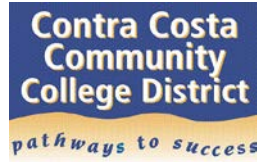


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**Contra Costa Community College District Bid No. 4CD-69
Snack and Beverage Vending Services RFP**

ADDENDUM NO. 1

Your attention is called to the fact that the following have changed:

1. Section 1 – **Proposals Due** is changed to **May 30, 2018** before 2pm PST.
2. Section 1 – Remove PRICE/COMMISSIONS. There is no form.
3. We will accept proposals for Beverage only, Snacks only or both Snacks and Beverage. **HOWEVER, you must clearly state that in your COVER LETTER.**
4. Questions and Answers attached with Sales Report.

All other facts and specifications to this bid remain unchanged. **Be sure to acknowledge receipt of this addendum in your COVER LETTER.**

A handwritten signature in black ink, appearing to read "Ben Cayabyab", is written over a horizontal line.

Ben Cayabyab
Senior Buyer

4CD-69 QUESTIONS AND ANSWERS

1. Can you provide a complete list of machines by type and location to include:
 - a. Number by location
 - b. Sales by machine/location.
 - c. Commission by machine/location.
 - d. Current menu and pricing of items

A. Please see the attached Sales Report.
2. Do the current machines have credit card readers? **A. Yes.**
 - a. Do the current machines accept some form of student dollars/funds/cards **A. No.**
3. You supplied the District Commission Report and mentioned that there were times that the locations were not serviced. Was that the case for all of the missing data on the form or will you be sharing additional information to fill in the blanks? **A. Commission was rolled over from the previous month. No other data**
4. In an effort to collect the information, visit each site, would you consider extending the due date past the holiday weekend? **A. Yes. See Addendum #1.**
5. Please provide amount of vending machines, broken down by type (snack, cold beverage, coffee, food, etc). **A. Please see the attached Sales Report. That has all the machines listed.**
6. Is there presently a surcharge when consumers pay with debit/credit cards? If so, how much is the surcharge? **A. Yes. Please see the Commission Report.**
7. Please provide present product pricing by category. **A. Please see the Commission Reports.**
8. Section VII of the RFP documents provides a summary of commissions received for the past 4 years:
 - a. There is no information for some months in every year, (for example Nov 2014, Jan 2016, Nov 2016, May 2017, etc). Do you have information of commissions received by the College for these months? **A. As explained at the Pre-bid Conference, the months with no data was due to the commission being rolled over to the following months.**
 - b. Please provide sales information reported by the present vendor for the past 4 years. **We only have data for the last calendar year. Please see the Sales Report.**
9. The sample commission report from your present vendor for March 2018, includes sales and commission information of cold beverage machines only
 - a. Do you have the same information for your snack vending machines? **A. See attachment.**
 - b. Do you have a separate vendor for snack vending services? **A. No...same vendor as beverage.**
10. Does the summary of commission information provided for past 4 years include commission received for snack vending as well, or only beverages? If it's for beverages only, please provide the same information for snack vending services. **A. That is combined Snack and Beverage.**
11. What's the present commission rate received for snack vending machines? **A. 30% of gross sales.**
12. Could you please provide a copy of the most current monthly and annual commission reports specifying the locations of equipment, commissions per machine paid by vendor for the past three years? **A. The report provided on the RFP is all we can provide along with the attached Sales Report.**

13. Could you please provide the sales reports for the last 3 years with the breakdown by beverage and snacks? **A. Sorry! We can only provide the last calendar year. Please see the attached Sales Report.**
14. Please provide the current rate of commission received? **A. 30% of gross sales.**
15. Can you provide us with any corporate sponsorship or additional incentives that may currently be received? **A. No current incentives.**
16. What is the current vending machine pricing by product and location? **A. Please see the sample commission statements.**
17. What is the current contract term? **A. Month-to-month.**
18. Is the proposed contract term negotiable? **A. No.**
19. Can you provide us with name of the current snack vending, beverage vending and food service provider and any applicable contract terms? **A. Canteen, Inc.**
20. How often has the current vendor(s) requested a price change in the past two years? **A. There has been no request for price change within the last 2 years.**
21. Are there any special nutritional requirements? **A. Only as specified in the RFP.**
22. Are there any competing venues (convenience stores, markets, retail) that directly compete with vending? **A. The 3 campuses are rather large. There are stores nearby, but you would have to get in your car and drive. Each college has a cafeteria.**
23. Is any preference given to minority or disadvantaged vendors? **A. No special preferences for minority or disadvantaged vendors.**
24. Can you say how many people use the machines annually? **A. We don't have that kind of data. Our student population is all you can go by.**

