

Solicitation Amendment No. 002

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To: Prospective Bidder/Offeror:	Date:
	May 13, 2009
Project Title:	Project No.:
Coffee Services	09-07
<p>Description of Solicitation Amendment:</p> <p>The Invitation for Bids (#09-07) for Coffee Services is hereby modified as described herein.</p> <p><u>Schedule of Items and Prices (Attachment No. 2):</u> The Schedule of Items and Prices, Attachment No. 2), contained in the basic solicitation is hereby deleted in its entirety and is replaced by the revised Schedule of Items and Prices (dated 05/13/09) attached hereto and made a part hereof.</p> <p><u>Scope of Services (Attachment No. 3):</u> The Scope of Services, Attachment No. 3, contained in the basic solicitation is hereby deleted in its entirety and is replaced by the revised Scope of Services (dated 05/13/09) attached hereto and made a part hereof.</p> <p><u>Bid Opening Time Location:</u> Sealed bids, in original form, for Coffee Services will now be received until 2:00 p.m. on May 22, 2009, and at that time publicly opened and read aloud in Conference Room 11A07, Procurement Operations, 3100 Main Street, Houston, Texas 77002.</p> <p>Except as provided herein, all items and conditions of the solicitation, as heretofore changed, remains unchanged and in full force and effect.</p>	
Acknowledgement of Amendment No. 002 by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

ATTACHMENT NO. 2

**SCHEDULE OF ITEMS AND PRICES
FOR
COFFEE SERVICES
(Revised: 05/13/09)**

The Bidder agrees to furnish all resources and services necessary and required to provide Coffee Services (f.o.b. destination) on an "as needed" basis, in accordance with the scope of services (Attachment No. 3), the general terms and conditions (Attachment No. 4), and the sample contract, for the bid prices listed herein.

<u>Item No.</u>	<u>Description of Items</u>	<u>Annual Est. Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Ext. Price</u>
001	FOLGERS VAC PAC W/FILTERS	<u>375</u>	Box/ 42ct	_____	_____
002	FOLGERS (SIZE 1.5 oz)	<u>11</u>	Box/42	_____	_____
003	DECAF FOLGERS (SIZE 1.5 oz)	<u>8</u>	Box/ 42	_____	_____
004	FOLGERS DECAF VAC PAC W/FILTERS	<u>70</u>	Box/ 42 ct	_____	_____
005	FOLGERS FILTER POUCH	<u>140</u>	Box/ 40 ct	_____	_____
006	FOLGERS DECAF FILTER POUCH	<u>17</u>	Box/40 ct	_____	_____
007	FOLGERS – 52 oz. CAN W/FILTER	<u>68</u>	Can/52oz	_____	_____
008	SUGAR CANISTERS-GRINDSTONE	<u>31</u>	Case/24 ct	_____	_____
009	CREAM CANISTERS-GRINDSTONE	<u>64</u>	Case/24 ct	_____	_____
010	LIQUID CREAMER-FRENCH VANILLA	<u>25</u>	Box/188 ct	_____	_____
011	LIQUID CREAMER-HAZELNUT	<u>12</u>	Box/188 ct	_____	_____
012	LIQUID CREAMER- HALF & HALF	<u>10</u>	Box/188 ct	_____	_____
013	SUGAR PACKETS – IMPERIAL	<u>27</u>	Box/2000 ct	_____	_____
014	SWEET & LOW	<u>33</u>	Box/1500 ct	_____	_____
015	EQUAL	<u>34</u>	Box/800 ct	_____	_____
016	SPLENDA	<u>38</u>	Box/1000 ct	_____	_____
017	6 OZ STYRO CUPS	<u>8</u>	Box/1000ct	_____	_____

<u>Item No.</u>	<u>Description of Items</u>	<u>Est. Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Ext.Price</u>
018	8 oz STYRO CUPS	<u>53</u>	Case/1000	_____	_____
019	12 oz STYRO CUPS	<u>72</u>	Case/1000	_____	_____
020	16 oz STYRO CUPS	<u>1</u>	Case/ 500 ct	_____	_____
021	16 oz RED PLASTIC CUPS	<u>1</u>	Box/200 ct	_____	_____
022	CARNATION CREAM PACKETS	<u>7</u>	Box/900 ct	_____	_____
023	CREAM PACKETS - N JOY	<u>4</u>	Box/ 1000 ct	_____	_____
024	STIR STIXS	<u>88</u>	Box/ 1000 ct	_____	_____
025	LIPTON TEA BAGS	<u>84</u>	Box/100 ct	_____	_____
026	BUTTERNUT HOT CHOCOLATE	<u>36</u>	Box/50 ct	_____	_____
027	SUGAR FREE BUTTERNUT HOT CHOCOLATE	<u>6</u>	Box/25 ct	_____	_____
028	INSTANT CAPPUCCINO	<u>3</u>	Large/40 oz Bottle	_____	_____

