

**STATEMENT OF WORK
BUSINESS ENTERPRISE PROGRAM (BEP)
RANDOLPH-SHEPPARD RETAIL SALES
INVITATION TO QUALIFY (ITQ) CONTRACT**

OVERVIEW: The purpose of the Business Enterprise Program (BEP) Randolph-Sheppard Retail Sales ITQ is to qualify responsible and responsive Contractors the opportunity to install, operate, and maintain retail food service facilities at designated state and federal government locations located throughout the Commonwealth of Pennsylvania (Commonwealth). The types of operations and services, covered under this ITQ, include, but are not limited to, micro-market food service facilities and vending machine food services. The Pennsylvania Office of Vocational Rehabilitation’s Bureau of Blindness and Visual Services’ (BBVS) will manage this ITQ.

A Contractor may provide stipulated contract services directly or through subcontractors whose use has been approved by the BEP. A Contractor’s intention to administer contract services through subcontractors must be identified in its response to this ITQ and must be accompanied by information identifying and verifying the subcontractors’ credentials to perform the contracted retail food service.

Contracts awarded, through this ITQ process, are designed to generate income for the BBVS/BEP through commissions paid by contractors providing food services as stipulated in this ITQ.

BEP will provide Contractors information regarding the location and circumstances of other eligible food service sites which express interest in micro-market or vending machine services as that information becomes known.

ISSUING OFFICE: Department of Labor and Industry Division of Procurement in collaboration with the Bureau of Blindness and Visual Services, Business Enterprise Program (Issuing Office) has issued this ITQ on behalf of the Commonwealth of Pennsylvania. All inquiries should be referred to:

The PA Department of Labor and Industry
Division of Procurement
651 Boas Street, Room 205
Harrisburg, PA 17121
LI, Procurement [RA-li-OIT-BAS-
Procure@pa.gov](mailto:RA-li-OIT-BAS-Procure@pa.gov)

QUALIFICATIONS: Contractors interested in becoming an ITQ Contractor must meet the following requirements. Failure to meet the below requirements will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- A. **72150000-ITQ-184 Micro-Market.** Contractors will be required to submit the following documentation:
1. Contractor must provide documentation of two (2) years of experience in managing the installation and operation(s) of state-of-the art food and beverage vending machines, including the sale of food products. Evidence of compliance with USDA, FDA and/or other federal, state, or local health and safety requirements that may apply must be available for review by BBVS/BEP upon request.

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2. Contractors must have at least one (1) year of experience conducting surveys of customer interests, etc., in advance of installing vending machine services service within any government or equivalent location. Please provide an example of survey findings to be incorporated into the design, product-line and operation in vending machine services.

B. 72150000-ITQ-185 Vending Machine. Contractors will be required to submit the following documentation:

1. Contractors shall provide documentation of two (2) years of experience in the management and operation(s) of Micro-markets including, but not limited, to the sale of consumer self-serve fresh and packaged food and/or any other food products produced only in USDA and FDA-inspected facilities. Evidence of compliance with USDA, FDA and/or other federal, state, or local health and safety requirements that may apply must be available for review by BBVS/BEP upon request.
2. Contractors shall have at least one (1) year of experience conducting surveys of customer interests, etc., in advance of installing micro-markets within any government or equivalent location. Contractors shall provide an example of survey findings to be incorporated into the design, product-line, and operation in Micro Markets.

C. 72151803-ITQ-449 Vending Machine Service and Repairs. Contractors will be required to submit the following documentation:

1. Contract actor shall provide documentation of two (2) years of experience to the sale and installation of vending machines that provide consumers with self-serve fresh and packaged food and/or any other food products and beverages.
2. Contractors shall provide a list of all vending equipment manufacturers it is authorized to service.
3. Contractors shall provide a letter or validation from all vending equipment manufacturers it is authorized to service.

D. 48110000-ITQ-450 Vending Machines Sales. Contractors shall provide documentation of two (2) years of experience to the sale and installation of vending machines that provide consumers with self-serve fresh and packaged food and/or any other food products and beverages.

