



LOS LUNAS SCHOOL DISTRICT
RFP 2019-002-HR
COLD BEVERAGE VENDING SERVICES
AMENDMENT NO. 1
DATE: DECEMBER 21, 2018

RFP No.: 2019-002-HR

RFP Due: February 12, 2019

Time: 2:00 PM Local Time

Where: Los Lunas Schools
Administration Offices
P.O. Drawer 1300 (if mailed)
119 Luna Avenue (if delivered)
Los Lunas, NM 87031

For Additional Information Please Contact:

Heather Rindels, Purchasing Agent
505-866-8259 Phone
505-866-8262 Fax
Email: hrindels@lunschools.net

**COLD BEVERAGE VENDING SERVICES
FOR
LOS LUNAS SCHOOL DISTRICT
RFP NO. 2019-002-HR
RFP Amendment No. 1
December 21, 2018**

The above referenced RFP is amended as follows:

1. **Section II. Conditions Governing the Procurement-page 5**
Section A. Sequence of Events

Now Reads:

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

ACTION	RESPONSIBILITY	DATE
1. Issue RFP	Procurement Manager (PM)	12/13/18 (Thur)
2. Return of "Acknowledgment of Receipt" Form for Participation List	Potential Offerors (PO)	12/21/18 (Fri)
3. Pre-Proposal Conference (Non-Mandatory)	PM	12/21/18 (Fri) 10:00 AM
4. Deadline to Submit Questions	PM	1/11/19 (Fri) 4:30 PM
5. Response to Written Questions/ RFP Amendments	PM	1/18/19 (Fri) 4:30 PM
6. Submission of Proposal	Offerors	2/12/19 (Tue) 2:00 PM
7. Proposal Evaluation	Evaluation Committee (EC)	2/19/19 (Tue)
8. Notification of Finalists (If desired)	EC	[Not Applicable]
9. Best & Final Offer (If requested)	Offerors	[Not Applicable]
10. Oral Presentations (If requested)	Offerors	[Not Applicable]
11. Price Agreement(s) Negotiations (If needed)	Tentative awardee(s)/School District	2/26/19
12. Price Agreement(s) Award*	Purchasing Director*	3/26/19
13. Protest Deadline	Offerors	4/10/19 4:30 PM

*Price Agreement award is subject to approval of the Los Lunas School Board.

2. Pre-Proposal Questions and Answers:

1. Does the Certificate of Liability Insurance need to be included with the proposal if it's already loaded on Vendor Registry?

Yes, the Certificate of Liability Insurance must be submitted with the proposal as a mandatory item in the copy marked "Original".

2. Do Booster Clubs have equipment needs? Do they sell out of coolers and if so, what size? Do any clubs use fountain machines? Is there an equipment count?

This will be answered by Friday, January 18, 2019

3. Does the case volume history show case numbers or unit numbers?

The case volume history shows case numbers.

4. What is the number of athletic events that are hosted by the school district?

For fiscal year 2017/2018, the District hosted 172 high school and 56 middle school athletic events.

5. Will booster clubs and other district organizations be required to purchase from the awarded vendor?

Yes, all clubs and organizations will be notified of the exclusive award and their requirements for purchasing product from the awarded vendor. The only exception to this is found on page 24 of the RFP (Appendix B-Letter E) "A Non-profit organization called "Food Services Association" exists to provide catering services for Los Lunas School functions such as year-end retirement recognition, honor society banquet, etc. This organization is exempt from this contract. LLS Student Nutrition is also exempt from this contract, however, LLS reserves the right to extend the sale of products at the agreed pricing (case pricing, etc) to these organizations should they desire to do so."

6. Is it possible to extend the deadline for the submittal of questions until January 11, 2019?

Yes, an amendment to the RFP will be issued to extend the deadline for the submittal of questions to Friday, January 11, 2019 and the District's deadline to respond will be extended until Friday, January 18, 2019.

END OF AMENDMENT NO. 1
Proceed to Acknowledgement of Amendment No. 1

ACKNOWLEDGEMENT OF AMENDMENT NO. 1
COLD BEVERAGE VENDING SERVICES

Los Lunas Schools RFP 2019-002-HR

In acknowledgment of receipt of this Request for Proposal (RFP) the undersigned agrees that he/she has received a complete copy of the RFP issued 12/13/2018, and Amendment No.1 dated 12/21/2018.

The acknowledgment of receipt should be signed and returned with your Proposal on or before February 12, 2019, 2:00 PM Local Time

FIRM: _____

REPRESENTED BY: _____ TITLE: _____

E-MAIL ADDRESS: _____

PHONE NO.: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

Please return to:

Heather Rindels
Los Lunas Schools Buyer
P.O. Drawer 1300 (if mailed)
119 Luna Avenue (if delivered)
Los Lunas, NM 87031
Phone: (505) 866-8259
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