



Procurement Services
Lucas Administrative Center, 617
1 Nunn Drive
Highland Heights, KY 41099
859.572.6605
FAX 859.572.6995

ADDENDUM NO: 1

IFB/RFP No: NKU-29-19

Commodity: Vending Service

Date: 3/6/2019

Due Date: 3/20/2019 at 2:00pm EST

BIDDER/RESPONDER SHALL CONFORM TO THE FOLLOWING CHANGES AS SAME SHALL BECOME BINDING UPON THE CONTRACT TO BE ISSUED IN RESPONSE TO THIS INVITATION FOR BID.

Questions and answers are listed below.

1. What is the current enrollment? **Based on the 2017 census; 9,905 full time and 4,661 part time students.**
2. What is the current commission structure/percent? **Current commission structure call for a guaranteed payment of \$38,000 to be paid out in (12) monthly installments.**
3. Does NKU support UGuard for integrating credit/debit readers with ID card readers? **We currently only have ID-Card readers on our vending machines. NKU would be in support of UGUARD readers, but, realize the expenses and potential business partner is not allowed to conduct business on the NKU network.**
4. Is credit/debit readers mandatory in addition to accepting ID cards? (Large Investment) **This is not a mandatory requirement for the current RFP. However, would be considered a major upgrade in the required services as outlined in the RFP. Services would have to be PCI compliant.**
5. 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 the vendor for the past three years? **Reference answer to question (2.) Guaranteed commissions of \$38,000 are paid in (12) annual installments. No other commission information is available.**
6. Can you provide us with any corporate sponsorship or additional incentives that may currently be received? **Annual participation in the President's Golf Outing, last year sponsorship was \$3,700.**
7. What is the current vending machine pricing by product and location? **The university does not keep this information on file in the BOAS office.**
8. What is the current contract term? **Current contract is an extension to the original awarded contract. Extension was signed in January of 2017.**
9. Is the proposed contract term negotiable? **No**

10. Can you provide us with the name of the current snack vending, beverage vending and food service provider and any applicable contract terms? **Pepsi- Beverage, Snack Derringer, Food-Chartwells. You may request this information through the Commonwealth of Kentucky's open records statutes from the Northern Kentucky University legal office.**
11. How often has the current vendor(s) requested a price change in the past two years? **(1) in 2017**
12. Are there any special nutritional requirements? **You may review any nutritional requirements in the RFP.**
13. Are there any competing venues (convenience stores, markets, retail) that directly compete with vending? There are (2) convenience stores on campus. **(Student Union and Landrum Hall) Additionally throughout campus there is an: (1) Einstein Bro's (Steely Library) (2) Au-bon-Pain (Health Innovations Building) (3) Darwin's Café (Science Center)**
14. Is any preference given to minority or disadvantaged vendors? **The award is based off criteria on page 7 and page 15 form of proposal.**
15. Can you say how many people use the machines annually? **We do not have any censuses information on the actual number of times any given machine is used during an academic year.**

Please contact Jennifer Moeves with any questions.

T H E E N D