



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street
1st Floor, Beaumont, TX 77701

OFFICE MAIN: (409) 835-8593
FAX: (409) 835-8456

Addendum to IFB

IFB NUMBER: IFB 25-054/CG
IFB TITLE: Term Contract for Snack and Drink Vending for Jefferson County
IFB DUE BY: 11:00 am CST, Wednesday, January 7, 2026
ADDENDUM NO.: 1
ISSUED (DATE): December 15, 2025

To Bidder: This Addendum is an integral part of the IFB package under consideration by you as a Bidder in connection with the subject matter herein identified. Jefferson County deems all sealed bids to have been proffered in recognition and consideration of the entire IFB Specifications Package – *including all addenda*. For purposes of clarification, **receipt of this present Addendum by a Bidder should be evidenced by returning it (signed) as part of the Bidder's sealed bid submission.** If the bid submission has already been received by the Jefferson County Purchasing Department, Bidder should return this addendum in a separate sealed envelope, clearly marked with the IFB Title, IFB Number, and IFB Opening Date and Time, as stated above.

Reason for Issuance of this Addendum: Vendor Questions

The information included herein is hereby incorporated into the documents of this present bid matter and supersedes any conflicting documents or portion thereof previously issued.

Receipt of this Addendum is hereby acknowledged by the undersigned Respondent:

ATTEST:

Witness

Witness

Approved by ____ Date: _____

Authorized Signature (Respondent)

Title of Person Signing Above

Typed Name of Business or Individual

Address



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1. **Question:** Please provide the names and titles of all members on the Evaluation Committee.
Answer: This is an IFB. There is not an Evaluation Committee.
2. **Question:** Reporting: 2024 and 2025 Sales By Machine; 2025 Top selling items?
Answer: This information is unavailable and would need to be provided by the current vendor at their discretion.
3. **Question:** What percentage of your current snack contract is serviced by HUB?
Answer: None
4. **Question:** Equipment: Age of current vending machines? Are there any concerns regarding building access, parking locations or the requirement to utilize stairs to install and service the vending machines? What is the preferred timeline to have all machines installed after the notice of award is received?
Answer: The age varies. There are no known concerns for access or parking. See page 45 for Installation requirements.
5. **Question:** How are the financial incentive dollars utilized today? What programs would you like to support in 2026?
Answer: Proceeds go to the County General Fund for Operating Expenses of the County. You can support whatever programs you want as this is not a requirement of this IFB.
6. **Question:** Please describe the current processes for: Issuing refunds; Internal controls for collecting and accounting for cash transactions; Recording, verifying and reporting sales from all methods of payment; Product inventory control?
Answer: The process for issuing refunds will be mutually agreed upon with selected vendor. The vendor is responsible for keeping and maintaining records which can be audited by the County as noted under Audits on page 44.
7. **Question:** How important is it for Jefferson County to partner with a vendor who has an established office in the area & a proven history serving our community? How critical is it to have a partner with a defined emergency response plan to help ensure the health & safety of your employees?
Answer: Requirements and specifications for this project can be found in Section 4 on page 43.