



July 31, 2024

ADDENDUM NO. 1

Your reference is directed to **RQ25-0001 NSU Cenla Vending Machines** which is scheduled for bid openings at 2:00 p.m. Tuesday, August 13, 2024, at Northwestern State University, Natchitoches, Louisiana.

The following addition is being made to the above referenced solicitation:

PURPOSE OF ADDENDUM:

1) RESPOND TO VENDOR INQUIRY:

VENDOR INQUIRY: Can you provide us with the past 12 months of sales by month?

RESPONSE: Total sales for the three (3) vending machines at the 1410 Neel Kearby Blvd facility averaged \$795.00 per month.

2) RESPOND TO VENDOR INQUIRY:

VENDOR INQUIRY: What is the current guarantee and commission rate?

RESPONSE: Commission on sales paid to Northwestern State University has been \$1,000.00 per year.

3) RESPOND TO VENDOR INQUIRY:

VENDOR INQUIRY: How many snack and drink machines are to be installed?

RESPONSE: Please refer to "Specification and Bid Form" on page 4 under the "VENDING PRICES, MINIMUM PORTIONS AND PRODUCT SPECIFICATIONS".



VENDING PRICES, MINIMUM PORTIONS AND PRODUCT SPECIFICATIONS: Vending prices, minimum portions, and product specifications will be comparable to vended items within the market area of the University and must be approved by the University. All items vended are to be limited to those enjoying national and local acceptances.

Beverages vended shall include Coca-Cola™ and a minimum of six (6) other soft drinks and juice selections for each campus.

Snack items shall include candy, nuts, gums, mints, cookies, chips, and pastries for each campus.

Food items shall include a variety of snack items. The bid shall include a comprehensive list of food items with portion size, merchandising schedule, price, and maximum commissary-prepared food items.

Changes in product prices, portions, and specifications must be submitted to the University in writing for approval prior to implementation.

NSU anticipates operation of two (2) beverage and two (2) snack machines for the duration of this contract for each campus. NSU reserves the right to increase or decrease machines at any time during the term of this contract.

4) RESPOND TO VENDOR INQUIRY:

VENDOR INQUIRY: The RFQ says 2 drink and 2 snack for each campus, how many campuses are there?

RESPONSE: NSU would like to clarify the Request for Quote should state the information below on page 4 “Specification and Bid Form” under the “VENDING PRICES, MINIMUM PORTIONS AND PRODUCT SPECIFICATIONS”.

Beverages vended shall include Coca-Cola™ and a minimum of six (6) other soft drinks and juice selections for each **building**.

Snack items shall include candy, nuts, gums, mints, cookies, chips, and pastries for each **building**.

Food items shall include a variety of snack items. The bid shall include a comprehensive list of food items with portion size, merchandising schedule, price, and maximum commissary-prepared food items.

Changes in product prices, portions, and specifications must be submitted to the University in writing for approval prior to implementation.

NSU anticipates operation of two (2) beverage and two (2) snack machines for the duration of this contract for each **building**.



NORTHWESTERN STATE

Business Affairs

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

Failure to acknowledge addendum may result in the non-consideration of the bid submission.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes below and return to Business Affairs/Purchasing Section prior to bid opening in an envelope marked with the bid number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

Company Name

Authorized Signature

Date

Submitted by: Ashlee Grayson
Director of Purchasing