

Questions & Answers – Vending Services

1. Page 2 of the RFP PDF, Scope of Work
 - a. Which, if any schools are designated blue zone achievement? **Cleveland, Erskine, Garfield, Grant, Harrison , Hiawatha, Johnson Nixon, & Viola Gibson Elementary**
 - b. What product restrictions does each school have? Example; no soda pop, glass wear, etc. **See the District’s Nutritional Guidelines & Wellness Policy which was provided in the original bid. You may also look at the Blue Zone Pledge Guide for Schools.**
 - c. What electronic product timers does each school need installed? If yes, what are the proposed electronic product timers scheduled time needed for each machine and school policy? **If a machines contains food other than snacks: sandwiches, yogurt, etc. Timers must be installed to prevent sales 30 minutes before/after meal services so not to compete with school meals.**
 - d. Can the vending machine be online and operating at every school 24/7? **See question & answer on C.**
 - e. When students aren’t in session, can each machine at each school stay online and operating? Example; summer break, spring break, in service days, holidays. **. Yes, if products are fresh and service maintained.**
 - f. Page 3 of RFP PDF, for product not meeting smart snacks guidelines, please elaborate what this means for electronic product timers needed at each machine at every school? Example: Most schools in Iowa don’t allow food/drinks inside vending machines if not qualified by the Healthy Kids Act, USDA Smart Snacks per school policy compliance reasons. **For products sold/available in teacher’s lounges – no timers needed.**
2. Page 4 of the RFP PDF, Machines and Services for the equipment
 - a. Letter (C), please elaborate what this means? Example; Vending machine vendor supplies product for the machine and takes disposal waste with them when done filling the machine. Vending machine vendor doesn’t provide recycling boxes or regulate recycling cans, bottles, turned in for deposit? **When changing out dated inventory waste, it’s to be hauled away by vendor.**
3. Page 5 of the RFP PDF, paragraph 3 Exhibit A
 - a. Each of the four high schools will have a change machine? Please elaborate what this means, example; Vending machines may provide change already from inside machine and if needed can change \$1, \$5, \$10, and \$20 dollar bills in bill format. Example; User selects product for \$2.00 @ the machine upon installing a \$20 bill into the machine the user would receive three \$5 dollar bills and three dollars in change from the machine. Thus eliminating loose change in your pockets and not needing a separate external change machine. Would this be compliant for a change machine? **This is acceptable.**
4. Page 6 of the RFP PDF, District Audit Process, Please elaborate on what form is needed for auditing? Example; Vending machine vendor needs to submit an electronic form of auditing per annual based sales by a third party vendor. Example; vending machine vendor needs to have electronic / hard copy procedures in place to audit sales history. **Spread sheet - Excel**
5. Page 6 of the RFP PDF, Other Contracts, Please elaborate what this means? Vending machine vendor has never performed business as a contractor with the Cedar Rapids Community School

District and needs further examples for clarification on this paragraph, Exhibit G. **Other contracts are arrangements with Booster-PTA and other fund raising entities.**

6. Page 6 of the RFP PDF, Marketing, Please elaborate what each school needs for a refund process? Each school is unique on reimbursement procedure for product not received. Is there a standard vending machine vendor can implement a plan for reimbursement? Example; money (\$ amount preferred) needs to be with the administrative staff for immediate delivery of refund to consumer. Example; reimbursement money can be issued on the monthly sales check to the Accounting department. **Describe your method to fulfil this requirement.**
7. Page 10 of the RFP PDF, Section A – Food and Nutrition Beverages
 - a. Please elaborate what this means? **Section A is for products that shall be sold in the Food and Nutrition Program. Because Food and Nutrition owns their own coolers, will not require service and maintenance of equipment, has bulk deliveries, stock their product and pays the invoice, the Food and Nutrition Department shall be price separately.**
 - b. This doesn't apply to vending bidders? **No**
8. What does your current machine vending vendor offer for approved products of USDA Smart Snacks for beverages and drinks? **Please refer to Alliance for Healthier Generation ideas, District offers product calculator to run products through to verify if item meets standard. Every company offers different snack items but granola bars, baked chips, snack bars are examples. (calculator can be found at: <http://www.healthiergeneration.org> It is also on the District website. How is your current vending vendor compliant with Federal, State, and local laws with product selection and this process? Use product calculator and keep copies to verify if item meets standard. How often does each school audit product selection inside the vending machines? Invoices are a means to audit sales. District will review. State Department will ask for copies during audits.**
9. If contract was awarded to my vendor as a machine vending company, would my company be the sole only food /drink vending machines in each school? If not, then how many other vendors / companies are contracted in each school? ? **Yes for school vending. No for Food and Nutrition. Reinhart Foodservice is Primary Food Vendor. Food and Nutrition will order beverages identified in Attachment A of Section A from Vending Contractor during 2015-16 and shall continue if competitive prices are received.**
10. If there are competitor vendors in the school, what are the competition rules for vending and selling products from my company's machine? **Reinhart provides products for sale in National School Lunch and Breakfast regulations for ala carte and meals. Dairy products contract for milk is currently awarded to Anderson Erickson.**
11. For after school activities, sporting events, special events, or other non-school sponsored events at the school, will there be rules governing use of the machine at each school? If yes, what are the rules and procedures for each school? Is there product selection rules for each schools vending machine, if yes then what are the governed rules per each school policy? **Currently Smart Snack regulations state from Midnight to 30 minutes after the last bell. The District's Wellness Policy states that food and beverages shall meet the District's Nutrition Guidelines which are the same as USDA and this would apply to vending beyond the timeline by Smart Snack. At times machines may be covered for non-use during special events.**
12. How many vendors are there involved with this bid – both self-filled and serviced by the supplier?
One

13. Will you accept bids for just the beverage part of it? **No, it's all or nothing.**
14. Does this include the cafeteria/lunch lines at the schools mentioned in RFP? **No**
15. Any coolers involved or other equipment? **Vendor to provide. No coolers needed in the Food & Nutrition section.**
16. On page three of the RFP there is a line that states: Ensure that beverage vending machine panels do not feature commercial messages. Would the machine pictured below be in violation of the policy? **No, it would not be in violation. We are selling Aquafina. What we are striving for is eliminating any mis-representation. Such as advertising something that we don't sell.**