



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

REQUEST FOR PROPOSAL ADDENDUM

SOLICITAION NO.: RFP-0353
ADDENDUM NO.: 1
RFP ISSUE DATE: July 23, 2026
ADDENDUM DATE: August 25, 2026
OPENING DATE: September 1, 2026 @ 4:00PM ET

***** RFP proposal submission deadline is extended to September 1, 2026 @ 4:00PM ET*****

The following information is being provided in response to written questions submitted for this RFP:

- 1) Who is the current incumbent providing vending services?
 - a. SCC currently has vending machines serviced by Team Modern.
- 2) Could you please provide the historical annual gross sales FY 2026 for the existing vending program (by machine or by location, if available)?
 - a. This information is not available as there is currently no commission rates required or paid. SCC does not require the supplier to report this information to the college.
- 3) What is the current concession fee (commission percentage) being paid by the vendor?
 - a. There is no current concession fee being paid to the Somerset Community College.
- 4) Could you provide the anticipated Notice to Proceed, contract start date, and the date when the successful Respondent will be permitted to install equipment?
 - a. At this time, the expected award is estimated in September; however, evaluations and negotiations can affect that timeframe. The timeline on install will be determined between discussions with the successful Offeror and SCC.
- 5) Will the College consider adding additional vending machines or unattended retail concepts (such as smart coolers or micro-markets) during the contract term if demand exceeds current projections?
 - a. Additional areas for consideration for additional services can be discussed with the successful Offeror. However, Somerset Community College is only asking for the locations listed in the RFP at this time. Evaluation will only be held for the services requested in the RFP according to the criteria listed therein.
- 6) What is the current retail pricing by product category?
 - Snacks: chips, candy, cookies, pastries
 - Beverages: bottled water, soda, juice, sports drinks, energy drinks, coffee
 - Food: fresh food and other meal items, if applicable.
 - a. This information is not available as there is currently no commission rates required or paid. SCC does not require the supplier to report this information to the college.
- 7) Is there any surcharge fee?
 - a. There is not a surcharge fee that Somerset Community College is aware of at this time.
- 8) Are there any existing beverage pouring rights or exclusive beverage agreements?
 - a. There are no existing exclusive beverage or pouring rights agreements in place at SCC.
- 9) Could you please clarify the expected number of **coffee machines, microwaves, payment kiosks, and vending/marketplace machines** required at each location? The RFP states that these are expected to be provided but does not specify quantities?
 - a. This is a request for proposal, so SCC is expecting that information to be shared in the Offeror proposals. The space

was available for Offeror's to visit during the mandatory site visits. See section 9 of the RFP.

