



Addendum No. 1
Page 1 of 7

DATE: January 30, 2014

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Bidders
SUBJECT: Addendum No. 1
PROJECT NAME: Vending, Fountain and Bottled Beverage Services
JJC PROJECT NO.: B14002

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as instructed on the final page. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Additional bidding requirements:

1. The revised due date is **Tuesday, February 11, 2014 at 2:00pm.**
2. Casters are required on all vending machines.
3. The revised schedule of events is as follows:

02/11/2014	Bid due at 2:00 pm
02/17/2014	Evaluation of bids and presentations if necessary
03/11/2014	Board of Trustees award contract
03/24/2014	Placement of machines on campus

Questions submitted by bidders:

1. Can we vend any item brand we want, or are we restricted? Can we change products at our discretion?

*The beverages need to be name brand items such as Coke, Pepsi, or Dr. Pepper products.
Snacks should also be name brand in order to maximize sales.*

2. Do we need to furnish multiple machines?

Yes, see pages 15 & 16 of the bid document for machine descriptions and locations for each.

3. Delivery: What does "All prices must be F.O.B" mean?

FOB means that the vendor is responsible for all freight/shipping charges.

4. Performance Bonds: What does this mean?

Performance bonds are no longer required from the awarded vendor.

5. Refunds: Does this mean we have to leave money with someone?

Yes, see page 13 of the bid document. The vendor is responsible for establishing a bank for machine malfunction and short changes. This bank must be replenished each week.

6. Terms of Agreement: What does the statement '...yearly statement of declaration of Institutional Support' mean?

In the past, vendors have provided institutional support through student scholarships, prizes for student events, free products for student events, and more which would be provided each year over and above the yearly lump sum stipend and monthly commissions.

7. Bid Requirements No. 7: What does this mean 'A list of institutional support plans for the college (in addition to stipend)'?

Please see the response to question #6.

8. Equipment per Location: Does this mean we have to choose one or more of these locations?

The vendor must provide equipment for all locations listed on pages 15 & 16 of the bid document.

9. I need clarification on the tables on page 17-23. What are the differences between the three options?

*Option #1 (page 17) Vendor would have exclusive rights to **either beverage vending or snack vending or both**. Option #2 (page 20) Vendor would have exclusive rights to **snack vending and/or beverage vending in addition to syrup sales from fountain drinks in the college cafeteria**. Option #3 (page 23) Vendor would have exclusive rights to **snack and/or beverage vending, syrup sales for fountain drinks in the college cafeteria and provide all bottled beverages for retail sales through the college cafeteria**.*

10. 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?

This information can be calculated using the information in exhibits A-C from the bid document.

*FY13
FY13 -\$50,239 Beverage Commissions
FY13- \$16,668 Snack Commissions*

11. Please provide the current rate of commission received?
Commission rates ranged from 26% - 48% based on the product category.

12. Regarding the requirement of a Performance Bond, as it is difficult for vending companies to obtain performance bonds, would JCC consider another option other than a bond?

Please see the response to question #4.

13. Can you provide us with any corporate sponsorship or additional incentives that may currently be received?

Please see the response to question #6.

14. What is the current vending machine pricing by product and location?

The current pricing is listed on page 20 of the bid document by category and not by each individual product as there are too many items to list individually and items are subject to change.

15. What is the current contract term?

5 years

16. Is the proposed contract term negotiable?

No, the contract term is not negotiable at this time.

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

Currently Hometown Vending has exclusive rights to all of the snack, hot beverage and ice cream vending machines. Pepsi has exclusive rights to all of the cold beverage vending machines, syrup sales for fountain drinks and all bottled drinks sold through the college cafeteria.

18. How often has the current vendor(s) requested a price change in the past two years?

Vendors re-evaluate their pricing annually; any necessary price changes are made during the summer months prior to the start of the Fall semester.

19. Are there any special nutritional requirements?

Please see page 14 of the bid document.

20. Are there any competing venues (convenience stores, markets, retail) that directly compete with vending?

The college is located in close proximity to fast food restaurants and gas stations.

21. Is any preference given to minority or disadvantaged vendors?

Please see page 8 of the bid document.

22. Can you say how many people use the machines annually?

We do not track customer counts. See page 12 of the bid document for the number of employees as well as estimated enrollment.

23. How many fountain machines will you need, looking at your RFP it looks like 6? Can you verify that number or is it more?

The college is currently using one (1) 12 head fountain in the main cafeteria and one (1) 8 head fountain in the Chef's Table. This equipment will need to be supplied by the awarded vendor.

24. Can bidders offer alternative product pricing scenarios other than the one specified in the financial submittal form?

Not at this time. Please see response to questions #18 & #25.

25. Are bidders required to adhere to prices indicated in RFP and if so for what period of time?

Yes, please see the response to question #18.

26. In order for us to give a fair proposal, I would need more information in volume figures of the packages size sold, such as how many cases in a full calendar year have you sold 20 oz products, juices, water, energy drinks, BIBs, etc.

This information can be calculated using the information in exhibits A-C from the bid document.

27. What exactly does ‘beverage machine’ refer to as listed under several locations in the equipment per location section?

‘Beverage machine’ is a bottled sport drink vending machine.

28. I don’t see that any of the three proposal options listed are for snack/coffee only – each seems to involve some portion of the beverage business. Please clarify.

Please use the form for option #1 and only enter commission percentages for the items you wish to bid. You may choose to include the words ‘no bid’ in the place of the commissions of the items you wish not to bid.

29. Additionally, the existing snack/coffee sales volumes do not justify the amount of equipment currently in place – Would JJC be open to a strategic elimination of the slower selling snack/coffee machines? Realistically, the 13 snack machines and 7 coffee machines should be trimmed down to something like 9 snack machines and 4 coffee machines.

The College would like to adhere to the existing distribution of vending machines, but will be open to discuss with the winning bidder.

Addendum No. 1

Page 7 of 7

Please acknowledge receipt of this addendum by fax at the number listed below or by emailing back a signed copy of this page to: purchasing@jjc.edu Include your name, title, and company name in your acknowledgement email. Failure to do so could result in disqualification of your bid.

Issued by:

Janice Reodus
Director of Business & Auxiliary Services
Joliet Junior College

Phone: 815.280.6643

Fax: 815.280.6631

I acknowledge receipt of Addendum 1

Signature

Company Name