



Interurban Transit Partnership

300 Ellsworth Avenue SW Grand Rapids, MI 49503-4005 616.456.7514 • Fax 616.774.1195

ADDENDUM 1

PROJECT: Request for Proposals for Vending Machine Services – Project 2019-04

BUYER: INTERURBAN TRANSIT PARTNERSHIP
300 Ellsworth Avenue, SW
GRAND RAPIDS, MICHIGAN 49503

DATE: April 26, 2019

NOTICE: The bid documents are amended in certain particulars as stated herein, which adds to and/or supersedes conflicting information in the Request for Proposals.

Work covered by the Addendum shall be subject to the requirements as stated in the bid documents.

Acknowledge the addendum in the Proposal cover letter and include the cost of the work herein specified in the proposal.

This Addendum is issued to provide amendments to the bid document and to respond to questions received for clarification of documents and additional information.

ITEM NO.

1. RFP document – All references to RFP due date of May 3, 2019 and Contract Issued Date of on or before May 15, 2019.

AMENDMENT:

The RFP document has been amended to extend the due date for proposals to May 17, 2019 @ 2:00 p.m. local time and the Contract Issued Date to on or before May 31, 2019.

PROPOSAL QUESTIONS AND RESPONSES REGARDING THE ABOVE CITED PROJECT

Q1. Why are you issuing the RFP?

A1. The ITP has been exploring opportunities to generate additional revenue to contribute to operating costs. Vending Services is an area that has been neglected and with the decision to close the concession area in Rapid Central Station we saw an opportunity to both enhance offerings to our customers and staff as well as establish a stronger revenue flow through this amenity.

Q2. What 1 or 2 areas if improved upon, would significantly improve the vending customer experience?

A2. Two areas which stand out requiring improvement are a broader offering of items – expanding fresh food item – and attractive, clean, modern vending equipment to attract customers to the vending areas.

Q3. What is your definition of a strong revenue stream? Why is it important to you? Where do the funds go to?

- A3.** A strong revenue stream would represent a mix of products that generates the highest commission returns possible and strong visual marketing that would realize continue growth in sales and returns. We are looking to you to provide the mix of products and price structure that will produce a steady and growing revenue stream. The ITP seeks creative ways to generate revenue to contribute to our operating budget. Additional money realized through revenue contracts assists with stretching our local funds as costs out of our control continue to rise.
- Q4.** Would The Rapid be open to monthly to quarterly business reviews until the program meets our mutual goals and expectations?
- A4.** It is anticipated that a successful contract would require regular meetings to grow sales and that would be our expectation. Be advised that we anticipate the purpose of these meetings would be to grow sales which would increase revenues. The ITP desires to see the strongest commission you are able to offer with your proposal.
- Q5.** How many employees in the admin offices that will have access to the free coffee?
- A5.** 50 plus administrative staff would have regular access to free coffee. During intermittent times of the year the ITP holds training sessions at the 333 Wealthy location and would provide coffee for these groups.
- Q6.** Has The Rapid considered an on demand coffee systems to decrease waste?
- A6.** The Rapid is open to learning about all coffee program recommendations for our staff.
- Q7.** Please provide sales information for vending by location - 2018 full year sales.
- A7.** A digital file is included with this document and labeled: 2019-04 FY2018 Vending reports. These documents are all we are able to provide.
- Q8.** Please provide current commission rate and the dollar amount you received for 2018 from the vending.
- A8.** A digital file with printouts of sales reports and attached check copies is included with this document and labeled: 2019-04 FY2018 Vending reports. These documents are all we are able to provide.
- Q9.** Please provide your annual office coffee spend for both buildings receiving the coffee - 2018 full year spend.
- A9.** A digital file with invoice copies for coffee program items is included in this document and labeled: 2019-04 Coffee program invoices.
- Q10.** Confirm that the proposal can be emailed and hand delivered to you at the Ellsworth location.
- A10.** Confirmed!
- Q11.** Due to the fact we are not going to receive the requested sales/commission information until Friday, we are politely requesting an extension to the due date of our proposal. We will need the sales information in order to build our numbers and offer to you and we cannot begin that process until we know where to start. We want to be able to give you the best proposal possible and I am afraid I will not be able to do that in one week as I will need to get the appropriate approvals on my end. If you could extend the due date out to 5/17 that would be great.
- A11.** Request granted. See Amendment item 1 above.