



## OFFICE OF PAYROLL ADMINISTRATION

One Centre Street, Room 200N, New York, New York 10007

ROY MOGILANSKI  
Executive Director

ANDREA GLICK  
First Deputy Executive Director

To: Prospective Vendors

From:  Aamer Parvez  
Agency Chief Contracting Officer

Date: July 18, 2016

Subject: **Addendum Number One to the Request for Bids for the Installation, Operation, and Maintenance of Beverage and Snack Vending Machines.**  
**PIN: 13116VENDMAC001—Vendors' Questions and Agency's Responses, and Extension of Bid Due Date from 07-21-2016 to 07/28/2016**

---

This constitutes a formal addendum to the subject Request for Bids ("RFB") for the Installation, Operation, and Maintenance of Beverage and Snack Vending Machines. This Addendum Number One should be annexed to, and considered part of, the Beverage and Snack Vending Machines RFB.

Each vendor should acknowledge receipt of this Addendum in Appendix B, Bid Sheet—Part A (Acknowledgement of Addenda) to the FISA/OPA's Beverage and Snack Vending Machines RFB.

This Addendum (including all attachments) is part of your vendor response and is subject to all confidentiality requirements.

Below is the list of questions received by FISA/OPA in regard to the above referenced RFB and the corresponding answers.

**Q1. How many staff and other employees/visitors will be serviced by the snack and beverage vending machines?**

**A1.** There are approximately 450 FISA staff and 150 OPA staff at 450 West 33<sup>rd</sup> Street on Floors 3, 4 and 10. Additionally, there are other City employees and visitors (e.g., Vendors) who visit our offices/floors to attend meetings, training classes and presentations. We do not have numbers or estimates for these other staff/visitors.

**Q2. How many vending machines does the Agency want installed?**

**A2.** As specified in **SECTION I. PROJECT COMPONENTS, A. LOCATIONS** on page 3 of the RFB, the Agency seeks a vendor to install, operate and maintain up to six (6) beverage and snack vending machines for our offices located at 450 W 33<sup>rd</sup> Street (3<sup>rd</sup> floor, 4<sup>th</sup> floor, and 10<sup>th</sup> floor).

**Q3. Would the Agency consider using combination snack/beverage vending machines?**

**A3.** For the initial installation, the Agency will **not** consider combination snack/beverage vending machines. If the number of vending machines is to increase at any time after that, then the Agency would consider combination snack/beverage vending machines.

**Q4. Can the Licensee raise prices during the initial five (5) year term of the Agreement?**

**A4.** As specified in **SECTION I PROJECT COMPONENTS, A. LOCATIONS**, on Page 4 of the RFB, the Vendor shall charge the prices indicated on the bid sheet and approved by the Agency for each type of vending machine installed pursuant to the License.

In the event that the Agency chooses to exercise the five (5) year renewal option, the prices shall begin at the prices set forth in Year 5 of the Bid Form. The Vendor shall be permitted to increase prices *only once* during the renewal period. The increase in prices, if any, shall be based on the Consumer Price Index for all Urban Consumers (CPI-U) in the New York Area. The Vendor shall seek and obtain the Agency's written approval prior to charging customers increased prices.

**Q5. Is there a threshold requirement for this RFB for M/WBE's?**

**A5.** There is not a threshold requirement for this RFB for [Minority and Women Owned Business Enterprises] M/WBE's.

**Q6. Will a proposed bidder be able to come at another time [for the Site Tour of the Licensed Area and Pre-Bid Conference] considering it is not mandatory?**

**A6.** There will *not* be another Site Tour of the Licensed Area or Pre-Bid Conference. As specified on Page 3, **RFB TIMETABLE**, the Licensed Area/Site will be available for inspection on July 8, 2016 at 10:30 AM, and the Pre-Bid Conference will be conducted immediately following the inspection of the Licensed Area/Site. Attendance by Bidders is optional, but is recommended by the Agency. Interested bidders should e-mail the Agency Contact Person at [opapurchasing@payroll.nyc.gov](mailto:opapurchasing@payroll.nyc.gov) no later than Tuesday July 5, 2016 to confirm attendance at the Optional Site Tour/Pre-Bid Conference.

**Q7. I know the bid needs to be printed on recycled paper. I am using 100% recycled paper but do I need to state that in the proposal?**

**A7** As specified on Page 14, **SECTION II. BIDDING PROCEDURE, A. BID SUBMISSION INSTRUCTIONS** of the RFB, Each bid *must* meet the requirements listed below in the "Minimum Bid Submission Requirements" section.

Pages should be paginated. The City of New York requests that all bids be submitted on paper with no less than 30% post-consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>). The bidder should state whether the bid submission is printed on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in these instructions. Failure to comply with any of the instructions set forth in this paragraph will not be considered non-responsive.

**Q8. Do I need to use the actual vending machine bid form included in the RFB? If a machine is multi-priced because of different size packaging and brands, how do you determine the "Total Bid Price" for that machine?**

**A8.** As specified on Page 14, **SECTION II. BIDDING PROCEDURE, A. BID SUBMISSION INSTRUCTIONS** of the RFB, each bid must meet the requirements listed below in the "Minimum Bid Submission Requirements" section. Bidders shall use the Bid Forms (Part A—Fee Offer and Part B—Additional Information) attached to this RFB.

As specified on Page 15, Section II. **BIDDING PROCEDURE, B. MINIMUM BID SUBMISSION REQUIREMENTS:**

**Each bid must include the following items.**

**1. Fully completed Bid Forms (Part A—Fee Offer and Part B—Additional Information), attached hereto.**

All Bidders must submit a bid price for each item listed by the Agency on the attached Bid Form (Part A-Fee Offer) for each operating year of the potential License term. Award will be based on the lowest total cost indicated on the Bid Form for all five (5) years of the License term.

*Note:* The Agency will not consider any additional items offered by the Bidder beyond that listed on the Bid Form.

Failure to comply with these requirements may result in a determination of non-responsiveness, and the bid may no longer be considered for award.

**Q9. The bid sheet for snacks broadly states the categories of products sold in the machine. Should I submit my own pricing sheet with a detailed product pricing sheet?**

**A9.** As specified on Page 14, **SECTION II. BIDDING PROCEDURE, A. BID SUBMISSION INSTRUCTIONS** of the RFB, each bid must meet the requirements listed below in the “Minimum Bid Submission Requirements” section.

Bidders shall use the Bid Forms (Part A—Fee Offer and Part B—Additional Information) attached to this RFB.

## **B. MINIMUM BID SUBMISSION REQUIREMENTS**

**Each bid must include the following items.**

**1. Fully completed Bid Forms (Part A—Fee Offer and Part B—Additional Information), attached hereto.**

All Bidders must submit a bid price for each item listed by the Agency on the attached Bid Form (Part A-Fee Offer) for each operating year of the potential License term. Award will be based on the lowest total cost indicated on the Bid Form for all five (5) years of the License term.

*Note:* The Agency will not consider any additional items offered by the Bidder beyond that listed on the Bid Form.

Failure to comply with these requirements may result in a determination of non-responsiveness, and the bid may no longer be considered for award.

*As referenced in the RFB, APPENDIX B, BID FORM (PART A-FEE OFFER), ACKNOWLEDGEMENT OF ADDENDA on Page 12 of 12, Bidders should indicate receipt of this one (1) Addendum Number One, and print, sign and date the information in the SIGNATURES section at the bottom of the page.*

***The Bid Due Date/Time has been extended from Thursday July 21, 2016, no later than 3:00 PM to Thursday July 28, 2016, no later than 3:00 PM.***

**[END OF DOCUMENT]**