Contra Costa Community College District Sales Report

January 1, 2017- Decemeber 31, 2017

	Removals - T Sales Units	Sales Amount	
BRENTWOOD CENTER	88	8,511	\$12,767
67688 (BRENTWOOD CENTER; BKRM; Snacks)	88	8,511	\$12,767
CONTRA COSTA C.COL. BEV.	487	44,418	\$85,557
10211 (CONTRA COSTA C.COL. BEV.; DIABLO V. COLL. LIBRARY; Bottle Bev)		1,673	\$3,346
10764 (CONTRA COSTA C.COL. BEV.; C.C.C. STUDENT DINING; Non Carb Bev)	15	2,150	\$4,608
11439 (CONTRA COSTA C.COL. BEV.; C.C.C. STUDENT DINING; Bottle Bev)	7	1,596	\$3,293
90871 (CONTRA COSTA C.COL. BEV.; DIABLO VALLEY COLL. CAFE; Bottle Bev)	2	2,854	\$5,527
95251 (CONTRA COSTA C.COL. BEV.; D.V.C. LIBERAL ARTS; Bottle Bev)	1	2,116	\$4,101
95254 (CONTRA COSTA C.COL. BEV.; DIABLO V COLL. SCIENCE; Bottle Bev)		952	\$1,839
95256 (CONTRA COSTA C.COL. BEV.; DIABLO VALLEY COLL. P.E.; Bottle Bev)	13	274	\$523
95259 (CONTRA COSTA C.COL. BEV.; DIABLO V COLL. SCIENCE; Bottle Bev)		976	\$1,719
95260 (CONTRA COSTA C.COL. BEV.; DIABLO VALLEY COLL. P.E.; Bottle Bev)		495	\$997
95267 (CONTRA COSTA C.COL. BEV.; CCC DISTRICT OFFICE 1ST F; Canned Beverage)	25	644	\$644
95282 (CONTRA COSTA C.COL. BEV.; C.C.C. APPLIED ARTS/0.S.; Canned Beverage)	43	2,358	\$2,948
95283 (CONTRA COSTA C.COL. BEV.; C.C.C. GYM ANNEX; Bottle Bev)	103	372	\$731
95285 (CONTRA COSTA C.COL. BEV.; C.C.C ART BLDG; Canned Beverage)		279	\$349
95290 (CONTRA COSTA C.COL. BEV.; C.C.C. GYM ANNEX; Non Carb Bev)		284	\$567
95291 (CONTRA COSTA C.COL. BEV.; LOS MEDANOS 3RD FL CAFE; Bottle Bev)	22	1,823	\$3,736
95292 (CONTRA COSTA C.COL. BEV.; LOS MEDANOS-2nd fl; Bottle Bev)		649	\$1,340
95293 (CONTRA COSTA C.COL. BEV.; BRENTWOOD CTR VEND AREA; Bottle Bev)		2,514	\$4,836
95294 (CONTRA COSTA C.COL. BEV.; SAN RAMON HALLWAY; Bottle Bev)	51	220	\$433
95296 (CONTRA COSTA C.COL. BEV.; LOS MEDANOS POLICE MAINT; Canned Beverage)	7	423	\$465
95297 (CONTRA COSTA C.COL. BEV.; LOS MEDANOS 3RD FL CAFE; Non Carb Bev)	17	4,694	\$10,301
95297 (CONTRA COSTA C.COL. BEV.; LOS MEDANOS-2nd fl; Non Carb Bev)	7	2,961	\$6,591
95298 (CONTRA COSTA C.COL. BEV.; BRENTWOOD CTR HALLWAY; Non Carb Bev)	11	4,483	\$10,099
95299 (CONTRA COSTA C.COL. BEV.; SAN RAMON STUDENT CTR; Non Carb Bev)	66	229	\$500
95308 (CONTRA COSTA C.COL. BEV.; LOS MEDANOS 3RD FL CAFE; Non Carb Bev)	38	3,372	\$7,358
95760 (CONTRA COSTA C.COL. BEV.; DIABLO VALLEY COLL. CAFE; Bottle Bev)	3	2,351	\$4,114
99731 (CONTRA COSTA C.COL. BEV.; DIABLO VALLEY COLL. CAFE; Canned Beverage)	56	3,676	\$4,595

CONTRA COSTA COLLEGE	267	19,402	\$31,239
11437 (CONTRA COSTA COLLEGE; GEN.ED. 1ST FL; Non Carb Bev)	32	1,034	\$2,191
11438 (CONTRA COSTA COLLEGE; GEN. ED. 2ND FL; Non Carb Bev)	22	1,028	\$2,111
52290 (CONTRA COSTA COLLEGE; STUDENT DINING; Snacks)	34	2,689	\$4,178
52291 (CONTRA COSTA COLLEGE; STUDENT DINING; Snacks)	2	2,392	\$3,723
52292 (CONTRA COSTA COLLEGE; GEN.ED. 1ST FL; Snacks)		2,992	\$4,636
52293 (CONTRA COSTA COLLEGE; GEN. ED. 2ND FL; Snacks)	1	2,897	\$4,481
67708 (CONTRA COSTA COLLEGE; GYM; Snacks)	176	902	\$1,392
67710 (CONTRA COSTA COLLEGE; APPLIED ARTS OUTSIDE; Snacks)		5,468	\$8,527
DIABLO VALLEY COLLEGE	378	18,135	\$27,805
51785 (DIABLO VALLEY COLLEGE; CAFE; Lg Snacks)	142	4,840	\$7,411
52445 (DIABLO VALLEY COLLEGE; LIBERAL ARTS; Snacks)	66	3,954	\$6,074
60396 (DIABLO VALLEY COLLEGE; LIBRARY OUTSIDE ; Snacks)	4	719	\$1,072
67246 (DIABLO VALLEY COLLEGE; CAFE; Snacks)	91	6,904	\$10,679
67535 (DIABLO VALLEY COLLEGE; LIBERAL ARTS; Snacks)	75	1,718	\$2,569
LOS MEDANOS COLLEGE	252	17,714	\$26,844
50530 (LOS MEDANOS COLLEGE; 3RD FL HALLWAY; Snacks)	134	8,787	\$13,180
50534 (LOS MEDANOS COLLEGE; 2ND FLOOR; Snacks)	16	3,889	\$5,881
50534 (LOS MEDANOS COLLEGE; 3RD FL HALLWAY; Snacks)	102	5,038	\$7,783
SAN RAMON CAMPUS	12	532	\$706
60521 (SAN RAMON CAMPUS; VENDING AREA; Snacks)	12	532	\$706
Grand Total	1,484	108,712	\$184,918