- 10) Could SCC provide floor plans, site layouts, or higher-resolution drawings showing the designated areas and proposed locations for vending/marketplace equipment at **Rodger's Market and South Campus**? The RFP identifies these two locations but does not provide specific equipment quantities.
 - a. SCC did not provide floor plans because the RFP required a mandatory site visit in order for an Offeror's proposal to be considered for an award in response to this solicitation – Section 9. Site visits will allow Offeror's to review the spaces, make notes, and ask questions regarding the space or gain clarification. Per section 8 of the RFP, site visit deadline was August 6, 2026. Questions could be submitted through August 11, 2026.
- 11) **Is a commission required?** Clarification is needed because **Section 4 (page 3) requests a commission offer, while the Evaluation section (page 12) states that commission is not being requested?**
 - a. Commission is NOT required to be paid to Somerset Community College by the successful Offeror.
- 12) **Could you please provide the separate "Financial Cost Worksheet" referenced in Section 4 and clarify whether it is required to be submitted with the proposal, given that the Evaluation section states that commission is not being requested?**
 - a. There is no separate Financial Cost Worksheet to be filled out by Offerors for this solicitation as there is no commission rate to be scored.
- 13) Can all locations at SCC be added to the RFP? SCC Valley Oak, SCC London (North and South), SCC Clinton, SCC Lineman Building, SCC McCreary, SCC Russell Springs, SCC Somerset (South Rodgers)
 - a. Additional areas and services can be discussed with the successful Offeror. However, Somerset Community College is only asking for the locations listed in the RFP at this time. Evaluation will only be held for the services requested in the RFP according to the criteria listed therein.
- 14) Deliveries: "All deliveries will limit beverages and food vending and beverage machines to that furnished by the Offeror. The right to authorize other type of machines and services with other vendors is reserved." The RFP reserves SCC's right to authorize "other type of machines and services with other vendors." Please clarify whether the successful Offeror will receive exclusive rights to provide unattended marketplace, vending, smart cooler, and self-checkout kiosk services within the awarded locations. Given the investment in equipment, renovations, and installation, would KCTCS consider revising the RFP to provide exclusivity for these services during the contract term, while preserving SCC's ability to utilize catering or special event food services separately with mutual agreement.
 - a. No, as a state entity, KCTCS must retain the ability to procure goods and services as permitted by state law.
- 15) Can you confirm that all vendor-supplied coolers, kiosks, cameras, shelving, and fixtures remain the property of the Offeror and may be removed at contract expiration? The RFP does not expressly address this?
 - a. Yes, all Offeror supplied equipment will remain the property of the Offeror and may be removed at the contract expiration should the resulting contract not be renewed.
- 16) Would KCTCS consider reimbursing unamortized equipment or renovation costs if it terminates the contract for convenience after the vendor has made a significant capital investment?
 - a. No, KCTCS will not reimburse unamortized equipment or renovation costs if the contract is terminated for convenience. However, please note that while KCTCS retains this right as a state entity, termination for convenience is not exercised often. In most instances, KCTCS tries to work to cure issues prior to moving to contract termination. There is generally "for cause" in most contract terminations.
- 17) Selling Prices. The RFP states that documented prices will be the "manufacturer's list prices excluding promotions." How does KCTCS define "manufacturer's list price" for products that do not have an official list price (fresh food, local products, commissary items, private label products, etc.)? List Prices are also not set regionally. Besides manufacturer price increases, will KCTCS consider documented increases in freight, labor, fuel, distribution, packaging, or other operating costs when evaluating a requested price adjustment. Will CPI be in effect? How will SCC determine that selling prices are "in line with the surrounding area?" Will comparisons be based on convenience stores?
 - a. SCC may determine price disparities during the term of the resulting contract and reserve the right to work with the supplier regard such. It would be in the best interest of the successful Offeror to provide reasonable pricing on the products offered in order to gain business and maintain a profit.

- 18) Equipment Changes. The RFP states that equipment changes require SCC Business Office approval. Does this approval apply to all equipment replacements, or only when changing equipment type, capacity, or location? If equipment fails unexpectedly, may the Offeror immediately install a comparable replacement to maintain service while awaiting formal approval? Please consider this language. "Replacement of existing equipment with substantially equivalent or upgraded equipment shall not require prior approval, provided the replacement does not materially alter the footprint, utility requirements, or customer experience. Changes involving new equipment types, additional equipment, or relocation of equipment would remain subject to SCC approval."
- a. Somerset Community College is agreeable to equipment changes as long as the changes are substantially equivalent to the original equipment agreed upon and continues to use the same power supply (outlet) type. If changes are needed to the space or building to accommodate equipment changes, prior approval must be obtained from Somerset Community College. Temporary changes in an emergency situation must be communicated to Somerset Community College Business Office.
- 19) Products to be sold. The RFP states that SCC reserves the right to specify acceptable brands. Will SCC provide a list of required or prohibited brands before award, or will brand requests be made after contract execution? Can the Offeror routinely rotate products based on customer demand, sales data, seasonality, and manufacturer availability without obtaining SCC approval for each individual product change, provided the overall marketplace offering and quality standards are maintained?
- a. Somerset Community College (SCC) does not provide a list of required or prohibited brands currently. Product is currently rotated based on demand, sales, seasonality, etc. Somerset Community College would not require approval for each individual product change. If product is increased, SCC requests justification and approval of such changes. SCC may request certain products, request product changes, or removal of products at times. However, SCC is depending on the expertise of the successful Offeror to determine the business model and overall product line suggestions. Somerset Community College does receive requests from faculty, staff, and students for products and will turn those requests into the contracted Offeror. SCC maintains the right to request/require changes, if needed.
- 20) Service of Equipment. RFP states that equipment must be serviced "as often as required." Does SCC have a minimum stocking schedule in mind, or will service frequency be determined jointly based on sales volume and customer demand? Will SCC permit the Offeror to utilize remote monitoring, telemetry, or AI diagnostics to proactively identify equipment issues and optimize service schedules? The RFP requires service within eight (8) hours of notification. Does this refer to eight business hours during normal operating hours, or eight consecutive clock hours, including evenings, weekends, and holidays?
- a. Somerset Community College expects the vending areas to be serviced appropriately. A schedule of frequency can be discussed with the successful Offeror. Remote monitoring is acceptable as long as the level of service is maintained as required for students, faculty, and staff.
- 21) Service Personnel. The RFP requests the names, addresses, and telephone numbers of all service personnel. Would SCC accept business contact information and employee identification in lieu of personal home addresses and personal telephone numbers to protect employee privacy?
- a. KCTCS is expecting business contact information only.
- 22) Theft. Can the Offeror supply the Monthly Sales Data only when the threshold has exceeded the 3%?
- a. Somerset Community College may require sales data two (2) times per year when 3% threshold is exceeded. This information would only be needed during the fall semester and spring semester terms of operation. However, SCC maintains a right to request this information at anytime.
- 23) Extension to Other Institutions. Can KCTCS clarify whether extending this contract to other Kentucky public institutions is optional at the discretion of the successful Offeror, or whether the Offeror is contractually obligated to provide services to any institution requesting participation?
- a. Extension is optional at the discretion of the successful Offeror. This is included in all RFPs issued by KCTCS to satisfy KRS 45A.300 allowing other public institutions of higher education or other KCTCS colleges the option of utilizing the solicitation and resulting award for potential contracting opportunities.
- 24) Price and Product for Proposal. Will KCTCS accept product offerings and pricing presented by product category rather than listing every individual SKU in the proposal? A detailed SKU list can be provided during implementation and updated throughout the contract by mutual agreement.
- Example:
- 20 oz Sparkling Soda \$2.25

