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3/12/2024

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910-362-7067

Re: IMPORTANT CONTRACT/BID ADDENDUM # 2

**RFP# 83-CFCC-2024-1015**  
**Vending (Snack/Beverage) and Café Services**

**THIS ADDENDUM MUST BE RETURNED:**

**Addendum includes the following edits/clarification:**

- Edits to Section 3.1 Evaluation Criteria clarifying the Evaluation Method (indicated by strikethrough).

*Evaluation Method will be by:*

*Narrative and by consensus of the evaluating committee, explaining the strengths and weaknesses of each proposal and why the recommended awardee(s) provide the best value to the State.*

*All qualified proposals will be evaluated, and award made based on considering the following criteria listed in descending order of importance, to result in an award most advantageous to the State:*

1. *Technical Approach (Section 5.5)*
2. *Project Organization (Section 5.4)*
3. *Vendor Experience & References (Section 4.5 & Section 4.6)*
4. *Cost/Commission/Compensation Proposal (Section 4.1)*

- Responses to Vendor Questions due by 2/27/2024

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Failure to acknowledge receipt of this addendum may result in rejection of the response.

**Execute Addendum:**

**Offeror:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Name and Titled (Typed):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Edits to Section 3.1 Evaluation Criteria clarifying the Evaluation Method (language to be omitted indicated by strikethrough. Evaluation method highlighted).**

### **3.1 EVALUATION CRITERIA**

In addition to the general criteria in G.S. 143-52 which may or may not be relevant to this RFP, all qualified proposals will be evaluated, and award made based on considering the following criteria, to result in an award most advantageous to the State:

**BEST VALUE:** ~~"Best Value" procurement methods are authorized by N.C.G.S. §§143-135.9 and 143B-1350(h). The award decision is made based on multiple factors, including: total cost of ownership, meaning the cost of acquiring, operating, maintaining, and supporting a product or service over its projected lifetime; the evaluated technical merit of the Vendor's offer; the Vendor's past performance; and the evaluated probability of performing the specifications stated in the solicitation on time, with high quality, and in a manner that accomplishes the stated business objectives and maintains industry standards compliance. The intent of "Best Value" procurement is to enable Vendors to offer and the Agency to select the most appropriate solution to meet the business objectives defined in the solicitation and to keep all parties focused on the desired outcome of a procurement.~~

~~A ranking method of source selection will be utilized in this procurement using evaluation criteria listed in order of importance in the Evaluation Criteria section below to allow the State to award this RFP to the Vendor(s) providing the Best Value and recognizing that Best Value may result in award other than the lowest price or highest technically qualified offer. By using this method, the overall ranking may be adjusted up or down when considered with, or traded off against, other non-price factors.~~

**EVALUTION METHOD:** Narrative and by consensus of the evaluating committee, explaining the strengths and weaknesses of each proposal and why the recommended awardee(s) provide the best value to the State.

All qualified proposals will be evaluated, and award made based on considering the following criteria listed in descending order of importance, to result in an award most advantageous to the State:

5. Technical Approach (Section 5.5)
6. Project Organization (Section 5.4)
7. Vendor Experience & References (Section 4.5 & Section 4.6)
8. Cost/Commission/Compensation Proposal (Section 4.1)

