



**JANUARY 26, 2023**

**ADDENDUM NO. 1**

**ANNUAL VENDING SERVICES FOR VARIOUS CITY FACILITIES**


**RFP 2023-048**

Proposers are directed to revise and incorporate into their responses the following clarification and/or revision posed during the allowed proposal timeframe:

**CLARIFICATIONS**

- Please reference **PowerPoint presentation** utilized at pre-proposal conference held on Tuesday, January 24, 2023, at 2:00 p.m. (attached).
1. May I ask the population of each site for my team. And is there a pre-bid meeting?  
The population for each site is listed in the PowerPoint slide deck. The pre-bid meeting will be held Tuesday, January 24, at 2:00 p.m.
  2. We request the census/number of employees machines will serve at each vending machine location of each Group.  
The population for each site is listed in the attached PowerPoint slide deck.
  3. Is the Drink/Snack/Refrigerated combination machine requested to hold all three items?  
Yes.
  4. Are the annual sales available for each location?  
The City does not currently track the vending machine sales.
  5. Are we paying a commission back to the City of Mesquite? If so, what is the percentage?  
Please reference Proposal Award Criteria listed on page 15 of the Request for Proposals (RFP) solicitation document. The Commission on Gross Sales needs to be completed on the Proposal Sheets on pages 26-29. Please note that each Proposer determines their percentage as part of their proposal.
  6. Regarding the sales from the last vendor, I know you didn't have them in the meeting, is it possible to receive that info?  
Please reference response provided in Question 4.

If you should have any other questions, do not hesitate to contact the Purchasing Office via email at [purchasing@cityofmesquite.com](mailto:purchasing@cityofmesquite.com).



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Ryan Williams  
Manager of Purchasing

ACCEPTANCE:

We, the undersigned, do hereby acknowledge receipt of this Addendum No. 1 to Solicitation RFP 2023-048; Annual Vending Services for Various City Facilities and agree to the instructions herein written.

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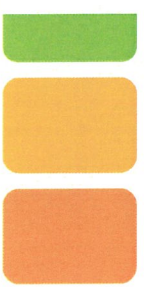
Company Name

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Authorized Signature

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Date



# RFP No. 2023-048 - Annual Vending Services for Various City Facilities

Facility Locations and Current Vending Machine Layouts



# Group A: City Hall - 757 N. Galloway

- Current: 1 drink; 1 snack
- Request: 1 drink; 1 snack; 1 refrigerated
- Number of Employees: 73



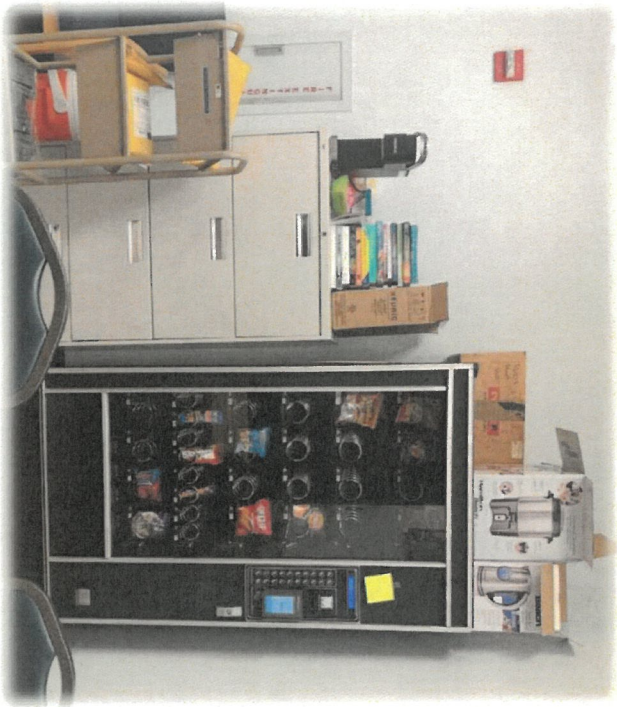
## Group A: Police Department - 777 N. Galloway

- Current: 1 drink; 1 snack
- Request: 1 drink; 1 snack
- Number of Employees: 339



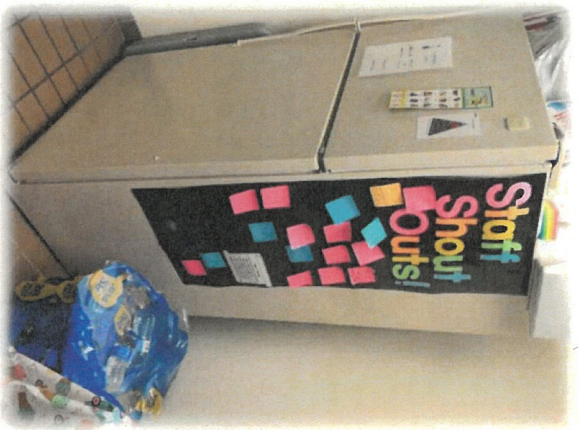
## Group A: Main Library – 300 W. Grubb

- Current: 1 snack
- Request: 1 drink/snack combination
- Number of Employees: 30



