

## **JSU BEVERAGE AND VENDING SERVICES RFP 25-05 ADDENDUM #4**

Clarifications for reference to Sections 6, 7 and 10 (as listed on pages 10 and 11):

### **Section 6: PROPOSAL CONTENTS**

- a) At a minimum, the following items should be included in the contents of the proposal:
- i. Cover letter indicating the scope of the proposal: Beverage & Snack Vending / Beverage Retail / Beverage Pouring Rights. In addition, the letter should include a statement indicating acceptance of the standard contract (See Section 25(d)) and clearly identify any proposed changes. The letter should include a statement of exceptions to any of the terms and conditions outlined in this RFP. (Cover letter should be no more than three (3) pages in length.)
  - ii. Corporate Structure and Credentials
    - 1) Number of years of experience
    - 2) At least three (3) major customers for whom you provide similar services in size and facility structure, including account contact information.
    - 3) A listing of all major accounts terminated in the last five (5) years with the reason for termination and account contact information.
    - 4) Staffing levels and support proposed.
    - 5) Provide information on those individuals assigned to work with JSU, including a description of their experience. Specifically, identify one service manager to handle JSU's account, including his/her name, qualifications, and other accounts assigned to this manager.
    - 6) Proposals should include a description of the security plan used by the proposing firm to ensure adequate background checks on employees. JSU would strongly oppose having anyone on campus (filling vending machines, servicing equipment or retail outlets, etc.) that could be considered a potential hazard to the University, its faculty and staff, or its students. This would include but not be limited to convicted sex offenders or convicted felons.
  - iii. Operations and Ability to Perform
    - 1) Sample sales, royalties, maintenance, and all other reports that will be provided to JSU, including frequency and method of delivery (electronic, hard copy)
    - 2) Provide operation and marketing plan. This should include, but not be limited to, acknowledgment and agreement with the applicable requirements outlined in Sections 20, 21, 22, and 23, as well as explanations, where applicable, of the intended plan to achieve the requirements.
    - 3) Proposed delivery schedule for products and equipment
    - 4) Service and quality control procedures, including equipment specifications on equipment proposed and maintenance tracking methods

- iv. Projected Financial Return to JSU
  - 1) Royalties and other financial contributions for the ten (10) years of the contract term with an additional three (3) years if both parties agree. (Use the format provided in Appendix C)
  - 2) Product pricing level proposed with a detailed listing of products.
  - 3) Payment of specific advertising fees during each year of the term per exclusive licenses and rights.
  - 4) Other partnership and sponsorship areas.
  - 5) Signature page (See Appendix E)

**Section 7: DISCUSSIONS/EVALUATION CRITERIA/AWARD PROCESS**

- b) JSU reserves the right to conduct discussions with any or all respondents or to award a contract without such discussions based only on the evaluation of the written proposals. JSU reserves the right to contact and interview anyone connected with any past or present projects with which the respondent has been associated. JSU likewise reserves the right to designate a review committee to evaluate the proposals according to the criteria set forth under this section. JSU may make a written determination showing the basis upon which the award was made, and such determination shall be included in the procurement file.
- c) JSU reserves the right to award this contract in whole or in part, depending on what is in the best interest of JSU, with JSU being the sole judge.
- d) The evaluation factors outlined in this section are described as follows:
  - 1) Projected Financial Return to JSU – This shall be the anticipated revenue to JSU during the contract term based on the proposal. Guaranteed revenues and estimates of revenue will be considered. JSU will have sole authority to determine the reasonableness of estimates.
  - 2) Corporate Structure, Credentials, and Prior Experience – JSU will attempt to determine the probability of the program's future success based on the proposer's organizational structure and proven experience.
  - 3) Operations and Plan to Perform – JSU will be attempting to determine the probability of future success of the program based on the proposer's plans for providing the service.
  - 4) Efficiencies and Sustainability – JSU will attempt to determine any increased efficiencies for the institution (examples may include, but are not limited to, a single Vendor of all services to reduce bookkeeping issues, electronic transfer of funds, electronic records, etc.) JSU will also consider 'Sustainability' issues such as healthy foods, recycling, waste minimization, energy conservation, etc.
- e) Proposals for Beverage Retail / Beverage Pouring Rights will be evaluated by JSU on the following factors:
  - i. Projected Financial Return to JSU 40%
  - ii. Corporate Structure, Credentials, and Prior Experience 10%