1. The contractor shall provide documentation demonstrating two (2) years' experience providing the sale and/or installation of vending machine solutions for hot and cold drinks, snacks, or light meals and payment systems.
2. Contractors shall provide a list of all vending equipment manufacturers it is authorized to sale.
3. Contractors shall provide a letter or validation from all vending equipment manufacturers it is authorized to sale.

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E. Contractors must select the county(ies) in which they can serve.

SERVICE CATEGORIES: Contractors will be responsible for choosing the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each service category.

COMMODITY CODE	DESCRIPTION OF SERVICE CATEGORY
72150000-ITQ-184 Micro-Market	<p>A micro-market is a customer-focused, self-service fresh-food, packaged-food and beverage retail outlet situated in and serving customers in secure state and federal government locations throughout the Commonwealth.</p> <p>Features of a responsive micro-market food service include, but are not limited to:</p> <ul style="list-style-type: none"> • Customer self-service; • Automated self-check-out; • Variable payment options; • Extensive product variety; • Convenience;

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	<ul style="list-style-type: none"> • Accessibility, including handicapped accessibility; • Clean, attractive customer-considerate environment, equipment and automation; • 24-hour security camera surveillance; and • Prompt and responsive customer service. <p>Products available for sale through micro-market food services must include healthy, nutritional food choices. Guidance as regards what foods constitute healthy choices is available to the Bidder at the following website: http://www.blindmerchants.org/education/stocking-healthyoptions-for-randolph-sheppard-vendors.</p>
<p>72150000-ITQ-185 Vending Machine Services</p>	<p>Vending machine food services refers to the use of automated cash or credit machines to dispense hot foods, cold foods, coffee, ice cream, sodas, juice, water, and snacks.</p> <p>Features of responsive food and beverage vending machine services include, but are not limited to:</p> <ul style="list-style-type: none"> • Extensive product variety; • Variable payment options; • Convenience; • Accessibility, including handicapped accessibility; • Sanitary, attractive customer-considerate environment, equipment, and automation; • Off-site computerized product inventory management and prompt product replenishment; and • Prompt and responsive customer service. <p>Products available for sale through vending machine services must also include healthy, nutritional food choices. Guidance as regards what foods constitute healthy choices is available to the Bidder at the following</p>

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<p>72151800-ITQ-449 Vending Machine Service and Repair</p>	<p>Vending machine servicing and repairs refers to maintenance, cleaning, and repair, of vending machines owned, leased, or contracted by the Contractor.</p> <ul style="list-style-type: none">• Preventative maintenance• Routine and emergency service repairs,• Repair services to include are cold food, snack and hot and cold beverage vending machines, refrigeration and food preparation equipment, payment acceptance devices.• Equipment may be located along roadways, federal, state and local government office buildings, and micro markets and cafeterias.
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<p>48110000-ITQ-450 Vending Machines Sales</p>	<p>Vending machine sales and installation refers to providing vending machine solutions for hot and cold drinks, snacks, packaged meal options and payments systems.</p> <ul style="list-style-type: none"> • New equipment must have current technology and payment systems. • Equipment must meet the requirements of the American Disabilities Act (ADA). • Equipment may be located along roadways, federal, state, and local government office buildings, and micro markets and cafeterias.
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	<p>website: http://www.blindmerchants.org/education/stocking-healthyoptions-for-randolph-sheppard-vendors.</p>
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REQUEST FOR QUOTES (RFQ) PROCEDURES: The Pennsylvania Office of Vocational Rehabilitation’s Bureau of Blindness and Visual Services’(BBVS) will issue an RFQ to qualified Contractors, through the Commonwealth’s Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting agency, BBVS, may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ. The qualified Contractors selected for the RFQ process will receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

BEP will select a Contractor to provide the services specified in each RFQ based on the contractor who submits the highest commission on gross sales presented in combination with the most responsible, responsive compliance with RFQ specifications.