


Request for Proposal	 <p style="text-align: center;">Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100</p> <p>Direct all inquiries regarding this order to: (304) 696-2819</p>	Proposal# MU20VENDSN
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Vendor: Phone: Fax: Email: FEIN/SSN:	For information: Purchasing Contact: Derrick Gillespie Phone: (304) 696-2819 Email: Gillespie40@marshall.edu and Purchasing@marshall.edu
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Sealed requests for proposals furnishing services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE PROPOSAL WILL BE SUBMITTED ON THIS FORM, SIGNED IN FULL INK, AND NUMBER OF COPIES REQUESTED IN THE PROPOSAL, AND SUBMITTED IN BONFIRE BY PROPOSAL OPENING TIME AND DATE. The Institution reserves the right to accept or reject proposals separately or as a whole, to reject any or all proposals, to waive informalities or irregularities and to contract as the best interests of the Institution may require. PROPOSALS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.

DATE 6/7/2019	Delivery Requirements	DEPARTMENT REQUISITION NO.	Proposals OPEN: 3:00 p.m. on 06/14/19	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
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Item #	Quantity	Description	Unit Price	Extended Price
<u>ADDENDUM No. 1</u>				
<p>Project: Snack Vending Contract Services Date: June 14, 2019 Time: 3:00pm</p> <p>The purpose of this addendum is to clarify project specifications. (Questions are unchanged from the original as received.) Receipt of this addendum must be acknowledged by signature in the space below.</p>				

To the Office of Purchasing,
 In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from _____ within _____ days	Bidder's name Vendor _____
FOB _____ After receipt of order at address shown	Signed By _____
Terms _____	Typed Name _____
	Title _____
	Email _____
	Street Address _____
	City/State/Zip _____
	Date _____ Phone _____
	Fein _____

MU20VENDSN Answers to Vendor Questions

1. Per the RFP it states post-award a 30-day time frame prior to transition the awarded vendor and MU/Director of Operations shall agree to a final planogram. With that being said award on 6/14 and transition to 7/1 allows only two weeks which would not allow the required 30-day period for approved planogram before transition?

In order to incorporate all information learned from the site visit and q/a could we ask for a two-week extension on the proposal submission? Could we also ask for a transition extension to 8/1 to better accommodate the equipment request?

Answer: Proposal Extension Request Denied.

Answer: Transition Extension Granted. Transition by Date Moved to 8/9/19 at the latest.

2. Per the freedom of information act could you share the previous winning proposal and contract from the last bid process?

Answer: Send this request to foia@marshall.edu.

3. What were the commission dollars in 2017, 2018, 2019?

Answer: MU receives a commission guarantee of \$25,000 annually.

4. What was the commission % in 2017, 2018, and 2019?

Answer: FY-19 is not complete. FY's 2016, 2017 & 2018 are provided. (See Appendix G).

Commission structure: 22.5% on Cash Sales; 20.5% on Debit Sales.

5. In previous years 2017, 2018, 2019 beyond vending commissions what other benefits did your current provider provide Marshall University? Scholarship monies, marketing monies, etc.?

Answer: In-kind product contributions for annual campus events such as "Week of Welcome" in August, Assessment Day, gift card giveaways from selected items from the snack vending machines, etc.

6. Per the RFP it mentions the goal of "enhancements" to the current contract? Can you clarify what enhancements you are looking for?

Answer: We are looking for changes to an operation that could improve revenue. Examples include sample reports that are available to track the success and participation of the vending program on campus, a means to provide accurate and user-friendly reporting tools and controls, and updated machines or novel product offerings.

7. In the RFP it mentions that the Director of Operations has discretion on inferior services provided which could lead to termination of the agreement. Can you clarify what you mean by inferior services?

Answer: Untimely repair/restocking. Expired product offerings. Minimal variety of products. Outdated or obsolete machinery.

8. When was it last bid?

Answer: In May 2015.

a. What was the result?

Answer: AVI Foodsystems, INC was awarded the snack/food vending services.

9. Could we have an audience with the decision makers prior to bid?

Answer: Request is Denied.

10. In a perfect world, what would your vending program look like?

Answer: We would like a program that is up to date on any trends in your industry. Variety, as well as a reasonable price point, is important.

11. Currently what feedback do you get from your students on your vending program?

Answer: We do not currently survey students on our vending program; to date, we have not received any negative feedback.

12. Why is your current food service provider not operating your vending services?

Answer: Any capable and willing vendor is offered the opportunity to participate in the bidding process for these services.

13. Who comprises the team that makes this decision?

Answer: Multidisciplinary team of staff and administration.

a. What is each of those team member key goals in this process?

Answer: Each team member has the same goal based on the criteria provided in the RFP (Section 2.3.1).

SNACK VENDING COMMISSIONS - 3 YEAR

FY 17/18	CASH	DEBIT	FY 16/17	CASH	DEBIT	FY 15/16	CASH	DEBIT
July	\$ 2,817.48	\$ 922.15	July	\$ 2,367.61	\$ 858.70	July	\$ 2,915.77	\$ 1,028.05
August	\$ 2,442.16	\$ 1,638.85	August	\$ 3,407.87	\$ 900.45	August	\$ 4,755.13	\$ 955.00
September	\$ 6,186.42	\$ 6,862.15	September	\$ 4,915.26	\$ 4,983.05	September	\$ 6,752.23	\$ 4,487.95
October	\$ 4,135.85	\$ 5,955.60	October	\$ 5,900.12	\$ 4,819.80	October	\$ 5,592.62	\$ 4,202.41
November	\$ 2,984.31	\$ 4,621.25	November	\$ 5,275.64	\$ 4,753.81	November	\$ 5,737.39	\$ 4,499.35
December	\$ 4,980.30	\$ 4,241.67	December	\$ 4,140.89	\$ 3,492.05	December	\$ 5,392.95	\$ 2,157.60
January	\$ 3,001.26	\$ 3,612.90	January	\$ 5,764.23	\$ 2,832.55	January	\$ 1,962.07	\$ 1,466.00
February	\$ 4,072.50	\$ 6,174.46	February	\$ 3,836.54	\$ 4,762.10	February	\$ 5,427.65	\$ 4,259.15
March	\$ 3,581.27	\$ 6,317.93	March	\$ 5,879.80	\$ 5,197.60	March	\$ 5,448.68	\$ 4,664.40
April	\$ 3,948.14	\$ 6,091.54	April	\$ 4,320.80	\$ 4,859.30	April	\$ 6,319.12	\$ 4,016.75
May	\$ 2,867.58	\$ 1,929.05	May	\$ 3,930.16	\$ 1,796.85	May	\$ 4,823.68	\$ 2,343.90
June	\$ 2,109.33	\$ 1,488.50	June	\$ 3,361.78	\$ 1,083.00	June	\$ 3,421.40	\$ 1,043.30
TOTAL	\$ 43,126.60	\$ 49,856.05	TOTAL	\$ 53,100.70	\$ 40,339.26	TOTAL	\$ 58,548.69	\$ 35,123.86
Commision	x 22.5%	x 20.5%	Commision	x 22.5%	x 20.5%	Commision	x 22.5%	x 20.5%
TOTAL	\$ 9,703.49	\$ 10,220.49	TOTAL	\$ 11,947.66	\$ 8,269.55	TOTAL	\$ 13,173.46	\$ 7,200.39