

**REQUEST FOR QUOTE (RFQ) FOR RANDOLPH-SHEPPARD RETAIL SALES**

**Reference ITQ Contract #4400015488**

**DEPARTMENT OF LABOR AND INDUSTRY (DLI)  
OCCUPATIONAL VOCATIONAL REHABILITATION (OVR)  
BUSINESS ENTERPRISE PROGRAM (BEP)**

**DATE: 3.6.2017**

**RFQ NUMBER: 6100041981**

**Overview and Purpose:** This request for quote (RFQ) is restricted all Qualified Contractors on state-wide ITQ Contract 4400015488 for Randolph-Sheppard Retail Sales, Micro-Market Category. This RFQ will cover the requirements for micro-markets food services as indicated on the bid sheet accompanying this RFQ.

**Scope of Work:** Qualified Contractors selected through the RFQ process shall be responsible to install, to operate and maintain a micro-market at the Pennsylvania Liquor Control Board (PLCB), 910 Capital Street, Harrisburg, PA 17124. The PLCB has approximately five hundred (500) full time employees and fifty (50) contractors at this location. The micro-market shall be installed in a semi-secured room (see Exhibit 1) that is accessible by the public.

BEP is looking for the micro-market at the PLCB location to provide the following selections but not limited to:

1. Coffee / Hot Tea / Hot Chocolate
2. Sandwiches
3. Salads
4. Soup
5. Ice cream or frozen product
6. Snacks
7. Beverages (soda, cold teas, juices, milk, energy drinks, etc.)
8. Healthy selections (yogurts, fresh fruits, energy bars, granola bars, etc.)

The PLCB location currently provides the following equipment:

1. Two (2) microwave ovens
2. Toaster Oven
3. Ice/water Machine
4. Tables/Chairs
5. Separate room for storage (may be used by the Contractor for storage)

Please see the attached employee interest survey (Exhibit 2) regarding product lines requested.

Contractor shall comply with the Attachment A, RFQ Performance Specifications.

All networking requirements for video surveillance for the micro-market shall be discussed during the mandatory site-visit. All networking shall be outside the Commonwealth networks. The PLCB offers commercial Comcast Internet access. Connection can be provided wired or wireless, wired preferred. A network cable may be installed where the micro-market will be located.

Digital Video Recording (DVR) for video surveillance if determined to be necessary, the PLCB could expand current capabilities to view and/or record the micro-market.

**Contracting Officer:** The contracting officer for this RFQ is Lori Baker. If you have any questions, please send an email to [RA-li-OIT-BAS-Procure@pa.gov](mailto:RA-li-OIT-BAS-Procure@pa.gov) with the RFQ # in the subject line.

**Response Deadline:** Qualified Contractors must submit their quotes by Tuesday April 13, 2017, 10:00 am. to the email address listed above with the RFQ # in the subject line.

In the event of inclement weather, natural disaster, or other cause, the office of the agency that issued this RFQ is officially closed on the scheduled response date, the response date shall be automatically postponed until the next business day for the agency issuing this RFQ, unless the bidders are otherwise notified by the Contracting Office or the ITQ Issuing Office.

**Submission of Quotes:** Qualified Contractors should provide their quotes using the bid sheet accompanying this RFQ. Only Contractors qualified to provide service in the applicable County are permitted to provide quotes. Contractors are permitted to offer quotes in the form of revenues to the BEP, no cost, or a cost to the BEP at their discretion as dictated by market conditions and the types of devices included in this RFQ.

The Commonwealth reserves the right to reject any and all quotes it receives and to waive any technical defects if it determines that it is in the best interest of the Commonwealth. The Commonwealth is not liable for any costs or expenses incurred by qualified Contractors in the preparation of their quotes.

In order to be considered, the following criteria shall be completed on the RFQ Bid Sheet (Attachment B) and returned to the contracting office.

- 1) Responsiveness (Implementation/Project Plan) - Contractor availability, timeliness, customer service, quality control, quality assurance and related;
- 2) Responsibility (Qualifications and References) – Contractor’s business credentials, staff qualifications, security, business solvency, professional reputation, compliance with the terms/conditions of the RFQ and related;
- 3) Commission Payment – Contractor’s proposed commission will be a required component of this quote submitted.
- 4) Accessibility – Handicapped-accessibilities as it relates to site, equipment, furnishings and accessories located at the micro-market vending area in the PLCB location; general public accessibility;

**Award:** Contractor shall be selected based on the highest based the above Best Value selection criteria.

**Questions and Clarifications:** Qualified Contractors who believe they have a concern or issue with any requirements in this RFQ should submit a request in writing to the Contracting Officer no later than **April 5, 2017**. The Contracting Officer will promptly make a decision and notify all qualified Contractors of any subsequent changes to wording and/or delay in quote opening through quote addendum.

**Mandatory Site Visit:** A mandatory site visit is scheduled at the Pennsylvania Liquor Control Board (PLCB), 910 Capital Street, Harrisburg, PA 17124 on **March 20, 2017 at 9:00 a.m.** Qualified Contractors are **required** to inspect the site prior to submitting quotes. **Failure to attend the Mandatory Site Visit shall disqualify the Contractor's RFQ submitted.**

**Inspections:** The BEP reserves the right to inspect the Selected Contractor's premises prior to award and at any time during the term of the ITQ Contract, with prior notice.

**Awards:** It is the intent of the Commonwealth to make award to the Qualified Contractor whose RFQ provides the "best value" to the agency. For this RFQ, the "best value" shall be the RFQ offering the highest commission for services provided, where applicable, as determined by the Contracting Officer.

The agency will issue a Notice to Proceed (NTP) by electronic mail to the Selected Contractor upon the completion of the evaluation of RFQ's. This NTP is official and binding and shall constitute the Award for the Selected Contractor. A Purchase Order shall not be required for this Contract.

**Term:** The contract shall commence upon receipt of the Notice to Proceed and shall continue until June 30, 2020.

**Reporting:** Selected Contractor is required to provide an itemized accounting of the services provided. Each report shall include the following:

- 1) Name and Address of Contractor
- 2) Contract #
- 3) Agency or Procurement Unit
- 4) Location
- 5) Total gross amount collected and commission being submitted to:

The PA Office of Vocational Rehabilitation  
BBVS Business Enterprise Program  
1521 North Sixth Street  
Harrisburg, PA 17102  
Attention: BEP Administrative Officer

or

[BEPInbox@pa.gov](mailto:BEPInbox@pa.gov)