TOTAL BID PRICE: \$ _____
 (ITEMS NOS. 001 - 028)

ATTACHMENT NO. 3
SCOPE OF SERVICES FOR
COFFEE SERVICES
(REVISED: 05/13/09)

I. Scope

This scope of service covers the requirements for the Contractor to furnish all resources (labor, equipment, supplies, transportation, etc.) and products necessary to provide Coffee Services at various facilities of the Houston Community College System ("HCC") on an "as needed" basis.

Coffee services shall include the supply, delivery and set-up of coffee dispensing equipment. All equipment shall be in a new and unused condition, and shall include, but is not limited to, three-station pour through automatic coffee brewers.

The Contractor shall also supply and deliver coffee products. Such supplies and products shall include, but is not limited to, regular and decaffeinated coffee, coffee filters, cream, sugar, sugar substitute, styro-foam cups, stir sticks, tea etc.

II. Ordering of Coffee Services

The Contractor shall deliver and supply coffee services to HCC after Purchase Order(s) has been created and faxed. The Contractor shall not deliver and supply coffee to HCC prior to the issuance of Purchase Orders. The Contractor shall contact Accounts Payable regarding payment(s) of Purchase Order(s).

III. Equipment Requirements

The Contractor shall supply at a minimum, the following equipment items at the various facilities:

- Three-Station pour through automatic coffee brewer with the following minimum requirements:
 - Pour through opening with cover.
 - Electrical: 110-120 volts, A.C. 60 Hz.
 - Underwriters Laboratory (UL) listed.
- Three (3) Coffee Decanters (for each coffee brewer station), compatible with the automatic coffee brewer station, 10-12 cup capacity, and label as follows:
 - Regular Coffee (2 ea)
 - Decaffeinated Coffee (1 ea)

IV. Services Requirements and Locations

The Contractor shall supply, set-up, and service and maintain at the HCC facilities listed below.

C.1 CENTRAL COLLEGE REQUIREMENTS

<u>FACILITY</u>	<u>ADDRESS</u>	<u>MACHINE/QTY.</u>
• Central College	1300 Holman	Coffee Machines 2ea

- Willie Lee Gay Hall Campus
 - Houston, TX 77002
 - Contact Person: Tina Young (713) 718-6384
 - 1990 Airport
 - Houston, TX 77051
 - Contact Person: Tina Young (713) 718-6354
 - Contact Person: Eileen Barrett-Williams (713) 718-6637
 Coffee Machines 2ea

C. 2 NORTHEAST COLLEGE REQUIREMENTS

- Northeast (Codwell) College
 - Codwell Hall
 - 555 Community College
 - Houston, TX 77013
 - Contact Person: Dr. Abe Bryant (713) 718-5536
 Coffee Machines 2 per floor
- Northline Mall
 - 8001 Fulton
 - Houston, TX 77022
 - Contact Person: Raul Ortegon (713) 718-8007
 Coffee Machines 2ea
- Pinemont Center
 - 1265 Pinemont
 - Houston, TX 77018
 - Contact Person: Jacqueline Joseph-Howard (713) 718-8107
 Coffee Machines 1 per floor
- Automotive Tech Training.
 - 4638 Airline
 - Houston, TX 77022
 - Contact Person: Raul Oregon (713) 718-8007
 Coffee Machines 1 ea
- Comm. Truck Driving
 - 555 Community College
 - Houston, TX 77013
 - Contact Person: Martin Garsee (713) 718-8200
 Coffee Machines 1 ea
- Science Building
 - 555 Community College Dr.
 - Houston, TX 77013
 - Contact Person: Dr. Abe Bryant (713) 718-5536
 Coffee Machines 1 ea

C. 3 ADMINISTRATION BUILDING REQUIREMENTS

- Administration Bldg.
 - 3100 Main
 - Houston, TX 77002
 - Contact Person: Virginia Parras (713) 718-8085
 Coffee Machines 2 per floor

C.4 SOUTHEAST COLLEGE REQUIREMENTS

- Eastside Campus
 - 6815 Rustic
 - Houston, TX 77087
 - Contact Person: Christopher Martin (713) 718-7565
 Coffee Machines 2 per room

