

ADDENDUM 2

Date: February 29, 2024

Pages: 2 Pages

PROJECT NUMBER: 02-24-001

PROJECT: Vending and Coffee Services RFP

DUE: Thursday, March 14, 2024, by 2:00 p.m.

LAST DAY FOR QUESTIONS: February 29, 2024

LAST ADDENDUM ISSUED: March 7, 2024

This addendum does not change the due date or time.

Respondent must acknowledge receipt of this addendum with their submittal.

QUESTIONS

1. Does a “rotating merchandiser” mean revolving (section 6.2)?
 - a. **A 'rotating merchandiser' is not necessarily required. The college would collaborate with a vending provider to identify and help us choose the best equipment for items to be sold.**

2. Will you all consider machines that serve hot food (i.e., cinnamon rolls, chicken pot stickers, and white castle sliders)?
 - a. **Yes, assuming these are sold in a cold machine and heated in a microwave. There are microwaves located next to some vending locations around campus and in employee breakrooms. Locations identified in RFP.**

3. How many of the full-time and part-time students attend classes on campus versus virtual?
 - a. **Below is a breakdown of student headcounts by campus and modality.**

Row Labels	Trad/F2F	Online	Hybrid	Flex	Other	Grand Total
Sugar Grove	2,906	34	1,333	544	39	3,512
Extension	3,392				15	3,394
Online		3,296			8	3,296
Aurora Downtown	1,715		271	214		2,032
Aurora Fox Valley	320				10	330
Plano	147		96			242
Other					5	5
Grand Total	8,114	3,300	1,628	748	77	10,100

4. How do I gain access to Waubonsee's "bid webpage"? (so that we can see the responses to questions in the RFP addendum).
 - a. <https://www.waubonsee.edu/local-businesses-employers-and-vendors/bidrfprfi-opportunities>
5. Section 5.72 says we can't connect to their network. If we propose alternatives other than vending machines is there any way to connect to the college wi-fi if needed?
 - a. **Connecting to the college Wi-Fi is not an option.**
6. Section 6.2 mentions the old school food vending machines. Can vendors propose another solution for food products instead of a vending machine?
 - a. **Yes, you can propose other alternatives.**
7. Section 10.4.5 - We have to provide microwaves as well. Does the college want the microwaves to become property of the college?
 - a. **No, they would remain the property of the contracted vending service provider.**
8. Section 10.4.8 Will the college pay for the bulk order items via invoices as well?
 - a. **Yes, all bulk orders would be paid by separate invoice.**
9. Are change machines still require when most vending machines today have cashless payment systems attached.
 - a. **We still require vending machines to accept cash as we have students who do not have cards, or other cashless payment system.**
10. What are the hours of accessibility?
 - a. **Campus is open 7:30 a.m. to 8:00 p.m.**
11. Can we tour the campuses to see where the current vending machines are placed?
 - a. **Yes, you are welcome to tour the campus buildings.**

CHANGES - none

CLARIFICATIONS

1. **Section 5.7 Payment Options** only mentions Debit and Credit Cards and contactless payment technology. The college also requires vending equipment to have a cash option as not all students have a debit or credit card to use, or other contactless payment option.

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Sugar Grove, IL 60554-9454
(630) 466-7900

Aurora Downtown
18 S. River St.
Aurora, IL 60506-4131
(630) 801-7900

Aurora Fox Valley
2060 Ogden Ave.
Aurora, IL 60504-7222
(630) 585-7900

Plano
100 Waubonsee Drive
Plano, IL 60545-2276
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