



## SOLICITATION NUMBER: MU26VENDING

### Addendum Number:02

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

#### **Applicable Addendum Category:**

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☒ Attachment of vendor questions and responses
- ☒ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

#### **Description of Modification to Solicitation:**

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. Provide the Mandatory Pre-Bid Attendance Sheet.
2. Provide responses to the technical questions.

#### **NO OTHER CHANGES.**

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

#### **Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.



REQUEST FOR PROPOSAL  
**MU26VENDING**  
Vending Machine Program and Services

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**ADDENDUM 02 ATTACHMENT A**

This Addendum is issued to provide the Mandatory Virtual Pre-bid Attendance Sheet.

**ATTACHMENT A**  
**MU26VENDING**

**1. Summary**

Meeting title	MU25VENDING: Mandatory Virtual Pre-Bid Conference
Attended participants	7
Start time	6/12/25, 8:40:42 AM
End time	6/12/25, 9:35:16 AM
Meeting duration	54m 34s
Average attendance time	33m 38s

**2. Participants**

Name	First Join	Last Leave	In-Meeting	Email	Participant ID (UPN)	Role
Lemon, Leeann	6/12/25, 8:55:00 AM	6/12/25, 9:35:14 AM	40m 14s	lemonl@marshall.edu	lemonl@marshall.edu	Organizer
Vicki Steck (External)	6/12/25, 8:54:51 AM	6/12/25, 9:35:14 AM	40m 22s	vsteck@AVIFoodsystems.com	vsteck@avifoodsystems.com	Presenter
Ralph Sanese (Unverified)	6/12/25, 8:56:34 AM	6/12/25, 9:35:16 AM	38m 42s			Presenter
Carter, Tootie	6/12/25, 9:00:04 AM	6/12/25, 9:35:15 AM	35m 10s	carterw@marshall.edu	carterw@marshall.edu	Presenter
Wybieralla, Michael	6/12/25, 9:04:58 AM	6/12/25, 9:35:15 AM	30m 16s	Michael.Wybieralla@compass-usa.com	Michael.Wybieralla@compass-usa.com	Presenter
Craighead, Jessie	6/12/25, 9:05:37 AM	6/12/25, 9:35:16 AM	29m 39s	Jessie.Craighead@compass-usa.com	Jessie.Craighead@compass-usa.com	Presenter
Billy Uldrich (Unverified)	6/12/25, 9:14:12 AM	6/12/25, 9:35:16 AM	21m 4s			Presenter

**3. In-Meeting Activities**

Name	Join Time	Leave Time	Duration	Email	Role
Lemon, Leeann	6/12/25, 8:55:00 AM	6/12/25, 9:35:14 AM	40m 14s	lemonl@marshall.edu	Organizer
Vicki Steck (External)	6/12/25, 8:54:51 AM	6/12/25, 9:35:14 AM	40m 22s	vsteck@AVIFoodsystems.com	Presenter
Ralph Sanese (Unverified)	6/12/25, 8:56:34 AM	6/12/25, 9:35:16 AM	38m 42s		Presenter
Carter, Tootie	6/12/25, 9:00:04 AM	6/12/25, 9:35:15 AM	35m 10s	carterw@marshall.edu	Presenter
Wybieralla, Michael	6/12/25, 9:04:58 AM	6/12/25, 9:35:15 AM	30m 16s	Michael.Wybieralla@compass-usa.com	Presenter
Craighead, Jessie	6/12/25, 9:05:37 AM	6/12/25, 9:35:16 AM	29m 39s	Jessie.Craighead@compass-usa.com	Presenter
Billy Uldrich (Unverified)	6/12/25, 9:14:12 AM	6/12/25, 9:35:16 AM	21m 4s		Presenter



REQUEST FOR PROPOSAL  
**MU26VENDING**  
Vending Machine Program and Services

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**ADDENDUM 02 ATTACHMENT B**

This Addendum is issued to provide responses to the technical questions.



