



Greenville Technical College

# Invitation for Bids Amendment 1

Solicitation Number: GTC-24-09-288IFB-Vending Date Issued: 9/27/2023 Procurement Officer: Kristal Doherty Phone: (864) 250-8417 E-Mail Address: Kristal.doherty@gvltec.edu Mailing Address: PO Box 5616 Greenville, SC 29606
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DESCRIPTION: Vending Services

USING DEPARTMENT UNIT: Auxiliary Services

*The Term "Offer" Means Your "Bid" or "Proposal". Unless submitted on-line, your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.*

SUBMIT YOUR OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS: Greenville Technical College  
Purchasing – MS 1236  
PO Box 5616  
Greenville, SC 29606-5616

PHYSICAL ADDRESS: Greenville Technical College  
Attn: Kristal Doherty, Bldg. 102 Room 240  
738 S. Pleasantburg Dr  
Greenville, SC 29607

**SUBMIT BID BY (Opening Date/Time): 10/3/2023 @ 2:00 PM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **9/21/2023 @ 2:00 PM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original hard copy & One (1) hard copy marked COPY. A redacted copy may also be submitted. If submitting a redacted copy-See Section IV. Submitting Redacted Offers for instructions. Must also submit 1 copy on USB flash drive.**

**Initial here if NO redacted copy is necessary** \_\_\_\_\_ (As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

CONFERENCE TYPE:	DATE & TIME:	LOCATION:
N/A		N/A

## AWARD & AMENDMENTS

Award is scheduled to be posted on **10/10/2023**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <https://www.gvltec.edu/purchasing/>

You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of sixty (60) calendar days after the Opening Date. (See "Signing Your Offer" and "Electronic Signature" provisions.)

NAME OF OFFEROR (full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. 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.

### AUTHORIZED SIGNATURE

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

### TITLE

(business title of person signing above)

### PRINTED NAME

(printed name of person signing above)

### DATE SIGNED

### STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at [www.procurement.sc.gov](http://www.procurement.sc.gov))

### STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

- Sole Proprietorship                       Partnership  
 Corporate entity (not tax-exempt)       Corporation (tax-exempt)

(See "Signing Your Offer" provision.)

- Other \_\_\_\_\_  
 Government entity (federal, state, or local)

# PAGE TWO

(Return Pages One and 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)

Area Code - Number - Extension: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## PAYMENT ADDRESS

(Address to which payments will be sent.)

## ORDER ADDRESS

(Address to which purchase orders will be sent) (See "Payment" clause)  
(See "Purchase Orders and "Contract Documents" clauses)

### (check only one)

- Payment Address same as Home Office Address
- Payment Address same as Notice Address

### (check only one)

- Order Address same as Home Office Address
- Order Address same as Notice Address

## ACKNOWLEDGMENT OF AMENDMENTS

Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
1	9/26/23						
2							

## DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)

10 Calendar Days (%)

20 Calendar Days (%)

30 Calendar Days (%)

\_\_\_\_\_ Calendar Days (%)

### PREFERENCES – Preferences do not apply to this bid

### PREFERENCES – Preferences do not apply to this bid

# NOTICE – AMENDMENT #1

## SOLICITATION GTC-24-09-288IFB-Vending

### **AMENDMENTS TO SOLICITATION (JAN 2004)**

All actual and prospective Offerors should monitor the following web site for the issuance of Amendments:  
[www.gvltec.edu/purchasing/](http://www.gvltec.edu/purchasing/)

- (a) The Solicitation may be amended at any time prior to opening.
- (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment.
- (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.  
[02-2A005-1]

**Changes have been made to the following Section(s) of the Solicitation document, changes are highlighted in Yellow:**

#### IV. INFORMATION FOR OFFERORS TO SUBMIT

##### **THE OFFEROR MUST ALSO SUBMIT:**

- ❖ **Delivery lead-time and installation timeline**
- ❖ **Description of how the Contractor's system meets the specifications for each of the project components of this Invitation for Bid**
- ❖ **Reference contact information for at least 3 institutions of higher education served within the last 5 years**
- ❖ **Completed bid schedule with percent commission**
- ❖ **Proposed list of products with proposed prices to charge for vending machine products offered for sale under this solicitation.**
- ❖ **Schedule for cleaning, inspection and maintenance**
- ❖ **Supplier Classification form**
- ❖ **Certificate of Insurance**
- ❖ **Attachment A - Vending Product Price List:** Attachment A contains a limited number of products and must be submitted with pricing, which must match the pricing on the full list of proposed products and prices submitted. The pricing on Attachment A will only be evaluated if there is a tie for the highest commission rate offered. In the case of a tie in the Commission % offered, the lowest total cost on Attachment A will determine the awarded contractor.

