

**ADDENDUM ONE (#1), 101883 O3, FIRST ROUND OF QUESTIONS
and ANSWERS**

Date: September 18, 2019

To: All Bidders

From: Peggy Arp, Buyer
Nebraska Department of Correctional Services

RE: Addendum for Request for Proposal Number 101883 O3
to be opened **October 18, 2019** at 2:00 p.m. Central Time
*See Addendum Two (#2)101883 O3 REVISED SCHEDULE OF EVENTS

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.			<p>NCBVI is the State Licensing Agency (SLA) according to Federal and State Law. (§ 395.2 Application for designation as a State Licensing agency; general. (a) An application for designation as a State Licensing Agency may be submitted only by the State Vocational Rehabilitation agency providing vocational rehabilitation services to the blind under an approved State Plan for vocational rehabilitation services under part 1361 of this chapter.</p> <p>TITLE 192 NAC NEBRASKA COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED Chapter 3 – BLIND VENDOR PROGRAM</p>	<p>The NDCS acknowledges that the NCBVI, the State Licensing Agency (SLA) will be the entity submitting the proposal, not an individual blind person(s).</p>

			<p>002.10 – State Licensing Agency (SLA) shall mean the Nebraska Commission for the Blind and Visually Impaired.</p> <p>The SLA selects the blind vendor. According to Federal and State law. The RFP states “if a blind person submits a proposal.” According to federal and state law, the SLA submits the documentation and not a blind vendor.</p> <p>(§ 395.16 Permit for the establishment of vending facilities. Prior to the establishment of each vending facility, other than a cafeteria, the State licensing agency shall submit an application for a permit setting forth the location, the amount of space necessary for the operation of the vending facility; the type of facility and equipment, the number, location and type of vending machines and other terms and conditions desired to be included in the permit. Such application shall be submitted for the approval of the head of the Federal property managing department, agency, or instrumentality.</p> <p>TITLE 192 NAC NEBRASKA COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED CHAPTER 3- BLIND VENDOR PROGRAM</p> <p><u>002.08</u> <u>Permit</u> shall mean the official approval given the state licensing agency by a department, agency or instrumentality in control of the maintenance, operation, and protection of federal property, or person in control of other property, whereby the state licensing agency is authorized to establish a vending facility.</p> <p>NCBVI would like these changes acknowledged and noted for the RFP.</p>	
2.	Section I.R	Pg. 6	<p>According to Nebraska Law, the prices of items to sell have to be comparable to other similar buildings, not to other bids. The RFP states that DAS will compare all the prices from other bids. The</p>	The current language is appropriate.

			comparison needs to be with other similar buildings according to LB-220. NCBVI would like this change to be noted on the RFP.																													
3.	Attachment "A"		What are the annual gross sales for each facility listed in the RFP?	<p>Please note that sales figures are based on current contract(s) for the year 2018.</p> <p>These figures are not guarantees of usage, but provided to give bidders information useful to their proposal preparation.</p> <p>Lincoln:</p> <table> <tr><td>CO</td><td>\$2937</td></tr> <tr><td>CW</td><td>\$3203.55</td></tr> <tr><td>CCCL</td><td>\$151,357 One Vendor</td></tr> <tr><td></td><td>\$2937 Second Vendor (estimated)</td></tr> <tr><td>CSI</td><td>\$2937</td></tr> <tr><td>DEC</td><td>\$16,367</td></tr> <tr><td>LCC</td><td>\$52,624</td></tr> <tr><td>NSP</td><td>\$262,875</td></tr> <tr><td>STA</td><td>\$11,392</td></tr> </table> <p>Omaha:</p> <table> <tr><td>CCCO & OCC</td><td>\$219,329</td></tr> <tr><td>NCYF</td><td>\$10,082</td></tr> </table> <p>Tecumseh:</p> <table> <tr><td>TSCI</td><td>\$308,633</td></tr> </table> <p>York:</p> <table> <tr><td>NCCW</td><td>\$10,910</td></tr> </table> <p>McCook:</p> <table> <tr><td>WEC</td><td>Unknown at this time</td></tr> </table>	CO	\$2937	CW	\$3203.55	CCCL	\$151,357 One Vendor		\$2937 Second Vendor (estimated)	CSI	\$2937	DEC	\$16,367	LCC	\$52,624	NSP	\$262,875	STA	\$11,392	CCCO & OCC	\$219,329	NCYF	\$10,082	TSCI	\$308,633	NCCW	\$10,910	WEC	Unknown at this time
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	-		What is the current percentage from vending, paid into the Inmate Welfare Fund and is that percentage from gross or net sales?	<p>12.5% Commission paid on Candy, Crackers/Cookies, Pastries, Chips, Snacks, Juices, and Coffee Products.</p> <p>3% Commission paid on sandwiches</p> <p>10% Commission paid on pop/soda</p> <p>Commission is paid on Gross Sales</p>																												
5.	Section I.U		What are the current Vendor's prices for products and facilities listed in the RFP?	See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs.																												
6.	Section III. F		The Commercial Liability limits are double what standard General Commercial Liability states. Why is this, when other state and federal buildings don't require limits this high?	The Office of Risk Management of the State of Nebraska (ORM) establishes minimum requirements for Commercial Liability Coverage. Any RFP response that proposes lesser amounts of insurance coverage should then be reviewed by the Department of Administrative Services, ORM.																												