Request for Bid: MU26VENDING  
Vending Services  
**Technical Questions and Answers**

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**ADDENDUM 02 ATTACHMENT B**

- Q1.** Since your last RFP, I've noticed that prices for students have increased on a per unit basis, and student enrollment has also gone up. Despite these increases, snack sales appear to have decreased. What do you attribute this decline in snack sales to? Additionally, have you seen similar decreases in bookstore sales, beverage vending, and laundry sales collections following the rise in enrollment?
- A1.** This may be due to the variety of food and snack options provided by Sodexo. Students with meal plans now have multiple choices across three dining facilities, a convenience store, and two coffee shops. Additionally, the hours of operation run from 7:00 AM to midnight. With regard to bookstore sales, beverage vending, and laundry sales collections this question is not relevant to this solicitation. However, sales were up from FY22/23 to FY23/24.
- Q2.** I'm also curious about your current pricing. Is it in parity with retail pricing within your dining locations?
- A2.** No
- Q3.** Are students expressing interest in adding fresh food vending options? Do you think offering fresh food vending could help drive revenue back to vending?
- A3.** Not to the University's knowledge. However, students do express interest in more fresh food offerings within dining venues, as well as items that are healthy, low-calorie, gluten-free, etc. There is potential that offering fresh food vending could help drive revenue back to vending.
- Q4.** Currently the program is 100% driven by vending, is there an interest in other innovative solutions to retail snacks that are proven on similar campuses to drive more revenue?
- A4.** Yes, the University is open to any type of innovation solutions.

- Q5.** Regarding the 25% healthy offering, will this be a new program? If it is currently offered, could you share which items in your machines are considered "healthy"?
- A5.** No, offering healthy selections is not a new program. All offer healthy options.
- Q6.** Is the current planogram of snack items a good reflection of what the University considers healthy?
- A6.** The University does not provide input in the current planogram of snack items in the vending machines.
- Q7.** Do you believe your vending program is a good extension of your campus dining program?
- A7.** Yes
- Q8.** Could you provide clarity on the statement "Unit prices shall prevail in cases of a discrepancy in the Vendor's bid"? Does it mean that the current pricing shared in the RFP must remain the same?
- A8.** If you are referring to Section 14 of the Instructions to Vendors, the intent of this section appears to be that, in the event of a mathematical discrepancy in the Total Bid Amount, the Unit Price will take precedence.
- Q9.** Regarding refund/out of order procedures, how is this process conducted now? How satisfied are you with it, and would you like to see any changes?
- A9.** The main office for student operations, located in the Memorial Student Center, is the point of contact for refunds. When a customer experiences an issue, they either visit or call the office, and we issue the refund. The vendor supplies and replenishes refund money as needed. This process is currently working well.
- Q10.** Do you consider your current equipment to meet the standards of excellent operating condition, excellent appearance?
- A10.** Yes
- Q11.** When was the last time the current equipment on campus was upgraded?
- A11.** Over the past five years, all machines have become equipped with all-in-one card readers and several included digital screens. This work was completed in collaboration with the manufacturer, Blackboard, and the vendor.

**Q12.** For the campus card program, how many pieces of vending snack equipment currently have student card readers? For comparison purposes, how many of your beverage machines have student card readers?

**A12.** All snack and beverage machines have card readers.

**Q13.** In the last three years of this agreement, has the minimum annual guarantee ever been exceeded?

**A13.** The last three years have been based on a percentage of sales, not a minimum guarantee.

**Q14.** Could you provide the current rates for the following:

- Minimum Annual Guarantee Income
- Debit Card Sales Commission
- All Other Sales Commission
- ID Office System Maintenance Fee
- Other Sponsorships and Contributions
- Annual Marketing/Promotional Funds

**A14.** See below:

- **Minimum Annual Guarantee Income:** Based on % of sales, not a guarantee.
- **Debit Card Sales Commission:** See Attachment N – *Debit Card Sales & Commissions (3 year)*
- **All Other Sales Commission:** Please refer to Attachment E in the Request for Proposal and also attached – *Snack Vending Sales & Commissions (3 year)*
- **ID Office System Maintenance Fee:** The maintenance fee is 5% of campus card sales. See Attachment O – *ID Maintenance Fees (3 year)*
- **Other Sponsorships and Contributions:** The vendor provides at no cost to the University a variety of snack items for the University's Community Cares Projects (800 participants). Other creative sponsorship opportunities will be considered.
- **Annual Marketing/Promotional Funds:** The University does not designate or budget for annual marketing/promotional funds.



**Q15.** In financial return back to the campus. Is it of greater interest for the annual minimum guarantee or growing total income back to the University?

