

**To: All Vendors Bidding on The College of New Jersey
Snack Vending Services (AB150045)**

**From: Mark Mehler
Finance & Business Services**

Date: June 2, 2015

ADDENDUM NO. 1

ISSUE DATE: June 2, 2015

REFERENCE: The College of New Jersey
Snack Vending Services
Bid No. AB150045

Date of Original Bidding Documents: May 19, 2015

INTENT: This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents and Prior Addenda, if any, as identified above.

QUESTIONS:

Question 1: Could you please provide a copy of the most current monthly and annual commission reports specifying the locations of equipment, gross sales per machine and commissions per machine paid by vendor for the past three years?

Response: The College does not maintain records of sales or commission per machine or location. For a list of machines and their location by building, please see Attachment B of the bid document.

Question 2: Please provide the current rate of commission received?

Response: The College currently receives a commission rate of 20% of gross sales.

Question 3: Can you provide us with any corporate sponsorship or additional incentives that may currently be received?

Response: A \$2,000 annual contribution is made through the TCNJ Foundation.

Question 4: Can you provide us with a detailed list of machine type by location?

Response: This information was provided in Attachment B of the bid document.

Question 5: What is the current vending machine pricing by product and location?

Response: This information was provided in Attachment C of the bid document.

Question 6: What is the current contract term? Is the proposed contract term negotiable?

Response: The current contract term is a three year contract with the potential of two, one- year renewals for a total of five possible years. The contract is not seeking alternative contract term lengths.

Question 7: Can you provide us with name of the current snack vending, beverage vending and food service provider and any applicable contract terms?

Response: The College current snack vending contract is with Culinary Ventures, beverage vending contract is with Pepsi Bottling Group, and food service contract is with Sodexo.

Question 8: How often has the current vendor(s) requested a price change in the past two years?

Response: The prices have generally remained level for the past two years.

Question 9: Is any preference given to minority or disadvantaged vendors?

Response: The College will evaluate all bids only based on the criteria specified in section H.1 of the bid document.

Question 10: Can you say how many people use the machines annually?

Response: The College does not collect that data.

Question 11: RFP stats contractor shall pay for yearly audit, what does this audit entail?

Response: The audit cost is partial reimbursement of costs the College incurs for the services of an external audit firm to review vendor provided sales and commission statements and the receipt of commissions posted to our general ledger.

Question 12: Is there going to be a mandatory bidders meeting?

Response: There will not be a mandatory bidders meeting, but if vendors would like to visit the campus, please contact Karen A. Roth, Director of Dining Services, to set up facility tour. Please note that Ms. Roth will out of the office the week of June 8, 2015. You can schedule an appointment to tour the facilities by contacting Ms. Roth at 609.771.2301.

END OF ADDENDUM NO. 1