

Purchasing Department
9461 Brandy Wine Lane
Port St Lucie, FL 34986
Voice – (772) 429-3980

March 31, 2020

TO: All Prospective Proposers

FROM: Kim Albritton
Director Financial Operations

RE: RFP 20-06 Beverage Vending

ADDENDUM 3 TO RFP 20-06 Beverage Vending

This addendum is issued as a part of the aforementioned RFP. The changes incorporated herein are an amendment to and supersede those conditions shown in the original solicitation. The Proposer shall acknowledge receipt of this addendum by signing this form and returning with their submittal. Failure to do so may subject Proposer to disqualification.

The submission format has changed. While we are still accepting paper proposals, the District would prefer electronic submissions to follow all COVID-19 protocols. Vendors may register and upload their submission to the below link. A brief registration is required, and instructions are attached to this addendum. The District still plans to move forward and award this contract by June.

Submission Link: <https://stlucieschools.bonfirehub.com/opportunities/25517>

Instructions are also attached

****** ITB DUE DATE IS: April 21, 2020- 3:00 P.M... ******

Name (Please Print)

Company Name

Signature (Authorized Representative of Company)

Date

Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes. (Note: Florida Statutes 120.57(3) and School Board Policy 7.701 contain entire procedure for filing).

Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
All Proposal Documents	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	4811	Vending machines	
UNSPSC	481017	Food and beverage dispensing equipment	
UNSPSC	48111101	Bottle or can vending machines	

Commodity Set	Commodity Code	Title	Description
UNSPSC	72151803	Vending machine installation and maintenance service	Service to provide and maintain vending machines including placement, replenishment and cash collection

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

<https://stlucieschools.bonfirehub.com/opportunities/25517>

The Q&A period for this opportunity starts Feb 27, 2020 3:00 PM EST. The Q&A period for this opportunity ends Mar 11, 2020 3:00 PM EDT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Apr 21, 2020 3:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.



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Need Help?

St. Lucie School District uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>