## Group A: North Branch Library – 2600 Oates Drive

- **Current:** No machine
- **Request:** 1 drink/snack combination
- **Number of Employees:** 12; additional staff such as custodial, building services and parks/recreation staff as well as library guests utilize the kitchen area



## Group A: Municipal Center - 1515 N. Galloway

- Current: 1 drink; 1 snack
- Request: 1 drink; 1 snack/refrigerated combination machine
- Number of Employees: 146 with general public access





## Group A: Animal Services – 1650 Gross Road



- Current: 1 drink; 1 snack
- Request: 1 drink; 1 snack
- Number of Employees: 19 with other City employee and animal shelter volunteer access to this facility

## Group A: Community Services - 1616 N. Galloway

- Current: 1 drink
- Request: 1 drink/snack/refrigerated combination machine
- Number of Employees: 24

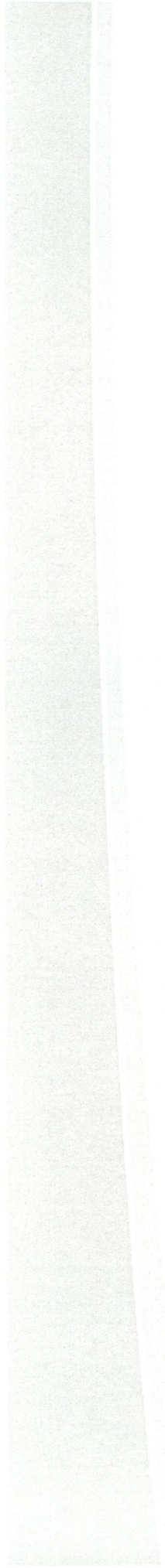




## Group A: Municipal Compost Site – 3550 Lawson

- Current: No machines
- Request: 1 drink; 1 snack
- Number of Employees: 8; open to general public access

No machine at  
this location  
currently



## Group A: Mesquite Airport – 1340 Airport Blvd.



- Current: 1 drink
- Request: 1 drink
- Number of Employees: 14 employees, pilots and general public access

## Group B: Field Services Office – 1101 E. Main



- Current: 3 drink (2 cold/1 hot); 1 snack
- Request: 3 drink (2 cold/1 hot); 1 ice cream; 1 snack; 1 refrigerated
- Number of Employees: 210  
Work 24/7/365; varying shifts with other City employee access to this facility

## Group B: Parks Services – 1101 E. Main



- Current: 1 drink; 1 snack
- Request: 1 drink; 1 snack
- Number of Employees: 40



## Group B: Equipment Services – 1101 E. Main

- Current: 1 drink; 1 snack
- Request: 2 drink (1 hot/1 cold); 1 snack
- Number of Employees: 27; varying shifts with other City employee access to this facility



## Group C: Dunford Rec – 1015 Green Canyon



- Current: 1 snack
- Request: 1 drink\*; 1 snack (\*only clear sports drinks)
- Number of Employees: 7; open to general public access



## Group C: Evans Rec – 1116 Hillcrest



- Current: 1 drink; 1 snack
- Request: 1 drink\*; 1 snack (\*only clear sports drinks)
- Number of Employees: 18; open to general public access



## Group C: Florence Rec – 2501 Whitson Way



- Current: 1 drink; 1 snack
- Request: 1 drink\*; 1 snack (\*only clear sports drinks)
- Number of Employees: 8; open to general public access



## Group C: Goodbar Rec – 3000 Concord



- Current: 1 drink; 1 snack
- Request: 1 drink\*/1 snack combination (\*only clear sports drinks)
- Number of Employees: 8; open to general public access



## Group C: Rutherford Rec – 900 Rutherford



- Current: 2 drink; 1 snack
- Request: 2 drink\*; 1 snack (\*only clear sports drinks)
- Number of Employees: 12; open to general public access

# Review of Machines Requested

## Group A

- 9 Locations
- 6 Drink machines
- 4 Snack machines
- 1 Refrigerated machine
- 2 Drink/Snack combo machines
- 1 Snack/Refrigerated combo machine
- 1 Drink/Snack/Refrigerated combo machine

## Group B

- 3 Locations
- 6 Drink machines (4 cold/2 hot)
- 3 Snack machines
- 1 Refrigerated machine
- 1 Ice Cream machine

## Group C

- 5 Locations
- 5 Drink machines
- 4 Snack machines
- 1 Drink/Snack combo machine

## Total

- 17 Locations, 36 machines
- 17 Drink machines (15 cold/2 hot)
- 11 Snack machines
- 2 Refrigerated machines
- 3 Drink/Snack combo machines
- 1 Snack/Refrigerated combo machine
- 1 Drink/Snack/Refrigerated combo machine
- 1 Ice Cream machine