



Vision

We strive to cultivate an educational foundation that empowers students to realize their full potential, thrive as productive global citizens, ignite positive change, and create a more just and equitable world.

ADDENDUM NO.1

DATE: April 16, 2025

TO: All Bidders

FROM: Lonita Broome, PhD.
Chief Financial Officer

RE: Questions/Answers RFP 25-006 Vending Machine Services

Please see Addendum No. 1 for the above solicitation.

Dr. Carmen Sulton
Chair

Hans Utz
Vice Chair

Tracey Anderson
Board Member

James Herndon
Board Member

Dr. Jana Johnson-Davis
Board Member

Sophia D'Elena
Student Representative

QUESTIONS AND ANSWERS - RFP 25-006 Vending Machine Services

- Q1.** The RFP specifies that this contract is for 11 snack-only machines, but under Item No. 23 – Product Selection, both snacks and drinks are mentioned. Could you please confirm whether this RFP is exclusively for snacks or if it includes beverages as well?
- A1.** This RFP is exclusively for snacks. Please see the revised page 7, Item No. 23.
- Q2.** Will consideration be given to new vendors who may have less experience but can demonstrate high-quality service and reliability?
- A2.** Yes, consideration will be given to all vendors.
- Q3.** Is there potential for multiple vendors to be awarded under this contract, or will it be awarded to a single provider?
- A3.** Yes, there is potential for multiple vendors to be awarded under this contract.
- Q4.** Can you specify what information is required for 2. Financial Information as the details are unclear for this section as listed on page 14. Is there anything required for 5. Responsiveness of Submittal on page 14?
- A4.** Reference to Financial Information has been removed from this RFP. Please see revised page 14, Section III A.2 - Financial Information. No action is required from vendors regarding the responsiveness of the submittal.
- Q5.** Will employees use the vending machines for the nine locations only? Or will visitors and students at the locations have the opportunity to purchase snacks from the machines?
- A5.** The vending machines will be mainly for employees; however, the district will not monitor Usage of the vending machines and therefore visitors and some students may use machines.
- Q6.** How many employees are there at each CSD location?
- A6.**

Facility		Address		Employees
1	Beacon Hill Middle School	220 W College Ave	Decatur	141
2	Wilson Center	125 Electric Ave	Decatur	92
3	Clairmont Elementary School	155 Erie Ave	Decatur	32
4	College Heights ECLC	917 S McDonough St	Decatur	72
5	Decatur High School	310 N McDonough St	Decatur	212
6	Fifth Avenue Upper Elementary	101 5th Ave	Decatur	69
7	Oakhurst Elementary School	175 Mead Rd	Decatur	41
8	Winnona Park Elementary School	510 Avery St	Decatur	40
9	Westchester Elementary School	738 Scott Blvd	Decatur	38

- Q7.** I understand that CSD does not have a current contract for snack vending machine services, but have they had vending machine services (snack or drink) in the past? If so, can you share the receipts for the vending machines' monthly sales?
- A7.** Yes, various locations have had vending machine services. Shared receipts for monthly sales are not available. Additionally, Coke is the vendor for beverages.
- Q8.** Can CSD provide the current annualized sales for all locations outlined in this RFP?
- A8.** This contract for vending snack services will be the first for the district. Annualized sales for all locations are not available.
- Q9.** What is the current commission rate CSD is receiving from vending services?
- A9.** The current commission rate CSD is receiving for beverage vending services is 20%.
- Q10.** Are you able to provide who the current snack vendor is? Is there a separate vendor for beverage vending machines?
- A10.** CSD does not currently have a vending service contract for snacks. Coca-Cola Bottling Company United -East LLC is the vendor for beverages.
- Q11.** Will students have access to these snack machines, or will it be faculty only?
- A11.** Snack machines will be for faculty only. However, there is no guarantee that students will not use the machines.
- Q12.** Are there any product restrictions or timers required on the snack machines?
- A12.** No.
- Q13.** Is there any past historical gross sales revenue that we can use as a reference for this RFP?
- A13.** No. This will be the first contract for snack-only vending machines.
- Q14.** If not, is there a projected estimate in terms of what CSD is anticipating in annual sales revenue?
- A14.** No.

All other terms and conditions remain the same.

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indicate that a selection of the vendor may jeopardize the completion of a contract resulting from this RFP. If the vendor has experienced no such termination for default in the past five (5) years, so declare. If the vendor has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, which termination occurred before completion of the contract during the past five (5) years, describe fully all such terminations, including the name, address, and telephone number of the other contracting party.

23. PRODUCT SELECTION (REFER TO APPENDIX “F”)

Provide a complete list of **snacks** you propose offering, including product names, descriptions, and weights. No pricing information is to be provided

24. PROPOSAL SUBMISSION

One original (1), five (5) copies and (1) copy in electronic format on a USB flash drive of the complete signed proposal package must be received by **Thursday, April 24, 2025, at 1:30 P.M. E.S.T.** Proposals must be submitted in a sealed envelope or container with the offeror's name, address, telephone number, the RFP number, and title:

CITY SCHOOLS OF DECATUR

Elizabeth Wilson School Support Center

ATTN: Kattina Abram – Purchasing Department

RFP 25-006 Vending Machine Services (Snacks and Drinks Only)

125 ELECTRIC AVENUE

DECATUR, GEORGIA 30030

Hand-delivered copies may be delivered to the above address only between 8:00 a.m. and 4:00 p.m. ET, Monday through Friday. If used, offerors are responsible for informing any commercial delivery service of all delivery requirements and ensuring the required address information appears on the outer wrapper or envelope used by such a service. Submissions received after the said date and time will not be considered. Having the wrapper or envelope postmarked by **April 24, 2025**, does not meet the requirements of this Request for Proposal. Delivering the document to a commercial delivery service is also insufficient until the proposals are received at the designated location.

25. PROPOSAL EVALUATION AND SELECTION PROCESS

Proposals will be reviewed, and one or more proposals will be selected that, in the opinion of CSD, is most advantageous in meeting its needs. Evaluation will include compensation. CSD reserves the right

REVISED Page 14 SECTION III A.2

SECTION III – EVALUATION AND SELECTION PROCESS

EVALUATION CRITERIA

Based on the proposal format as outlined in Section II the evaluation criteria in order of importance are as follows:

A. Technical Response

DO NOT INCLUDE ANY COSTS OF ANY KIND IN THE TECHNICAL RESPONSE

1. Experience and Qualification

- Cover Letter and Statement of Interest
- Acknowledgment of Addenda
- Technical Approach
- Business Information and Description
- Organizational Qualifications
- Project Management and Operational Support
- Scope of Work and Specifications Response

2. Financial Information – No additional information needed.

3. Product Selection

4. References

5. Responsiveness of Submittal

B. Cost Response

- Sealed and Separate from Technical Response

PROPOSAL EVALUATION AND CONTRACT AWARD

A. Evaluation Committee

An evaluation Committee comprised of representatives of CSD and others, as appointed by the CSD Superintendent, will select the vending machine services.

B. Initial Written Submittal

The Evaluation Committee will receive and review submittals in an effort to determine compliance with this RFP. Review of the proposal by Evaluation Committee members will be evaluated based on the evaluation points outlined in this RFP.