iii.	Operations and Plan to Perform	20%
iv.	Product Preference	20%
v.	Efficiencies and Sustainability	10%

f) Proposals for Beverage & Snack Vending will be evaluated by JSU on the following factors:

i.	Projected Financial Return to JSU	45%
ii.	Corporate Structure, Credentials, and Prior Experience	20%
iii.	Operations and Plan to Perform, to include types of snacks	25%
iv.	Efficiencies and Sustainability	10%

g) Upon contract award, the successful respondent will be asked to provide a transition plan and timeline and obtain JSU's input and concurrence before moving forward.

## **Section 10: PROPOSAL SUBMISSION**

a) Proposals shall be submitted in two packages (envelopes or boxes) marked as "Technical Proposal" and "Revenue Proposal" within a single package (envelope or box). The single package shall be sealed with "**RFP#25-05**" in the lower left-hand corner and ***an electronic copy in PDF files on a flash drive***

b) Technical Proposal – One (1) original and six (6) copies of parts 6(a)(i) (Cover Letter), 6(a)(ii) (Corporate Structure and Credentials), and 6(a)(iii) (Operations and Ability to Perform) should be sealed in a package with "**Technical Proposal**" in the lower left-hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page as "**Original.**" **NO INFORMATION IDENTIFYING THE VENDOR SHALL BE INCLUDED.**

c) Revenue Proposal – One (1) original and six (6) copies of part 6(a)(iv) (Projected Financial Return to JSU) should be sealed in a package with "**Revenue Proposal**" in the lower left-hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page as "Original." **NO INFORMATION IDENTIFYING THE VENDOR SHALL BE INCLUDED.**

d) Vendor Response to Management Requirements Questionnaire plus an overview of vendor qualifications, organizational profile (including operation under other Vendor names providing the same or similar services) and organizational chart. Describe how the organizational structure will ensure orderly communications, distribution of information, and effective coordination of activities, accountability, and decision-making authority.

e) References: Provide three (3) similar or like clients as references, for which Respondent has performed (or is currently performing) work similar in nature and scope within the last five (5) years. Information should include:

- Institution
- Institution's Address

- Contact name, telephone number, and email
- Similarity with scope and size of the JSU
- Length of time services have been provided

The proposal package must be received on or before **Thursday, April 10, 2025 at 11:00 a.m.** The respondent is responsible for ensuring that the proposal package arrives in the Office of Purchasing and Travel on time. The proposal package should be delivered or sent by mail to:

Office of Purchasing and Travel  
Jackson State University  
1400 John R. Lynch Street  
Jackson, MS 39217

f) Your response must include the signature page in this RFP (**See Appendix E**) and the signature of an authorized representative of the respondent's organization. The signature on the "Original" signature page should be in **blue** ink.

g) JSU reserves the right to reject any and all proposals, waive informalities and minor irregularities in proposals received, and accept any portion of a proposal or all items bid if deemed in the best interest of the University.

h) Proposals received after the stated due date and time will be returned unopened. **Submission via facsimile or other electronic means will not be accepted.**

The proposal package must be received on or before **11:00 a.m. on April 10, 2025.** It is the responsibility of the respondent to ensure that the proposal package arrives in the Office of Purchasing and Travel prior to the date and time indicated above. The proposal package should be delivered or mailed to:

Office of Purchasing and Travel  
Jackson State University  
1400 John R. Lynch Street  
Jackson, MS 39217

When using a delivery service or hand delivering, the address is: H.P. Jacobs Administration Tower, 4th Floor, Office of Purchasing & Travel, Jackson State University, 1400 John R. Lynch Street, Jackson, MS 39217. Deliveries can be made during this office's normal business hours of 8:00 a.m. to 5:00 p.m.

**JSU reserves the right to reject any and all proposals and to waive informalities and minor irregularities. JSU may accept any portion of a proposal or all items, if deemed in the best interest of the University to do so.**

**In addition, the proposer shall not be in contact with any other Jackson State University representative(s) other than the listed contacts during this procurement process.**