**A15.** See Section 4.3.2.9 of the Request for Proposal and also copied below.

*4.3.2.9 Financial Terms and Reporting*

*It is the intent of Marshall to structure the contract with a minimum annual guaranteed income (MAGI) or percentage of annual gross revenue collections (PAGR). Contractor will be required to pay in twelve monthly payments.*

*Gross Revenue shall be defined as the total revenue earned from all sales of vending products, without any allowance or deduction for operational cost, taxes, equipment charges, or other fees, expenses, or payments to suppliers.*

*Royalty payments on gross revenues for the calendar month shall be paid monthly by the 15th of the month for the preceding calendar month; and any balance remaining unpaid upon termination of this agreement shall be paid within fifteen (15) days after date of such termination.*

*Contractor shall indicate Minimum Annual Guarantee Income (MAGI) in dollars (\$) and percentage of annual gross revenue collections (PAGR) in percentage (%) which shall be clearly stated in the submitted proposal, as firm and fixed for the duration of the contract period and any extensions thereof.*

*The contractor shall maintain separate and distinct records on each unit showing the number and amount of cash vends and number and amount of debit card vends (in order to reconcile payment with Campus I.D. Office). Marshall-wide student card makes purchases more convenient and can increase sales of vending items. I.D. card sales volume is shown in Attachment D. Marshall encourages a proposal that anticipates a greater sales volume. The contractor will receive from Marshall a detailed sales report for the debit card sales and a check for those sales. The contractor will be required to issue a separate check to the Campus I.D. Office for the "System Maintenance Fee." This fee is based on a percentage of debit card sales to help cover Marshall's cost of maintaining the automated computing system and for card transactions. The minimum requirement for 2024-25 is 5% of actual debit card sales. This requirement is subject to change and will be reviewed during the renewal period. The percentage will be determined annually for the life of the contract by mutual agreement of Marshall and the contractor.*

*Commission checks must be accompanied by an itemized statement listing each machine, gross revenue (cash and debit card vends listed separately), net revenue and commission. The same commission shall apply to all contractor products.*

**Q16.** Understanding there is a singular beverage location included in the current services. Why does this exist outside of the current beverage agreement?

**A16.** If you are referring to the South Charleston campus, AVI Food Systems assumed responsibility for the beverage vending services previously managed by PepsiCo. This transition took place as PepsiCo begins to phase out its beverage vending operations and has engaged AVI to assume and fulfill these services.

**Q17.** What has been the feedback from the student body in reference to the current snack vending program? How is that measured?

**A17.** Currently, there is no feedback mechanism in place.

**Q18.** Why is your current campus dining service provider not operating your vending services?

**A18.** The dining vendor chose not to bid on the vending contract.

**Q19.** Post award and prior to the new program implementation, will there be an opportunity to survey the campus to look at remapping current locations to add additional vending placements to best serve the campus?

**A19.** Yes

**Q20.** Who comprises the team that makes this decision?

**A20.** The solicitation team is comprised of key internal Marshall University team members.

**Q21.** What are each of those team member key goals in this process?

**A21.** The solicitation team is responsible for ensuring that a competitive, compliant and compelling solicitation is prepared for publishing/posting. The solicitation team is also responsible for reviewing and evaluating qualified submission/proposals, and then recommending to whom the bid is awarded.

**Q22.** Could you share a current example of a monthly commission report and what data is broken down by machine?

**A22.** See Attachment P – *Sample Monthly Report*

**Q23.** What would you like to see from a reporting and auditing standpoint on commissions and sales data?

**A23.** In addition to the sales/commission breakdown, year-to-date information would be an appropriate addition.

**Q24.** Based on the previous vending agreement amendment post covid the past minimum guarantee was removed. Has that been reinstated? If so, has that been applied to FY24/25 and what were the total dollars shared with the University?

**A24.** The minimum guarantee has not been reinstated. The guarantee was not removed.

**Q25.** Based on the revenue numbers reported for FY23/24 it's important to understand where those numbers landed in this most recent FY24/25. What were the total vending sales,

commission percentage, and commission dollars shared back to the University for FY24/25?

**A2.5** The total sales ending June 30, 2025 were \$75.638.00.

--END OF DOCUMENT--

**ADDENDUM ACKNOWLEDGEMENT  
FORM SOLICITATION NO.: 02**

**MU26VENDING**

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:

*(Check the box next to each addendum received)*

<input type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any University personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

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Company

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Authorized Signature

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Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.