

Purchase College Association RFP PCA-21924-1 Vending Services  
Questions from bidders

Date issued: 3/12/24

Questions submitted by CC vending

Although "non-exclusive" was mentioned, would you be willing to entertain sponsorship offers from any of the local bottlers? Yes as at this time we do not have a pouring rights contract.

How long has the current operator been servicing your account? Approximately 3 years, they took over the account from another vendor.

What is the current commission % being paid to your account? That is confidential.

What was the total commission amount paid for the past 5 years, by year? That is confidential.

Are checks paid monthly or quarterly? Monthly

What type of systems are in place for transparency? (monies collected and commission owed) Beyond the reports we outlined in the RFP we will require the winning bidder to agree to a machine audit when requested. The PCA would select a specific machine to show us a detailed breakdown of the last two times the machine was stocked. We may require one of our staff witness the transactions. The report needs to include what amount of product was in the machine and if any cash was pulled. We will audit what was sold and determine if that agrees with your reports.

How would you rate the current operator on a scale of 1 - 10 (1 being poor service, 10 being great service) 8

How often are machines replenished? Weekly

Are machines replenished often enough? Yes. Please note that we have requested more frequent visits from time to time due to increased foot traffic.

Questions submitted by Forman Eagle Service

1. "The PCA currently has 60 vending machines on campus and expects to occupy all current locations as well as adding incremental machines."

Will you require me to replace all 60 machines and how many additional machines will be needed throughout the campus? (estimate) Please provide total machine estimate needed. The PCA would work with the selected bidder to determine the exact count. At this time we would not be adding any new locations. Also the PCA would want the

winning bidder to suggest changes (including moving/removing machines) that could improve profitability.

2. "At a later time, vending machines may be required in buildings currently under renovation or rehabilitation, or new buildings to be constructed."

Please provide an estimate. As of this time there are no projects planned.

3,"Vending machines, in MDH are reserved to the food service contractor (currently Chartwells). Beverages and snacks must be provided by the same beverage vendor."

Please can you provide their direct contact? I would like to speak with them, in order to provide a subcontracting agreement, to provide all beverages for the requested vending machines throughout the campus. The firm selected would have exclusive rights to all vending on campus. We are requiring the winning bidder not sub contract any of the service to a 3<sup>rd</sup> party(for example having Pepsi service the beverage machines). The carveout of the Main Dining Hall building is to allow our current dining vendor to install two machines that will support the dining program. Currently that building has no vending machines.

4. "Pay commissions monthly by the 20th day of the following month."

what is the commission requested amount is the college requesting? The RFP states the PCA currently has a \$70,000 annual guarantee. The PCA expects any bid submitted would at least match that.

5. "Beverages and snacks must be provided by the same beverage vendor."

Please provide clarity on this request because as per request for question #3 this request is impossible. As stated above the selected bidder would have exclusivity for the campus as outlined in the RFP. The PCA expects the winning bidder to be the sole contractor for all equipment. The PCA will not allow services to be contracted to a 3<sup>rd</sup> party.