

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
#10-34
COMPREHENSIVE (NON COLD BEVERAGE) VENDING SERVICES
ADDENDUM #1
ANSWERS TO QUESTIONS**

MARCH 5, 2010

Question 1: Can you provide us with 12 months of total sales for all locations that currently have vending equipment?

Answer 1: July 2008- June 2009 = \$206,220 number has not been validated but is based on commission of 15% = \$30,933. It is believed that a properly managed and card reader system will increase sales significantly.

Question 2: Can you provide us with current commission rates that are being paid by your existing vending companies?

Answer 2: 15-50% varies by location.

Question 3: Can you provide us with the total equipment count by machine type for existing vending placements? (i.e. Glass front Snack machines, Food machines, Coffee Machine and Tea and milk machines)

Answer 3: Not available

Question 4: If #3 cannot be answered, can we conduct comprehensive surveys of each location to determine type and amount of equipment?

Answer 4: Yes feel free to tour all campuses two new locations in Campus square are desired as well as 2-3 plus a coffee machine in CCTA will be needed. There currently is no machines in those locations CCTA is under renovations and not accessible prior to the proposal submission date. Winner will be given complete tour.

Question 5: My understanding is that there are some locations that the current vending companies sell Dairy brand milk and tea but the RFP does not mention these products. Can these types of machines be placed on campus and are they part of this RFP process?

Answer 5: Yes Dairy brand milk and tea products are acceptable in accordance with our exclusive beverage rights contract terms below;

- 3.4 Exempted Product: Dairy produced products (milk and teas) sold by local dairy companies, "Fresh Brewed", "Fresh Squeezed" or extracted juices, hot coffees, hot teas, freshly brewed teas, college campus labeled bottled water used for promotional purposes, and beverages containing alcohol are exempt from this contract. The College reserves the right to obtain and offer for sale exempted product categories (described above) of cold beverages not offered by the Sponsor. The College Bookstore and Dining Services may use up to 10% of their cold beverage merchandisers to display exempted beverage products..

Question 6: On page 13 section D, sub point e, it mentions beverage machines. Are these the milk and tea machines or is this something that should be removed from the RFP because it is in reference to cold beverages such as soda and bottled water?

Answer 6: Strike the word beverage from this subpoint.

Question 7: The RFP mentions Food machines, Are there current locations on campus that sell food through food vending machines and is there an opportunity to expand this as long as it does not compete directly with a dining facility?

Answer 7: There are currently no food machines but the opportunity does exist to expand this option upon agreement.

Question 8: Can you provide us with your current pricing structure at each campus? If not, can we conduct surveys at each location that current has vending to determine current pricing environment?

Answer 8: Pricing structure is not available but survey is encouraged.

Question 9: Can you provide us with the student population by campus?

Answer 9:

TERM_CODE	FTHC	CountOfFTHC	CAMP_DESC
201030	FT	682	Gettysburg Campus
201030	PT	1424	Gettysburg Campus
201030	FT	4069	Harrisburg Campus
201030	PT	6218	Harrisburg Campus
201030	FT	1753	Lancaster Campus
201030	PT	3294	Lancaster Campus
201030	FT	443	Lebanon Campus
201030	PT	827	Lebanon Campus
201030	FT	1026	York Campus
201030	PT	1820	York Campus

Question 10: We saw around 20 bulk candy vending machines that compete directly with the candy sales in the snack machines. Can these units be removed because they will affect the sales in the vending machines? If they cannot be removed, can the products be changed so it does not directly compete with snack vending machines? And if they cannot be removed can the vending company who is awarded the contract install their own bulk vending machines so they do not lose the sales to another vending company?

Answer 10: These machines provide a donation back to the HACC Foundation. Options are open for discussion.

Question 11: Can we get a breakdown of equipment & the location?

Answer 11: Refer to Answer 3.

Question 12: What are the gross sales?

Answer 12: Refer to Answer 1.

Question 13: What is the student population per location?

Answer 13: Refer to Answer 9.

Question 14: Is it okay for us to make a site visit?

Answer 14: Refer to Answer 4.

Question 15: Is the college open for suggestions?

Answer 15: Yes, Program suggestions are always welcome.