7.	Attachment "A"		Is canned soda or aluminum allowed in every facility, or are there restrictions as to what type of soda container is required? If there are restrictions, please list what facilities and within those facilities, what specific machines require a specific type of soda container.	There are no restrictions. Cans are allowed. Most facilities prefer plastic bottles. See Attachment B.
8.	Attachment "A"		What are the makes and models of the vending machines currently in each location?	See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs.
9.	Attachment "A"		In the past, some machines have require the use of special gold coins. Will that be the case again, or will all machines accept regular currency?	The machines that use tokens (special gold coins) are not part of this bid.
10.	Attachment "A"		<p>Several machine types on Attachment "A" list machine types that are ambiguous and don't give us a clear picture of the exact type of machine(s) needed.</p> <p>The term "Food Wheel" appears at DEC, & LCC</p> <p>The term "Food Machine" appears at NSP</p> <p>The term "Sandwich/Milk" appears at CCCO</p> <p>The term "Cold Beverage" appears at CCCO & OCC</p> <p>The term "Frozen Food Machine" appears at NCYF</p> <p>The term "Sandwich/Pastry" appears at OCC</p> <p>The term "Cold Sandwich" appears at TSCI and NCCW</p> <p>The Term "Pop/Snack" appears at NSP</p> <p>Please provide current make and model or a more "industry specific" term, so we can ascertain exactly what type of machine to provide.</p> <p>Several facilities require Bill Changers, but the Staff Training Academy lists a Coin Changer. Is that a typo and is the machine at the Staff Training Academy meant to be a bill changer, whereby a bill is inserted and the machine provides coins?</p>	<p>See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs.</p> <p>For any machine in which cold items will be placed, insert the term "Cold Machine."</p> <p>NDCS does not have a preference for glass-fronted units or closed units.</p> <p>The Staff Training Machine should be designated as a Bill Changer.</p> <p>If further questions arise, please use the second round of questions/answers to request further information.</p>

11.	Attachment "B"		Regarding pop, is there a preference for either Coke or Pepsi products?	There is no preference for brand.
12.	Attachment "B"		Are bidders bound by the minimum products listed, or does the vendor have latitude to change products sold, based on demand, lack of demand, etc.?	The successful vendor(s) will have the latitude to change products based on customer request, lack of demand or other sales data.
13.	Section V.E 16.b		<p>Paragaraph (sic) 16 b. states, in part "The Contractor shall provide a wide variety of snacks, including 15%-20% of product offering as healthy snack options.</p> <p>Attachment "B" lists a grand total of Eighty-One (81) items, to include drinks, food & candy.</p> <p>Does the percentage of healthy requirements include all eighty-one (81) items, or just snacks? If snacks, where on attachment "B" do those begin and how many items does it include?</p>	Healthy Options apply to all eighty-one (81) products.
14.			<p>The Request for proposal for contractual services form has three sections, one of which needs to be checked.</p> <p>The third section, referencing blind persons references Neb. Rev. Stat §71-8611 and mentions "preference" to be considered in the award of the contract.</p> <p>That wording is incorrect, as §71-8611 states that "priority" shall be given and not preference. NCBVI recognizes the important difference in the terms and would request a correction anywhere in the RFP and Request For Proposal For Contractual Services Form this error appears.</p>	<p>NDCS is required to use the DAS State Purchasing Bureau's template when posting an RFP formally. The section referenced is one that NDCS cannot change without permission.</p> <p>We will share this information with DAS State Purchasing Bureau.</p> <p>Please note that on Section E., Technical Requirements, #17, page 30 of the RFP document, the word "priority" is used. This section of the RFP is the section that can be built by the using agency (NDCS).</p>
15.			I would like to do a walk through at the following locations to see what the logistics are involved in moving equipment in.	See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs.
16.			CCCL: Visiting area, WHU, not sure what is, and one of the housing units. Also, there use to be machines in the staff lounge, are these gone?	See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs.
17.			DEC: Staff lounge, I know that unless it has changed the room is really small. Nice to see how much space is available or maybe it has been moved or remodeled since I worked there.	See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs.

