DATE: May 29, 2009

TO: All Prospective Proposers

FROM: Sharon Quinn

RE: UMBC’s Snack Vending Contract – BC-20616-Q
ADDENDUM # 1

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and submitting it along with the Technical Proposal you return to the University.

The due date and time for the Technical & Price Proposals to be submitted to the University remains the same, **Tuesday, June 2, 2009 by 2:00 p.m.** to the issuing office.

A. The following questions were asked at the Pre-Proposal Meeting and Site Visit held on **Thursday, May 14, 2009**, and the following answers and clarifications were addressed during this meeting:

1. QUESTION: Is there any vandalism on Campus?

   ANSWER: Typically this has not been an issue on the Main Campus. There was one incident in an outer Building, but there have been no reports in the last year. UMBC Police will report it if it happens.

2. QUESTION: Are there any surveillance cameras on Campus?

   ANSWER: In some locations, there are surveillance cameras in place, typically maintained at a local level by the occupying department. UMBC Police actively patrol the campus and monitor the facilities.

3. QUESTION: Are there any machines located outside?

   ANSWER: No, all machines are inside.

4. QUESTION: Do all the machines currently have Card Readers?

   ANSWER: Most do, but ALL will be required to have them under this contract.
5. **QUESTION:** Who owns the Card Readers?

**ANSWER:** The vendor is to purchase the required Card Readers (see Question B2.) and he/she will own the Card Readers. The vendor will also be responsible for the maintenance on the Card Readers.

6. **QUESTION:** Is there a reason there is no gum in any of the machines?

**ANSWER:** Yes, Gum is prohibited on campus.

7. **QUESTION:** Can the Minimum Guarantee in subsequent years be adjusted?

**ANSWER:** Unfortunately, no. The University is looking for two (2) responses in the Financial Proposal, one is the % commission that will be paid to the University on the Gross Revenue from the sale of the snack/foods and hot beverages and the second is the minimum guarantee to the University. Both of these figures will be for the term of the contract.

8. **QUESTION:** Can additional machines be placed in the Student Apartments?

**ANSWER:** Yes, in consultation and agreement with the Office of Residential Life. ORL must review and approve the placement of any machines in their facilities.

9. **QUESTION:** Does the Hot Dog machine have to be the one specified or can a different one be installed?

**ANSWER:** The LHD Vending machine specified in the bid must be used on campus.

10. **QUESTION:** Would the University consider a 5-year Initial Term instead of the proposed 3-year?

**ANSWER:** Yes, the Initial Term of the contract will be 5 years. See Item “C-1” below noting this revision.

11. **QUESTION:** Would the University consider a different Ice Cream Machine?

**ANSWER:** Yes. UMBC is open to suggestions based on the vendor’s expertise in the sale of vended ice cream products in a campus environment.
12. QUESTION: What are the hours of the food operations in the Commons?

   ANSWER: Different schedules are in force throughout the year. During the semesters, different venues are open from 7:30 AM through Midnight, Monday through Thursday; till 2 PM on Fridays; from 11 AM through 1 AM on Saturdays; from 11 AM through 11 PM on Sundays. Weekends and late evenings are covered by specific venues.

13. QUESTION: The pricing of the products vary from machine to machine in some cases. Is that permissible?

   ANSWER: No. All pricing must be consistent on campus.

14. QUESTION: In the Math/Psych Building there are three machines on one end of the hall and four on the end. One of which is a coffee machine which is not working. Is this the set-up you would like for this building?

   ANSWER: As noted in the bid, the initial set up is to match what is currently in place or noted as a new location. It is anticipated that the new coffee machine will actually work. After the initial set up, discussions may be held about new locations/relocations based on the observations/suggestions of the vendor.

15. QUESTION: Is the Research Park covered under this contract?

   ANSWER: No. The South Campus (1450 S. Rolling Road), however, is and has machines in two locations.

B. The following additional questions have been submitted to the University for a response:

1. QUESTION: There are two types of card reader interfaces available, serial and IP. Which type is required by UMBC for the vending machines?

   ANSWER: IP based readers. UMBC is migrating its hardware to use the campus network. As part of this bid, UMBC will provide an active IP port/address at each machine location. Readers must be compatible with the campus CBORD CS-Gold card system.
2. QUESTION: Are there any recommended places that sell card readers?

   ANSWER: UMBC does not require the use of a specific supplier with respect to card reader purchase. The vendor may choose the most appropriate reader for their machines and must assure full interface capabilities with the CBORD CS-Gold Card platform used at UMBC. Some possible suppliers are listed below, in no order of preference:

   http://www.itcsystems.com/ControllersforVendingMachines
   http://www.marketingdatasolutions.com/products/1

3. QUESTION: We have accounts that are similar to UMBC in the scope of physical size, and amount of equipment but they are not universities. Would this disqualify us?

   ANSWER: No, this would not disqualify your firm. The University is looking for the most similar projects to evaluate.

4. QUESTION: Do the Card Readers have to be on all machines at installation and are all locations wired so they can be plugged in right away? If locations are not all wired, can card readers be installed as locations get wired?

   ANSWER: Yes, it is required that card readers be present on all machines, at all locations, on day one. The University anticipates having all infrastructures in place prior to the award of the contract.

C. DOCUMENT REVISIONS:

1. In Section I, Item H, “Term of Contract”, DELETE “…three (3) years beginning August 1, 2009…” and REPLACE with “five (5) years beginning August 1, 2009…”
2. In Section IV, Item C-2, “Oral Presentations”, in the fourth line of the second paragraph DELETE “…Monday, June 29, 2009.” and REPLACE with “THURSDAY, JULY 9, 2009.”

Enclosure: Acknowledgement of Receipt of Addenda Form

Cc: Procurement File

END OF ADDENDUM #1 DATED 05/29/09
This addendum was posted on the University’s eBid Board and eMaryland Market on 05/29/09. (Original with enclosures were not mailed)
BID DUE DATE:  TUESDAY, JUNE 2, 2009 AT 2:00 P.M.

BID FOR:  UMBC’S SNACK VENDING CONTRACT

NAME OF BIDDER:___________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1____  dated 05/29/09
Addendum No. ____  dated ________
Addendum No. ____  dated ________
Addendum No. ____  dated ________
Addendum No. ____  dated ________
Addendum No. ____  dated ________

As stated in this Addendum, this form is to be returned within your Technical Proposal.

__________________________________________
Signature

__________________________________________
Printed Name

__________________________________________
Title

__________________________________________
Date

END OF FORM