

ADDENDUM TO BID DOCUMENT(S)

ADDENDUM NUMBER:

One (1)

DATE OF ISSUANCE:

12/30/2019

PAGE NUMBER:

1 of 6

BID NUMBER & TITLE: 20-078B: Provide Vending Services

ISSUING OFFICE:



Purchasing Division
 Matanuska-Susitna Borough
 350 East Dahlia Avenue
 Palmer, Alaska 99645
 Phone: 907-861-8601
 Facsimile: 907-861-8617
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PREVIOUS ADDENDUM ISSUED: NONE

None	

DEADLINE FOR SUBMISSION OF QUESTIONS:

As Advertised: 12/30/2019 @ 5:00 PM
 Revised by Addendum Number: NA
 Revised to: NA

DATE AND HOUR OF BID OPENING:

As Advertised: 1/8/2020 @ 4:00 PM
 Revised by Addendum Number: NA
 Revised to: NA

The following corrections, changes, additions, deletions, revisions, and/or clarifications are hereby made a part of the Contract Documents. In case of conflicts between this Addendum and previously issued Documents, this Addendum shall take precedence. **The bidder must acknowledge receipt of this Addendum in the space provided on the Submittal Page**, failure to do so may subject the bidder to **disqualification**.

This addendum is being issued to clarify certain aspects of the Scope of Services contained in the original Bid Documents and issues a "Revised Bid Form".

1. Remove the requirement for vending machines at the Matanuska River Park.
 2. Please provide some recent sales history, for the Vending machines included in the Invitation to Bid #20-078B. Ideally, the most recent 12 month sales, by month, with sales revenue and product sales detail, for each machine.
 - **See the attached two (2) page Sales History spreadsheets**
 3. Are vending machines placed in Borough facilities subject to Borough sales tax or Palmer and Wasilla City sales tax? If so, it seems the Percent of Gross Monthly Sales Offered in appendix 'B', should actually be "Percent of Net Monthly Sales after Sales Tax". Since we have no control over what the Sales Tax amount is set at, it's highly unusual to include it, as part of the compensation back to MSB.
 - **The vending machines owned by the MSB Employees Union (DSJ Administration Building and Capital Projects Building) are subject to the City of Palmers sales tax. See the attached "Revised Bid Form".**
- Attachments (2)
 - Sales History Spreadsheets (2 Pages)
 - Revised Bid Form (3 Pages)

ADDENDUM #1 CONTINUES ON THE FOLLOWING FIVE (5) PAGES

APPROVED BY: Signature on File

**BID FORM
SOLICITATION 20-078B
Provide Vending Services**

“REVISED BID FORM”

Provide all personnel, material, supplies, equipment, transportation and all other items as may be required to complete the services identified within the Scope of Services entitled: **Provide Vending Services**. Bid will be awarded to the responsive and responsible bidder with the highest average percentage of monthly gross sales offered for all Borough facilities. In the event of tie bids, additional compensation will be considered to determine bid award.

Schedule A

Bid Item	Description	Percent of Gross Monthly Sales Offered
1.	Percent of monthly gross sales made payable to the MSB for all vending machines located at the Wasilla Pool, Palmer Pool and Brett Memorial Ice Arena	_____ %

In the event of a tie bid, list below any additional compensation that would be paid the Borough:

Additional Compensation		
1.	Flat Monthly Fee paid to the MSB	\$ _____
2.	Signage (detail compensation in comments)	\$ _____
3.	Equipment (detail compensation in comments)	\$ _____
4.	Other (detail compensation in comments)	\$ _____

COMMENTS: Attached additional sheets if necessary.

Sign

Company Name

BID FORM CONTINUES ON THE FOLLOWING TWO (2) PAGES

BID FORM
SOLICITATION 20-078B
Provide Vending Services

"REVISED BID FORM"

Schedule B

Bid Item	Description	Percent of Gross Monthly Sales Offered
1.	Percent of monthly gross sales made payable to the MSB Employees Union for all vending machines located at the MSB Administration Building and the Capital Projects Administration Building <u>after payment of any applicable Sales Tax</u>	_____ %
Total Percent of Gross Monthly Sales Offered, Schedule A + Schedule B		_____ %
Average Percent of Gross Monthly Sales Offered. Total Schedule A + Schedule B divided by 2		_____ %

In the event of a tie bid, list below any additional compensation that would be paid the Borough:

Additional Compensation		
1.	Flat Monthly Fee paid to the MSB	\$ _____
2.	Signage (detail compensation in comments)	\$ _____
3.	Equipment (detail compensation in comments)	\$ _____
4.	Other (detail compensation in comments)	\$ _____

COMMENTS: Attached additional sheets if necessary.

_____ Sign

_____ Company Name

BID FORM (CONTINUED)
SOLICITATION 20-078B
Provide Vending Services

By signing below, the Bidder is hereby certifying to the following –

1. The Bidder has carefully examined the bid documents for solicitation number **20-078B, entitled Provide Vending Services** and agrees to perform all specified services for the sum(s) provided above.
2. The individual signing below, or the firm association or corporation of which they are a member, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this solicitation.
3. The individual signing below is authorized by the firm association or corporation to bind such association or corporation to a legal contract.
4. The individual signing below, or the firm association or corporation of which they are a member, is not debarred or suspended from doing business with the Matanuska-Susitna Borough.
5. They are acknowledging receipt of the following Addenda Numbers (if no addenda have been issued, either leave blank or write "N/A"):

Addenda numbers being acknowledged: _____

Company Name

Date

Mailing Address

Signature

City, State and Zip Code

Printed (or typed) Name

Contact Person (printed or typed)

Title (printed or typed)

Phone Number

Email Address

Facsimile Number

It shall be the responsibility of the Bidder to see that their bid is received at or before the date and time fixed for opening.

To be considered responsive, Bidders should include the following with their bid:

- ✓ Signed Bid Form (acknowledging Addenda if applicable)
- ✓ Qualification Memo