



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

IFB No. **19-04 Exclusive Pouring Rights - Rebid**

DATE: **August 9, 2018**

RE: **ADDENDUM NO. 3**

To All Bidders:

Included 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.

If you plan to hand deliver your IFB submission on the due date, please note you must check in on the 2nd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.

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

The following documents are included in this addendum:

1. Modifications
2. Pre-Bid Meeting Minutes
3. Pre-Bid Opening Statement and Sign-In

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

MODIFICATIONS

The due date for RFP 19-04 Exclusive Pouring Rights – Rebid has been extended to **Tuesday, September 11, 2018**. Proposals are still to be mailed or delivered to 501 Seventh St, Rockford, IL 61104, 6th Floor Conference Room.

The contract start date has been changed to **January 1, 2019**.

**RFP 19-04 Exclusive Pouring Rights – Rebid
Pre-Bid Meeting Minutes**

Tuesday, August 7, 2018 at 2:00 PM
Administration Building, 6th Floor Conference Room

Attendees

A list of Pre-Bid meeting attendees is included in the addendum as the Pre-Bid Opening Statement and Sign-In.

Items Discussed

Several questions were asked at the Pre-Bid meeting and it was determined that it would be in the best interest of all those involved with this RFP to extend the due date to **Tuesday, September 11, 2018 at 2:00 PM (CST)**. Responses are still to be mailed or delivered to **501 Seventh St, Rockford, IL 61104, 6th Floor Conference Room**. The extended due date will provide enough time to provide thorough and accurate answers to the questions that were asked at the meeting. Below you will find a list of the questions asked at the Pre-Bid meeting that will be addressed in a future addendum. This Pre-Bid was NOT mandatory, and attendance is not required to submit a proposal.

Questions

1. Full service vending in the elementary schools does not break-even. Does the District have a desire to continue this service going forward?
2. Will the District provide contacts at the school level that the awarded vendor can work with to ensure the contract terms are being met?
3. What does the District intend to do to ensure competitors' beverages do not go into the awarded vendor's coolers?
4. Does the District intend on continuing to have "snack bars"?
5. What, if any, USDA approved beverages does the District intend on not providing to students?
6. How many coolers does the District currently use, and what is the breakdown between single and double door units?
7. Will individual schools have the ability to dictate when vending machines will be on and off?

The following questions were asked via RFI prior to the Pre-Bid meeting and were addressed at the meeting.

- 1) What is RPS 205's expectations around the contract start date versus the start of the school year?
 - a) **Discussion ensued and all parties agreed that a contract start date of January 1, 2019 would be preferred as it allows time for equipment to be installed over break, if necessary.**
- 2) What is the product percentage breakdown from your current provider?
 - a) **Current provider agreed to provide velocity reports and the District will include that information in a future addendum.**
- 3) Can you provide some background on the change in the term of the contract from the original RFP?
 - a) **Due to USDA regulations we can only enter into a contract for one year, at which point we can extend the contract on an annual basis for an additional four years.**
- 4) Who are the internal parties at RPS who have viewed GLCC's 19-01 proposal?
 - a) **Personnel from the Purchasing, Nutrition Services, Athletics and Legal departments viewed all proposals submitted for RFP 19-01 Exclusive Pouring Rights.**
- 5) What are the expectations or intentions of the Tuesday meeting, so we can understand the intent and be prepared?
 - a) **The intention of a Pre-Bid meeting is to respond to questions from vendors so that all parties understand what the District's expectations are regarding the RFP.**

PRE-BID CONFERENCE OPENING STATEMENT

Welcome to the pre-bid conference for RFP 19-04 Exclusive Pouring Rights - Rebid for the Rockford Public Schools.

The purpose of this meeting is to receive input, comments, questions, clarifications and suggested changes relative to this solicitation. As a reminder, the only acceptable changes to the Bid/RFP are formal Addendums published by the RPS Purchasing department. Additionally, the Addendum may address other issues identified by the School District.

The goal of today's meeting is to increase your knowledge of the solicitation as it is written and provide an information mechanism in which you may advise the School District of any changes it should make. Consequently, any changes you wish the Rockford Public Schools to consider must be submitted in writing to the Purchasing department before the deadline as expressed in the solicitation.

We will try to answer as many of the questions as possible. If we cannot answer a question today, we will defer that answer to the published Addendum. Additionally, minutes from this pre-bid conference will be published in the Addendum.

- Bid Opening is scheduled for August 14, 2018 at 2:00 pm Rockford Board of Education, 6th floor Conference Room. Late bids will not be accepted. Faxed or emailed bids will not be accepted.
- Board Approval August 28, 2018.
- Bid RFI Procedures - All written correspondence during the bid process MUST be sent to Dane Youngblood, Director of Purchasing, via email at PurchasingDeptStaff@rps205.com. Last RFI will be accepted until August 7, 2018 at 12 pm. Last addendum will be issued by August 9, 2018 at 4:30 pm.
- Addendums will be emailed to all attendees at the pre-bid conference, posted on the RPS website and Demand Star.
- PLEASE reference the REQUIRED FORMS CHECK LIST for all documents that must be submitted with your bid offer form. All forms must be properly completed, signed and submitted or your bid will be deemed non-responsive.



PRE-BID MEETING SIGN-IN SHEET

RFP 19-04 Exclusive Pouring Rights - Rebid

PLEASE WRITE EMAIL ADDRESS SO THAT IT IS LEGIBLE IN ORDER TO RECEIVE ADDENDUM INFORMATION

	Printed Name	Company Name	Company Address	Telephone	E-mail
1	Joshua Bennett	GLCCB	105 Industrial Ave, St. Charles, IL 60174	815-566-1008	Joshua.Bennett@glcc.com
2	Trent M. Homb	WP Beverages	7550 Beverage Blvd, Louis Park	815-885-1618	thomb@wpspsri.com
3	LISA Melby	RPS			
4	Renee Beauchamp	RPS			
5	DALE	RPS			
6					
7					