#	Reference	Question	CFCC Response
1	Top Chart pg 1	The RFP states that 'Proposals will be publically opened: March 12, 2024 @ 2:00pm', is attendance welcomed for the opening? Will bid proposals be read aloud at that time?	Bid openings are public. Bids are being submitted electronically, however, two Purchasing representatives will be present to open and record all responsive bids. Seeing as this is a proposal for several different services, we will read aloud what the vendor has bid on and their general proposed commission rate/sponsorship proposal.
2	Section 1.1 pg 6	Will CFCC be willing to accept longer terms than the 3+1+1 listed in the RFP if it's a better option for the college?	Terms are negotiable.
3	Section 3.3 pg 10, 2nd paragraph	What exactly will be looked at for tabulation at that time (commissions, funding, equipment, scope of work, etc.or everything in it's entirety)	Everything in it's entirety will be evaluated and selection will be made based on the vendor's response that is most advantageous to the state
4	Section 5 pg 15	Drink machines' listed for the bookstores are coolers, can you provide the approximate size? i.e 6' Double door, 5' single door, etc.	2 Coke branded coolers that are 31"Wx78"Hx33"D (single swing door) each North store: 1 Coke branded cooler is 54"Wx82"Hx29.5"D (double sliding door)
5	Section 5 pg 17	Will the café and bookstores be required to purchase from the awarded beverage provider? Currently, the bookstores are buying from Walmart/Sam's Club.	The Bookstores are currently transitioning from in-house operations to Follett Higher Education Group. This will need to be discussed/negotiated with Follett and clarified via addendum to add these terms to the contract (RFP) once awarded. The cafe vendor historically maintains their own contracts and is not mandated by the college to on what suppliers to use since this is a commission contract.
6	Section 5 pg 18 - d)	Can you give details of any upcoming new facilities or buildings over the next 5 years already planned? # of vendors expected (snack and beverage)?	HHS Building: 319 North Third Street Wilmington, NC 28401. Some classes are being held in this building, while renovations continue. This building will be added via addendum to the awarded contract to specify number and locations of snack/beverage machines.

7	Section 7, Attachment A, pg 24	Can you please provide a list of activities and special events referred to in the paragraph on this page?	Athletics (various games on campus, promotional events for sports teams on campus, Fall Fest & Spring Fling for students, New Student Orientations, Training Seminars at North Campus (Fire, EMS, BLET)
8		Can you provide the Volume associated with the current vendors? In total and/or by package?	Information not available at this time.
9	Section 1.0 – Purpose and Background on page 5	What is the projected student population % increase year to year moving forward in 2024 and beyond?	Approximately 4%
10	Section 1.0 – Purpose and Background on page 5	In a perfect world what would your vending program look like?	Stocked machines that are up to date with new technology, reasonable pricing, products that are fresh & in date with healthy choices, strategic machine placement on campuses
11	Section 1.0 – Purpose and Background on page 5	Currently what feedback do you get from your students, faculty and staff regarding your vending program?	Pricing, expiration of products, variety, healthy snacks, lunch options in cafe

12	Section 3.4 on page 11 Evaluation Method	Of the 4 sections listed how is each section weighted from % standpoint as it pertains to the best value decision?	<p>Per Section 3.1 Evaluation Criteria (<b>Edited and clarified via Addendum #2</b>)</p> <p>EVALUTION METHOD: Narrative and by consensus of the evaluating committee, explaining the strengths and weaknesses of each proposal and why the recommended awardee(s) provide the best value to the State.</p> <p>All qualified proposals will be evaluated, and award made based on considering the following criteria listed in descending order of importance, to result in an award most advantageous to the State:</p> <ol style="list-style-type: none"> <li>1. Technical Approach (Section 5.5)</li> <li>2. Project Organization (Section 5.4)</li> <li>3. Vendor Experience &amp; References (Section 4.5 &amp; Section 4.6)</li> <li>4. Cost/Commission/Compensation Proposal (Section 4.1)</li> </ol>
13	Section 3.4 on page 11 Evaluation Method	In reference to the evaluation committee - Who comprises the team that makes this decision? a. What are each of those team member key goals in this process?	The Purchasing Director and VP of Business Services will recruit the evaluation team, ensuring that it is made up of unbiased but knowledgeable staff members. Representatives from various areas of the college that will be involved/impacted will be asked to sit on the committee.
14	Section 4.1 – Commission Terms & Payments on page 12	What were the commission dollars provided in FY21, FY22 and FY23 from the snack vending portion?	<p>FY23-\$4,839.82</p> <p>Started with My Friends in Aug of 2022 and last payment we received from Venture was in 2020 so there wasn't commission in FY21 or FY22</p>

