



## RCS PTD21-016 (EjR)

# Beverage and Snack Vending Services

November 17, 2021

Public Transit Department – Daniel Rice

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## Housekeeping

- Meeting purpose is to provide solicitation clarifications
- Attendance
  - Appointment only attendees
  - No recording allowable



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## WebEx Meeting Question Format

- Use the chat feature to direct questions to the Procurement Officer (not “everyone”)
- Procurement Officer will read the question to city staff for the response



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## Pre-Offer Conference

RCS Schedule  
Solicitation Overview  
Proposal Instructions  
Transparency Policy  
Special Terms and Conditions  
Questions and Answers  
Scope of Work



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# RCS Schedule

## IMPORTANT DATES

<b>Pre-Offer Conference</b>	November 17, 2021   11:00 AM (Phoenix local time)
<b>Written Inquiries Due</b>	November 24, 2021   2:00 PM (Phoenix local time)
<b>Proposals Due</b>	<b>December 1, 2021   2:00 PM (Phoenix local time)</b>
<b>Award Recommendation</b>	~ January 2022
<b>Notice to Proceed</b>	~ February 2022
<b>Contract Start Date</b>	TBD



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# Solicitation Overview

## TABLE OF CONTENTS

<b>Section I</b>	Solicitation Instructions
<b>Section II</b>	Standard Terms and Conditions
<b>Section III</b>	Special Terms and Conditions
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<b>Section V</b>	Scope of Work
<b>Section VI</b>	Submittal Forms



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# Solicitation Overview

## EXHIBITS

- Exhibit A Machine Information Report (Example)
- Exhibit B Sales Information (Sample/Example)
- Exhibit C Customer Services Calls Report (Example)



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# Solicitation Overview

## SUBMITTALS

- Section 6.1 Technical and Price Proposal
- Section 6.2 Price Proposal
- Section 6.3 Years in Business Certification
- Section 6.4 Addenda Certification
- Section 6.5 Reference Check Form
- Section 6.6 Contract Disclosure Form
- Section 6.7 Offer



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# Proposal Instructions

## Section No. 1.33 – Technical Proposals

### TECHNICAL PROPOSAL

**Tab 1** Qualifications and Experience (400 Points)

**Tab 2** Method of Approach (250 Points)

**Tab 3** Required Submittal Forms (Section 6.3 – 6.7)



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# Proposal Instructions

## Section No. 1.34 – Price Proposal and Financial Information

### PRICE PROPOSAL AND FINANCIAL INFORMATION

**Tab 1** Completed Section VI Submittal, Sub-section 6.2 Price Proposal (350 Points)



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# Proposal Instructions

## Section No. 6.1 – Technical and Price Proposal

### PHYSICAL SUBMITTALS ONLY

Sealed envelope/package submitted to:

302 N. 1<sup>st</sup> Ave., Suite 900, Phoenix, AZ 85003



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# Proposal Instructions

## Section No. 1.6 – Offeror Exceptions

“Offerors **must not take any exceptions** to any terms, conditions, or material requirements of this solicitation. Offers submitted with exceptions may be deemed **non-responsive and disqualified** from further consideration in the CITY’s sole discretion.”



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# Transparency Policy

## Section No. 1.18 – Solicitation Transparency Policy

All respondents and their representatives under penalty of disqualification will refrain from contacting anyone involved in this process other than the procurement officer.

**OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED**



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# Special Terms & Conditions

**Section 3.1** Term of Contract: February 4, 2022, with an initial term of three (3) years with up to two (2) additional option years

**Section 3.29** Background Screening – Maximum Risk



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# Questions and Answers

## Section No.1.7 – Inquiries

### QUESTIONS

#### Inquiries Form

All questions must be submitted in writing to [Enrique.rivera@phoenix.gov](mailto:Enrique.rivera@phoenix.gov) or [Daniel.rice@phoenix.gov](mailto:Daniel.rice@phoenix.gov)

### ANSWERS

#### RCS Addendum

All answers will be provided in an RCS Addendum



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# Scope of Work

### SCOPE OF WORK OVERVIEW

#### Service Locations

Desert Sky Transit Center, North Transit Facility, South Transit Facility, West Transit Facility.

*Note: specific vending machine locations to be provided in forthcoming Addendum.*

#### Equipment Requirements

- Vending machines at the North, South and West Transit Facilities must accept bills, change, and at least three (3) debit/credit card methods of payment for any purchase.
- machines must be three (3) years old or newer at the time of installation.



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# Scope of Work

## SCOPE OF WORK OVERVIEW

**Gross Sales** See Section 5.2

**Reporting** Contractor shall submit a report detailing bullet points listed in Section 5.15

Monthly reports and payments due by the 15th day of the month

