



**ROCKFORD BOARD OF EDUCATION
INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES
FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

RFP No. **17-07 Exclusive Pouring Rights**

DATE: **Friday, August 12, 2016**

RE: **ADDENDUM NO. 1**

To All Bidders:

Attached are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Purchasing Process Manager by email at tamara.pugh@rps205.com.

Rockford Public Schools

ADDENDUM ONE

DATE: August 12, 2016

RE: RFP No. 17-07 Exclusive Pouring Rights

Question 1: Page 23 section 34 – The last RFP was for a 5 year term with an optional annual yearly term. As I read this section, that is being changed to a 1 year term with 4 additional 1 year terms. So the guarantee is only annual?

Response 1: Yes the guarantee is only annual. The RFP as written has the options for 4 renewals based on customer service etc.

Question 2: Page 27 section C item 1 – Food Service is not included in the RFP?

Response 2: This is correct. This allows Food Service the ability to purchase other products that are not vendor specific. Such as juices etc.

Question 3: Page 31 section J – This is an example or a minimum annual guarantee?

Response 3: This is a minimum annual guarantee. Additional or an amount higher may be offered in the vendor's proposal.

Question 4: Page 31 sections K & J – can you tell me what the difference is in these two sections? Traditionally, commission is paid monthly or quarterly on FS vending based on sales of each machine.

Response 4: Section J is a yearly signing bonus. Section K discusses the commission on those products that the vendor stocks in the machine. The rebate is for the other items purchased that are either Self- vended or purchased by the case would receive the rebate case. As the Secondary Schools will probably go through more products the frequency of payment is more often.

Question 5: Pages 32 & 33 – Is section M and “Annual Rebates” one in the same or separate parts and what cases are being referred to as far as a rebate is concerned? Are you stating cases purchased by Boosters, Athletics, and Admin Office? Are you suggesting rebates are paid on full service case as well as the commission? Also it states in the last paragraph under “Annual Rebates” “Annually the contractor will pay to RPS 205 Food & Nutrition Services a \$2.50 per case rebate on all cases of carbonated soft drinks and 16.9oz water purchased directly from the contractor”. The question here: as stated on Page 27, section C, item 1 – Food service isn't included in the RFP but the district is requesting a rebate on their cases?

Response 5: Commission is based on the vended machines that are filled by the vendor. The rebate is for cases of product that are purchased and self-vended or handled by any group associated with the School District. Yes the district is requesting a rebate on the cases purchased for Food Service even though they are not listed in the exclusive rights. It is advantageous for the department to purchase the vendor's products to receive the rebate.

Question 6: Page 43 “Request for Proposal Offer Form – exactly what part of the business am I submitting pricing for? Most of the items listed are not purchased by any accounts other than food service with the exception of 20oz water. Boosters and athletics purchase 20oz CSDs, 20oz Sport Drinks and 20oz Water so again I’m confused on what we are actually submitting pricing for.

Response 6: The proposal would be for the exclusive rights to the products sold in vending machines which are listed on page 28 section 3. With rebates awarded for items not sold in vending machines.