15	Section 4.1 – Commission Terms & Payments on page 12	What were the commission dollars provided in FY21, FY22 and FY23 from the beverage vending portion?	Coke FY21-\$18,628.76, FY22-\$47,752.77, FY23- \$23,080.98  PCJ FY21-\$6,474.22, FY22-\$12,899.56, FY23- \$21,979.70
16	Section 4.1 – Commission Terms & Payments on page 12	What was the commission % in 2021, 2022 and 2023 from the snack vending portion?	FY21-0%, FY22-0%, FY23-10%
17	Section 4.1 – Commission Terms & Payments on page 12	What was the commission % in 2021, 2022 and 2023 from the beverage vending portion?	Coke FY21-74%, FY22-79%, FY23-46%  PCJ FY21-26%, FY22-21%, FY23-44%
18	Section 4.1 – Commission Terms & Payments on page 12	In the previous years FY21, FY22 and FY23 what were the commission dollars used for from the snack and beverage vending sales?	Student and employee support
21	Section 5.2 – Tasks/Deliverables on page 14	Can you please provide the total snack vending revenue for FY21, FY22 and FY23? Can you please provide a revenue by machine breakdown for the snacks as well?	Reported in Question # 14
22	Section 5.2 – Tasks/Deliverables on page 14	Can you please provide the total beverage vending revenue for FY21, FY22 and FY23? Can you please provide a revenue by machine breakdown for the beverages as well?	Reported in Question #15

23	Section 5.2 – Tasks/Deliverables on page 18	In relation to encouraging healthy products as part of the snack and beverage offering what type of products have your current providers incorporated into their program to support this request?	wraps, pretzel chips/hummus, Clean Eat meals, low calories drink options, oatmeals, fruit, organic teas
24	Section 7.0 – Attachments on page 22	It lists in the chart guaranteed commission in conjunction with %. Is guaranteed commission a requirement in order to be considered for this bid process?	not a requirement to be considered in evaluation
25	Section 7.0 – Attachments on page 24	How has your current snack and beverage vending provider supported the partnership opportunities with Cape Fear CC? What specific partnerships did they support and what monetary value is attributed to that support?	Beverage vendor did annual sponsorship of \$20,000/year. Commission ranged from 25%-51% depending on product. They also sponsored 5 campus events per year. by donating product for the events.
26		What was the previous or current vendors revenues year-to-year over the past contract?	Included as attachment
27		What was the commission percentage paid year-to-year?	Port City Java 8%, Coke 25-51%, My Friends vending 10%
28		How much was provided in sponsorship year-to-year by the current or previous vendor?	\$25k from Coke yearly to Foundation
29		Are joint vendor submissions acceptable?	negotiable
30		Please provide the number of employees for	Approx 800 downtown, 300 North
31		In addition to employee count, please indicate which locations also have student and/or	All campuses



**Question #26****Previous or current vendors revenues year to year over the past contract.**

Month	Sales-FY21- 22	Commission- FY21-22	Sales-FY22- 23	Commission- FY22-23	Sales-FY23- 24	Commission- FY23-24	Sale Difference	Commission Difference
July			7,856.95	628.56	8,063.33	845.07	206.38	216.51
August			17,750.21	1,508.77	21,800.80	1,744.06	4,050.59	235.29
September	18,271.75	1,461.74	34,871.36	2,700.96	35,425.40	2,834.03	554.04	133.07
October	20,111.55	1,608.92	35,099.82	2,807.99	35,547.10	2,843.77	447.28	35.78
November	17,122.11	1,369.77	28,659.75	2,292.78	28,571.15	2,285.69	(88.60)	(7.09)
December	10,765.34	861.23	15,497.87	1,239.83	14,117.28	1,129.38	(1,380.59)	(110.45)
January	12,367.72	989.42	26,078.88	2,086.31	26,043.61	1,041.74	(35.27)	(1,044.57)
February	22,602.27	1,808.18	31,927.26	2,554.18			(31,927.26)	(2,554.18)
March	23,144.55	1,851.56	28,753.76	2,300.30			(28,753.76)	(2,300.30)
April	20,510.93	1,640.87	23,509.35	1,880.75			(23,509.35)	(1,880.75)
May	13,168.90	1,053.51	14,755.47	1,180.44			(14,755.47)	(1,180.44)
June	9,985.42	798.83	8,211.74	656.94			(8,211.74)	(656.94)
	168,050.54	13,444.03	272,972.42	21,837.81	169,568.67	12,723.74		