

SOLICITATION ADDENDUM

Date: **February 26, 2024**
Subject: **Food Truck Event Organizer**
Solicitation Number: **6100060067**
Due Date/Time: **2/29/24, 1:30pm ET**
Addendum Number: **1**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

List any and all changes:

DGS has received the following questions in relation to this solicitation, please note that the answers included on this addendum are the final responses to the questions below.

Question 1: Can you provide insights into the average attendance for past food truck events?

Answer: This type of historical data is not available.

Question 2: Is it permissible to disclose the commission fee of the previous incumbent?

Answer: The current contract ([4400020385](#)) is available for viewing on the DGS eMarketplace website, including the Cost Sheet.

Question 3: Will DGS be providing water, materials, and waste solutions for the event? To clarify, I am wondering if water access will be provided on site or required for handwashing? If so, who is responsible?

Answer: In the Commonwealth of Pennsylvania, food trucks are subject to specific requirements to ensure food safety. A handwashing sink is one of those requirements. The expectation would be that the food truck has a handwashing sink, as stated in the PA Department of Agriculture Mobile Food Facility Operation Guide. Here is a link to the guide for more information: [Microsoft Word - Mobile Food Unit Operation Guide .doc \(pa.gov\)](#)

Question 4: In the event that the Pennsylvania Capitol Police mandate fees, will the contractor be responsible?

Answer: As referenced in Section III.D. Safety and Security, of the Statement of Work, some fees may apply, and the Contractor may be responsible. “*Such services will be coordinated between DGS and the Contractor prior to the event occurring.*”

Question 5: For Exhibit B, where can I find a certifying official?

Answer: The certifying official should be a person within your own company that can attest that you as a Contractor are in compliance with the certifications identified in the form.

Question 6: Will DGS be providing bathrooms or seating for attendees?

Answer: The restrooms in the Commonwealth office buildings located in the vicinity can be used. Available outdoor seating will vary depending on location, no designated seating is required for these events.

Question 7: Are information booths and entertainment encouraged or discouraged?

Answer: The intent to this contract is to provide alternative lunch options as noted in Section I.A. Contract Scope, of the Statement of Work.

Question 8: Can you share the average sales per customer for previous events?

Answer: This type of historical data is not available.

Question 9: Is there flexibility in providing the event schedule for the initial 30 days of the contract?

Answer: Please refer to Section III.B. Food Truck Event Schedule, of the Statement of Work. Specifically, *“The Contractor will be required to develop the schedule and present it to the Contracting Officer for review and approval a minimum of one (1) month prior to the start of the Food Truck Season each year, unless otherwise agreed to between the Contractor and DGS.”*

Question 10: Is it possible to identify the top-performing food truck vendors from prior years and invite them to attend?

Answer: Food Truck Vendors that have attended events in the past or who have been requested, are listed herein but are in no order of preference: Kay Melts, Gios Smoking Grill, Quinn’s Coffee Bar, 1973 Burger Co, East Coast Mini Donuts, 717 Taco, and Bala Saahas. It will be the responsibility of the awarded Contractor to identify a variety of food trucks, to meet the requirements identified in the Statement of Work.

Question 11: If promotional materials such as fliers or a dedicated website are preferred over social media and free advertising. Is the awardee responsible for covering the costs or just acquiring the solutions?

Answer: Please refer to Section III.F. Marketing and Public Relations for general requirements. Typically, this marketing is done via internal Commonwealth notification and advertising, with the awarded Contractor providing a confirmed schedule of events and confirmed list of attending trucks for each event, to be shared in these internal Commonwealth communications. If at any time, additional information and support is needed from the awarded Contractor, this will be discussed with them by DGS in advance. Should DGS decide to advertise these events via social media, that will be handled by the Commonwealth. Individual food trucks who have committed to participating in these events, are permitted to advertise the events as they do their other planned events. No event website is required.

Question 12: Lastly for the trash, as receptacles become overrun with trash who is responsible for arranging pickup and/or disposal?

Answer: Trash receptacles which are located outside and in the vicinity of the event are not the responsibility of the food truck operators. Please note, there is an expectation that food truck operators maintain and keep garbage used for operations in a watertight container with a lid and dispose of off-site.

Respectfully,

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