



Contra Costa Community College District
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Martinez, California 94553
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Contra Costa Community College District Bid No. 4CD-107
Snack & Beverage Vending Machine Services RFP
May 7, 2024
ADDENDUM NO. 1

A. DELETIONS, ADDITIONS, CHANGES, REVISIONS, CLARIFICATIONS

1. Termination/Cancellation of contract by advanced written notice of either party has been changed from 30-days to 90-days.
2. Subcontracting of the services is allowed but with specific written consent of the District, see SECTION IV under ASSIGNMENT OF RIGHTS OR OBLIGATIONS.
3. The second paragraph of the SUSTAINABILITY section on page 8 has been modified as follows:
Please ensure the packaging for 75% of the beverage and 25% of the snacks provided, are in sustainable packaging. The percentages shall be revisited by both parties annually to help move towards the optimum goal. Sustainable packaging is defined as the packaging the food/drink is contained within, is either fully recyclable or fully compostable. Note, that traditional, mainstream plastic chip bags and candy wrappers are not recyclable at any of our colleges.
4. SECTION IX, Type of Vending Service Offered has been added. Please include in your submission of proposal.

B. QUESTIONS & ANSWERS

1. Why are you going out to RFP?
Answer: The current contract has expired.
2. Is the RFP for Snacks and Beverages?
Answer: Yes. We are also accepting vending services for “hot food” as a separate service, which may or may not be awarded at the sole discretion of the District.
3. Is the current beverage equipment Coke, Pepsi or vendor owned?
Answer: Vendor owned.

Governing Board

Rebecca Barrett *President*
Andy Li *Vice President*
Judy E. Walters, Ph.D. *Secretary*
Fernando Sandoval
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Chancellor

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College Presidents

Kimberly R. Rogers, Ph.D. Contra Costa College
Susan E. Lamb Diablo Valley College
Pamela Raiston, Ph.D. Los Medanos College

4. What are the number of weeks the school is in session?
Answer: A typical semester is 16 weeks. Summer sessions vary, an example would be a 3-week, 6 week and 9-week sessions which may overlap.
5. How many students and classes are remote learning?
Answer: In Fall 2023 & Spring 2024, the headcount of students that were 100% online was approximately 43,500. The sections of classes that were 100% online was approximately 2,750.
6. Current commissions rates?
Answer: 30%
7. Do you currently have commission guarantee?
Answer: The current commission is based on net vending sales.
8. Are looking for Fresh Food options?
Answer: This RFP seeks snack & beverage as well as hot food vending as a separate option.
9. Are you looking for Vendor owned units in high traffic areas?
Answer: We are looking to place the vending machines at the current designated location. Vending machines may be moved to a different location with mutual decision by District and vendor.
10. What would be the timeframe for proposing price adjustments?
Answer: Product prices may be adjusted annually with written District consent.
11. At XXXX, we are going through the green revolution. Is it possible that we can submit this bid as the Email submission rather hardcopy submission?
Answer: No. We do have plans for using an electronic bidding system in the near future.
11. Are there any students card or tap to pay integration currently at the college?
Answer: No.
13. Are there any plans for opening new campuses or buildings in the upcoming timeframes?
Answer: There are no current plans to build new campuses within 4CD. The remaining large capital project is at DVC, and it's a renovation/partial new

construction of the existing Engineering Technology Building. The upcoming Facilities Master Plan will identify new and renovation projects on our campuses, pending future funding, over the next 10-20 years.

14. Is it possible to see updated sales data from March and April 2024?

Answer: No. The data was not available at the time of preparation for this RFP.

15. Between the campuses how many full time in person students did you have in 2023?

Answer: In Fall 2023 & Spring 2024, the headcount of students that attended in a face-to-face setting was approximately 34,000.

16. Are the other food providers (cafeterias, culinary programs, etc) being held to these same sustainability guidelines (aka does 75% of the prepackaged snacks and beverages in the bookstore also have to be in 100% recyclable or 100% compostable packaging)?

Answer: Not yet as we are just rolling this out but that is the plan. Please see also section A item 3 of this addendum.

17. Does your current vending program meet these criteria?

Answer: Unknown as the sustainable criteria was not part of the previous RFP.

18. Do you have any sustainably packaged snacks that you are specifically looking for/know of for the vending program?

Answer: No.

19. Can you clarify the termination of the contract? It states that the district may cancel with 30 days written notice. Is that a mutual clause?

Answer: Please see section A, item 1 of this addendum.

20. On average how many students are on each campus at one time? To put it differently, how many students are remote learning via zoom?

Answer: In Fall 2023 & Spring 2024, the headcount of students that were 100% online was approximately 43,500.

21. Section 5 - is the district stating that they expect the contractor will respond to problems with the machine within 24 hours. Does that mean responding to the district within 24 hours or that the issue is fully repaired within 24 hours?

Answer: The District requires a response from the vendor within 24 hours

acknowledging our notification of the issue and requires the issue be resolved/repared within 24 to 36 hours from the time of notification. Please see SERVICING (page 8) and VENDING MACHINE MAINTENANCE (page 9).

22. What are the expectations for locations for the hot food vending machines? How many locations will there be? Is this something that will be mutually agreed upon?

Answer: The college, the location in the college and the number of machines in the college for any hot food vending service awarded as a result of this RFP shall be agreed upon by both parties.

Please make sure to acknowledge receipt of this addendum by marking the addenda/amendments acknowledgment portion of the **Signature Page (SECTION V)** of the RFP.

All other facts and specifications to this bid remain unchanged.

Rod Herrera
Contra Costa Community College District

SECTION IX
TYPE OF VENDING SERVICE OFFERED
(To Be Submitted With Proposal)

Please check all the types of vending service your company is offering for this RFP.

SNACK _____

BEVERAGE _____

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HOT FOOD _____

Name of Contractor (Person, Firm, or Corporation)

Signature of Contractor's Authorized Representative

Name and Title of Authorized Representative

Date of Signing