



Loudoun County, Virginia

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Department of Finance and Procurement  
Division of Procurement  
1 Harrison Street, SE, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175  
[www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)

December 13, 2019

NOTICE TO BIDDERS

ADDENDUM NO. 2

RFQ 106780

The following changes and/or additions shall be made to the original Request for Proposal (RFP) No. RFQ 106780 Vending Services. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Attached are the responses to questions received by the County related to this RFP.

Prepared By: /s/ Katrice A. Walker Date: December 13, 2019

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

## QUESTIONS AND ANSWERS

Q.1 How long has the current contract holder had the contract?

A1. The current contract began on July 1, 2013.

Q.2 Is the contract up for renewal or has the County decided to make a change?

A2. The current contract term is expiring.

Q.3 Will the incumbent company be bidding as well?

A3. The County does not require incumbent Contractors to notify us of their decision to respond to a solicitation. We are unaware of the incumbent's intentions.

Q.4 When will all 58 vending machines have to be installed by?

A4. All machines shall be installed by close of business (COB) March 31, 2020.

Q.5 Are there any machines with credit card payment options? If so how many?

A5. No, there are no machines with the credit card payment option.

Q.6 Can the County provide the measurements for the machine spaces?

A6. The dimensions for our current machines are:

Description	Height	Width	Depth
35 and 39 Selection snack or combo	72"	35"	35"
Glass front	72"	39"	35.5"
542 bottle machine	72"	31"	35.5"
650 bottle machine	72"	37"	35.5"
768 bottle machine	72"	38"	35.5"

Q.7 What timeframes will we have access to the buildings to restock machines?

A7. The awarded Contractor will have building access during normal business hours, Monday through Friday from 8:30am to 5:00pm

Q.8 When will the new contract be awarded?

A8. The effective date of the contract will be March 1, 2020. The County intends to issue the award decision at least thirty (30) days prior to the effective date.