- LSS Chips \$1.69
- Candy \$2.09
- Pastry \$1.89
- Isotonic \$2.25
- Bottled Water \$1.89
- Energy Drinks \$3.89
- Food (Market Pricing)

a. Pricing and Products section of the RFP shall be revised as follows:

Pricing and Products

The prices to the consumer must be held firm for the first year of the contract. Prices may be revised during the contract annual renewal and may be either increased or decreased. Pricing revisions shall be in writing at least thirty (30) days prior to the effective date. Pricing revisions must be approved by SCC Business Administration Division prior to implementation. SCC may request documented evidence substantiating the validity of the request. The prices of products sold through this contract should be in line with those in the surrounding area marketplace.

A complete list of products offered and suggested pricing shall be reviewed and agreed upon with the successful Offeror during contract discussions.

Products must meet all standards of the Food and Drug Administration and of the State Bureau for Health Services for handling, transporting, selling and storage. All food items must be fresh and will prominently display fresh food dating where applicable. Food items with expired dates will be removed. A representative of KCTCS or MCTC may inspect the successful Offeror's commissaries at any time.

HEALTH STANDARD: KCTCS is committed to complying with Governor Beshear's Executive Order #2014-114 – the Kentuckyhealthnow Initiative. Product lines must offer selections in the healthy choice area such as low carb, low calorie, reduced fat, sugar free, caffeine free, etc.

Products may include, but are not limited to the following:

- Fresh food (sandwiches, sides, appetizers, salads, etc.)
- Cold & hot beverage, including healthy choices.
- Snack variety, including healthy choices (chips, baked goods, etc.)

It will be the responsibility of the successful offeror to provide a variety of food and beverages that are properly prepared and attractively served. Easy to read menus with prices and items available should be provided. The successful offeror is to submit a sample menu, including portion sizes and prices as part of the bid.

KCTCS reserves the right to purchase the same or similar product/services from other sources. KCTCS/MCTC will not limit product/services on campus to that furnished by the awarded Supplier.

SCC does not require a commission to be paid to the college. While product pricing is important to the success of the resulting contract and profitability of the successful Offeror, pricing is not part of the technical evaluation of this contract award.

Bidders must acknowledge receipt of this and any addenda either with solicitation or by separate letter or email prior to award of contract. If by separate letter, the following information should be placed in the lower left-hand corner of the envelope:

RFP No.: RFP-0353

Title: Marketplace Vending (Somerset Community College)

Name of Firm: _____

Signature: _____