18.			NSP: Visiting Room, Staff dining, and RTC. Be nice to see how the equipment has to be brought in. Loading dock, or front entrance and down the elevator? How to get to each area? It was mentioned that RTC is on the back side of the building. How do we bring in equipment and how do we access that area for service.	See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs.
19.			CCCO: Front Lobby, and Dayroom. See if there any sharp turns and door ways. Doorway maybe standard 36 ", but with door handle and closers, they get a lot smaller.	See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs.
20.			NCYF: Admin\Canteen Lobby. How is equipment to brought in.	See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs.
21.			OCC: Admin Building, Visitation, Training room, Role Call room. Is there a loading dock or do the machines have to go through a sally port? Lot of areas, be nice to what there is for hallways with turns and doorways.	See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs.
22.			Couple places I thought about after the meeting. Is there going to be a separate RSP for the Women's facility in York, and also the Youth facility here in Lincoln on highway up the hill from NSP?	The Nebraska Correctional Center for Women, in York, NE, is included in this RFP; please see Attachment A. The "youth facility on the highway up the hill from NSP" is not part of this bid or the Department of Correctional Services; it is either a city or county facility.
23.			Sales information at each location and a break down for each area would be nice. It would give a better idea about service frequency and machine capacity needed to properly provide service each area.	See Question #3 above.
24.			Will there loading dock access at NSP , LCC. or OCC. Can we use the receiving area to bring equipment into these locations? Then move to each area. At D&E, do machines have to be brought in through the front door then sally port, and then down the elevator? Or could they maybe unloaded at LCC and brought over in the tunnel?	See Addendum Two, Revised Schedule of Events.
25.			Also it would be nice to see what kind of equipment is there already. Give us some idea of the	See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs

			<p>type and size of machines that are needed to service each area at each location. It would be nice if we knew areas to place higher capacity machines in higher volume locations and how room is available. Some machines are larger than others and we want to make sure that we install machines that will fit each area.</p>	<p>and allows interested parties to see the size and types of machines currently in place.</p>
26.			<p>I know visiting rooms get really busy on visiting days. If possible, to avoid being in everyone's way and a major distraction and it might be easier on custody staff. Would it maybe be a good idea to install machines in stages. If NSP, LCC and OCC have no visits on Monday and Tuesday, Do NSP on Monday one week, CCCL Tuesday one week. Then wait until Monday and Tuesday the next week to install machines at LCC and D&E. and the install machines at OCC and CCCO on a non Visiting days along with NCYF the next week?</p>	<p>The RFP requests that each proposal provide a phased delivery schedule.</p> <p>Please see Section G: Bidder Requirement, #10: "The bidder will also provide, as part of their proposal, a detailed work plan and timeline of vending machine delivery and installation by facility. This is to include ETA for any proposed new machine(s), and any information that will be needed by the facility to help facilitate installation and setup."</p>
27.			<p>An after thought If I remember correctly, at LCC, we may have to use the sally port to bring machines into the break room. The break room door is a 90 degree turn in the sally port to enter the break room. So we have to enter the sally port close the outside door, turn the machine, then open the door to the visiting room, and bring the equipment. It might be good to do this on a non visiting day, so we cause less disruption. And I could be wrong, been a lot of years since I worked there. Another reason a walk through is a good idea, we can better plan how to move equipment in with the least amount disruption.</p>	<p>See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs.</p>
28.	Attachment A		<p>Is there on-site storage available at the facilities for product storage? If some have storage and some do not, please list those with and those without. If there is on-site storage, how much space is available? For those without, is there a possibility of some space becoming available?</p>	<p>There is no on-site storage available at facilities for vending providers.</p>

29.		<p>***** would request walk through visits at the following facilities:</p> <p>Nebraska State Penitentiary Community Corrections Center – Lincoln Lincoln Correctional Center Omaha Correctional Center Community Correctional Center – Omaha</p>	See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs.
30.		<p>For each facility, would it be possible to get a measurement of the narrowest doorway we would have to negotiate, to deliver machines, to assure we'll be able to fit them through the doorways?</p> <p>Do all facilities have elevator access, where needed, or are there any facilities that we'd have to move machines up and down any stairs, or will machine deliveries be done at "ground level" without elevators or stairs?</p> <p>Are there any unique obstacles at any of the facilities that we would need to be aware of not addressed so far, to facilitate smooth delivery of machines?</p>	<p>See Addendum Two, Revised Schedule of Events, which incorporates walkthroughs. T</p> <p>Each vendor will be responsible for their own measurements of areas of interest. .</p>
31.		<p>At the optional meeting at NSP on September 12th, ***** expressed a concern for the requirement for having all machines installed and ready, five days prior to the December 1st start date, given that the week before Dec. 1st was Thanksgiving week and two of those days were holidays.</p> <p>Purchasing personnel indicated a willingness to work with the contractor with respect to the schedule.</p> <p>For those facilities with visiting areas, would it be possible to bring machines in and at least set them "off to the side" during the week of November 11th, during non-visiting days/hours?</p>	<p>With the addition of walkthroughs, the Revised Schedule of Events has expanded the time frame, pushed out the start date and will avoid the Thanksgiving holiday period for delivery entirely.</p> <p>NDCS will work with awarded vendor(s) during any transition.</p>
32.		We service 8 coin operated beverage vending machines at Community Corrections Center – Lincoln under the attached contract (see pg 118). It appears that these beverage vending machines are also included in this	Please see Revised Attachment A. Some Pop Machines from 15025 OC were accidentally included. The machines covered under 15025 OC at both CCCL and NCCW have been removed.

			RFP. Please let me know why they are included if we already have a contract on file with the State.	However, there are additional machines originally sponsored by employee activity committees which have been clawed back into this RFP.
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This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.