

**PROCUREMENT
AND MATERIALS
MANAGEMENT**



**City of Myrtle Beach
SOUTH CAROLINA**

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**Addendum #02
January 24, 2024**

**RFP 24-R0018
Vending Machine Services**

The purpose of this Addendum #02 to RFP 24-R0018 for Vending Machine Services, dated January 12, 2024, and previously amended on January 23, 2024, is to answer the following questions:

1. Currently, what feedback do you get from the City employees on your vending program?

City employees are either neutral about the vending program, or they feel that the machines and products need to be updated.

2. In a perfect world, what would your vending program look like?

We would like our vending program to have functional machines offering a variety of products, serviced on a regular basis, with an opportunity for the City to earn a rebate on all vending machine sales.

3. On page 23, it mentions in the specifications section that this contract will not cover drink vending machines. Why are drinks not included and separated from the snacks? If not included in the contract, will there be an opportunity to provide beverages in the future? If so, when?

All drink vending in the City is governed by an existing contract that is in effect until the end of 2024. If the City does not renew its contract with the existing drink vendor, then the City can consider other providers for drink vending.

4. In the submission requirements on page 27 where it mentions anticipated delivery schedule for each machine in the City, include driver route information/maps. If vendor provides a system and protocol in place that can assure product inventory levels maintain up to expectations and prevent product outs vs. an anticipated delivery schedule for all equipment, would that be considered as an alternative solution?

In addition to the driver route information/maps requested, vendor may include protocol for product inventory maintenance.

5. Who comprises that team that makes this decision? What are each of those team member's goals in this process?

The evaluation team consists of three individuals from different departments throughout the City. Their key goals in this process are to ensure the best possible service from the machines to satisfy the users/patrons of the machines at each location, and to earn a rebate for the City.

6. Would there be any opportunity for coffee services for any of the City of Myrtle Beach sites? If so, what is the current annual coffee spend per location? Can that be presented as part of the proposed onsite solutions?

Coffee service is not anticipated at this time.

7. What is the current product pricing for all snack products?

Current product pricing for all snack products ranges from approximately \$0.50 to \$1.75

8. Post-bid opening on February 20, 2024, what is the expected time frame for review prior to award?

The City is anticipating an approximate two-week evaluation time frame.

Additional questions are due no later than 10:00AM (local time) on Friday, January 26, 2024. Questions may be submitted via e-mail to asowers@cityofmyrtlebeach.com Official time of receipt will be marked by the time the e-mail is received, and not by the time that it is sent. E-mail messages can take up to ten (10) minutes or more to be delivered to the intended recipient. All questions received by the deadline will be answered via addendum.

Sealed proposals are due no later than Tuesday, February 20, 2024 at 2:00PM (local time.) No electronic submissions will be accepted. The City is not responsible for late or misdirected mail.

Thank you,
City of Myrtle Beach
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