#### VI. AWARD CRITERIA

##### **CALCULATING THE LOW BID (MODIFIED)**

The Contractor with the highest Commission rate percentage will be deemed the "lowest" bidder. In the event of a tie in the Commission rate offered, the lowest total cost on Attachment A will determine the "low bidder".

Attachment A is located at the end of this document and is posted separately on the Purchasing website:  
[www.gvltec.edu/purchasing](http://www.gvltec.edu/purchasing) .

All other Terms and Conditions of the solicitation remain the same.

## Following are the Questions received and Answers:

1. Why are you all asking for 150 cases of donated products when this was not a requirement in the past?  
We have combined vending services to include food and beverage vending in one contract whereas before these were awarded separately. The previous contract required the donation as part of the beverage contract.
2. As this is a bid instead of an RFP, are you requiring the bidders to show what their pricing levels will be along with the commission or do you only want the commission in the bid and a negotiation on the prices later?  
Per the solicitation document, Section IV. Information for Offerors to Submit, bidders must submit a "Proposed list of products with proposed prices to charge for vending machine products offered for sale under this solicitation". Bidders must also submit the Bid Schedule stating the commission percent. We have added Attachment A which is a Vending Product Price List for a limited number of items. Attachment A must be submitted with pricing, which must match the pricing on the full list of proposed products and prices submitted. The pricing on Attachment A will only be evaluated if there is a tie for the highest commission rate offered. In the case of a tie, the lowest total cost on Attachment A will determine the awarded contractor.
3. College has paid for the cellular service in the past for the micro markets and not the vending. Why the change with this? Is the college open to running a guest network line to each of the markets? Cellular service for each market cost between \$50 to \$75 per month depending on data.  
Due to PCI/DSS requirements, the college cannot be an Internet Service Provider. We agreed to cover the cost in the last contract because the solicitation stated we would provide an internet connection.
4. Why is the contract for only 1 year? How many renewals of 1 year are allowed after the initial term?  
Per the solicitation document, Section I. Scope of Solicitation, "The initial term of this contract is for one (1) year with four (4) one year options to renew, for a maximum term of five (5) years".
5. Current commission is less than 30%. Why has this minimum been set? With the current theft rate in the markets this will require a significant pricing change in markets to cover the higher commission and theft rates. We have combined vending services to include food and beverage vending in one contract whereas before these were awarded separately. We receive a 48% commission on the current beverage contract. Based on research, 30% commission is comparable with what other SC college contracts require. Vendors are encouraged to offer higher than the 30% minimum required because only one vendor will be awarded the contract for all vending and Micro Market services.
6. Does the college have language in their current contract that protects the vendor from stolen products out of the unattended markets? If yes, what is that language?  
There is not language in the current contract regarding theft in the Micro Markets. We have security cameras installed at all Micro Market locations and our Campus Police department will work with the awarded vendor to investigate and resolve theft issues. If bidders have a secure option for the Micro Markets which requires payment prior to accessing the product or other security features, that would be acceptable as long as the products offered in the Micro Markets expand on standard vending service options with a larger variety of choices, including healthy options and fresh foods as stated in the Scope of Work section of the solicitation document.
7. Can the state provide a copy of your current vending/market agreement?  
Here is the link to the Solicitation and Award Documents issued for the current contract: <https://webprod.cio.sc.gov/SCSolicitationWeb/contractSearch.do?solicitnumber=5400013052> This solicitation was issued and awarded by the State Procurement Office.
8. Are enrollment numbers trending up or down from last year? What percentage?  
Enrollment numbers for Fall 2023 are slightly lower than Fall 2022. There has been a 6% decrease in new student enrollment, but this is due mainly to the fact that in Fall 2022, we were offering free tuition and free tuition is no longer offered in Fall 2023. We don't expect the number to continue to trend downward.

## Attachment A

**Vending Product Price List to be used for evaluation purposes in case of a Tie**  
(these prices will be contract prices but this is not an inclusive list – offerors must still submit a complete product price list)

Product	Brand Name (must be nationally recognized brands)	Price (Price to be charged in vending machine/micro market)
20 Oz. Bottle Drinks		
20 Oz. Bottled Water		
Breakfast Biscuit		
Burrito		
Cake		
Candy		
Cheeseburger		
Chips		
Cookies		
Crackers		
16 Oz. Energy Drinks		
Gum/Mints		
Juice: 12 to 16 oz assorted flavors		
Milk/Chocolate Milk 12 to 16oz		
Parfait with Granola: 4 to 9 oz cups		
Pastry		
Poptarts		
Protein Pack		
Sandwich Prepackaged assorted		
Sports Drink 20 OZ		
Tea: 16 to 20 oz		
Vitamin Water: 20 oz		