENCE MUST CHECK THE APPROPRIATE SPACES ON THE BIDDING SCHEDULE.
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Questions from Vendors and TCL Responses:

- 1) Are the maximum prices set by the State specific to TCL?

The State did not set the prices. The Prices are set by the Auxiliary Manager.

- 2) How often are prices established by the State re-evaluated to reflect current market trends?

The Auxiliary Manager keeps up with market trends and reviews prices every quarter.

- 3) What is the process for adjusting prices and or adjusting commission rates during the contract period?

The Auxiliary Manager will contact the vending company to make adjustments as needed during the contract period on food and drink items. Commission rates have been the same for the last few years. The minimum rate asked for in this contract is firm.

- 4) The vending machines in Building 12 are merchandized with some of the same products that are sold in the Bookstore. To better align our pricing with the Bookstore, can we be provided with Bookstore after tax pricing for:

Large and/or single serve chips (2 to 1 oz.): \$1.06

Stand Size Candy (1.3 to 1.9 oz.): \$1.33

Premium pastry items: \$1.59

Lance Crackers: \$.80

20 oz. Water Products: \$1.59

20 oz. Coke & Pepsi Products: \$1.59

16 oz. Energy Products: \$3.18 to \$3.71

12 oz. Coke & Pepsi Can Products: The Bookstore does not sell canned Sodas

- 5) If post-tax pricing is higher than maximum pricing in the bid, can the maximum price be increased to match the Bookstore Pricing?

Yes, but the way it is set up now gives the vending machines a bit of a

competitive edge.

- 6) In March of 2016, the Vending Company proposed and the Auxiliary Manager approved several price adjustments to better align pricing with market trends; Candy was adjusted from \$.90 to \$1.25 and Energy Drinks were adjusted from \$2.25 to \$2.40. The bid lists the maximum pricing for these items as \$.90 and \$1.25, respectively. Should the current (higher) prices be the maximum prices?

Yes, this was an oversight on our part.

- 7) If certain machines do not meet reasonable sales expectations, will we have the right to remove and/or relocate a machine?

Discussions can occur between Vendor and Auxiliary Manager as to the best options, but keep in mind this service is for the convenience of our students, faculty and staff.

- 8) Similar State bids reference sales volume and sufficient signal strength as considerations for having credit card readers: Can minimum sales thresholds be established to ensure credit card readers are not installed on poor performing machines?

This option can be discussed with the Auxiliary Manager. A credit card reader may improve sales overall. The goal is to have a least one snack machine and one drink machine in each building with a credit card reader.

- 9) Will all financial information submitted with the bid be held in confidence by TCL? **Yes, and it can also be marked as confidential in the bid you submit.**

- 10) Other than the Bookstore, is TCL currently planning in the future to source food/snack vendors in any of the 3 locations?

TCL is not actively pursuing any other food/snack sources. We have Food Trucks that come and go but they are not part of TCL and TCL makes no money from them.

- 11) The enrollment estimate given in the background section appear

to be the same as stated in the 2015 Bid. Please confirm these enrollment estimates are accurate.

The enrollment estimates are accurate. We have had up and down enrollment years.

- 12) Looking at similar State technical/community college RFP's it appears responses were evaluated using a weighting system in which they were evaluated on pricing and commission rates, experience in the industry and with projects of similar scope, will a weighting system be used for this proposal?

This is a Bid Request not a Proposal Request. You must meet the required qualifications in this solicitation and submit the documents asked for, plus the Bidding Schedule.