

ADDENDUM #001

Solicitation Number: FDC ITN-19-016

Solicitation Title: Statewide Canteen Operations, Visiting Park Vending, and Ancillary Services

Opening Date/Time: December 4, 2019 at 2:00 p.m., Eastern Time (E.T.)

Addendum Number: 001

Addendum Date: September 23, 2019

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Added language to the ITN is highlighted in **yellow**, while deleted language has been stricken.

This Addendum includes the following revisions:

Change No. 1:

A change to Section 2.4, Resources.

2.4 Resources

The Department is providing the following resources that may be helpful to Vendors in developing and proposing appropriate solutions, implementation strategies, transition plans, and pricing that best meets the needs of the Department. To gain a comprehensive understanding of the current services, Vendors are strongly encouraged to review the information found at the following links.

- Current Canteen Services Contract:
<https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=700000&ContractId=C2826>
- Previous Package Program Services Contracts:
<https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=700000&ContractId=C2828>
<https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=700000&ContractId=C2829>
- Current VP Vending (all of Regions I and II & portions of Region III):
<https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=700000&ContractId=8388A>

- Current VP Vending (portions of Region III & all of Region IV):
<https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=700000&ContractId=8388B>
- Sales reports for the current or former Contracts, as well as procedures referenced in this ITN (except those identified as “Restricted”):
<http://uat.fdc-wtws001.fdc.myflorida.com/business/itn-19-016.html>
<http://www.dc.state.fl.us/business/ITN-19-016.html>

Related Department policies that are considered “Confidential” or “Restricted” are unavailable for public release and must be requested by a Vendor via the completion of Attachment II, Non-Disclosure Agreement for Restricted Information. The Vendor shall email this completed form to the Procurement Officer listed in Section 4.2, who will then coordinate the release of any “Confidential” or “Restricted” policies requested.

Change No. 2:

A change to Section 3.4.3.3, VP Vending Requirements.

3.4.3.3 VP Vending Requirements

VP Vending Requirements (VPV)	
No.	Requirement
VPV-001	The Vendor shall ensure all approved inventory is available at the Institution on the agreed-upon implementation date for services and is compliant with the Department’s vending Menu.
VPV-002	Equipment: The Vendor shall install, at no cost to the Department, a Cashless System for vending at all of the locations in Attachment I, Service Locations. The Vendor must demonstrate a reliable system of accounting for sales on their own network.
VPV-003	The Vendor shall provide, at each VP location, cold drink and snack machines only. A minimum of one (1) cold drink and one (1) snack machine will be installed at each VP Vending location. The actual number of vending machines located at each VP will likely range from two (2) to five (5) machines depending on space, the Institution’s size, and the mission of the Institution. Any request by the Vendor to add/delete equipment based on the volume of sales must include sales records in support of the change requested. Any disputes concerning equipment changes shall be resolved pursuant to Section 5.33, Disputes.
VPV-004	Money collection in the Cashless System, product replenishment, machine maintenance, and all repairs shall be provided by the Vendor between the hours of 8:00 a.m. and 4:30 p.m., E.T., Monday through Friday, during the hours established by the Warden, or designee, at each Institution.
VPV-005	All products approved for sale in the Department’s vending machines must be already approved and included on the vending Menu.

VP Vending Requirements (VPV)	
No.	Requirement
VPV-006	If the Department determines there is a security risk for any product(s) offered in the vending machines and that product is removed from the vending machine at one Institution, it will be removed from all vending machines Statewide.
VPV-007	<p>The Vendor shall be responsible for notifying the Department's Contract Manager, or designee, if any products being offered in the vending machines are determined to be a security risk.</p> <p>If the Department's Contract Manager, or designee, determines that an approved product shall not be sold through the vending machines, the Department's Contract Manager, or designee, shall provide written confirmation to the Vendor of the determination, and the product shall be removed from the vending Menu within 24 hours of the Department's determination.</p>
VPV-008	The Vendor shall ensure that the vending Menu products are made available for sale during Inmate Visitation hours. Stocked products shall be stored in appropriate containers to ensure freshness and suitability for consumption.
VPV-009	The Vendor shall remove any outdated product(s) identified within 24 hours' notice.
VPV-010	The Vendor shall ensure that the products in all vending machines have clearly delineated prices for each product.
VPV-011	The Vendor shall maintain and repair all vending machines.
VPV-012	The Vendor shall repair any non-functioning machine(s) to full operating capacity within five (5) business days or replace said machine within the same time.
VPV-013	The Vendor shall be responsible for the vending machines' electrical and network connections.
VPV-014	The Vendor shall respond to any request by the Institution for supplies, service or assistance within 24 hours of the initial request.
VPV-015	The Vendor shall replenish vending products and supplies weekly, and clean all machines, in accordance with Chapter 64E-11, F.A.C., weekly and at least 24 hours prior to State-recognized holidays in which Inmate visitation is authorized.
VPV-016	The Vendor shall clearly identify all Kosher products in the vending machines.
VPV-017	The Vendor shall be responsible for establishing a process and making all refunds for monies lost due to vending machine malfunctions. The Department's Contract Manager, or designee, shall review and approve this process within 15 business days of Contract execution. The Vendor shall clearly post notices in locations that inform Customers how to request refunds. The notice shall provide the Vendor's name and contact telephone number.
VPV-018	The Department shall provide VP space and utilities to place machines and operate vending services and any Cashless Systems.
VPV-019	The Vendor shall ensure that all VP Vending machines are compliant with the ADA.