

**Department of Procurement Services**

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ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2021-09TCSA OPENING DATE & TIME: January 18, 2022 @ 3:00 p.m.

ITN TITLE: Snack Vending Services

ADDENDUM NUMBER: II ADDENDUM DATE: January 10, 2022

**Purpose of this addendum is to:**

* **To correct answers to Questions 6 and 14 from Addendum I.**

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR OFFER. FAILURE TO SIGN AND RETURN WITH YOUR OFFER COULD RESULT IN REJECTION OF YOUR OFFER.

PROPOSERS SIGNATURE PRINT OR TYPE PROPOSER’S NAME

COMPANY NAME EMAIL ADDRESS

**Answers to Questions**

**ITN 2021-09TCSA**

**SNACK VENDING SERVICES**

**Question # 6:**

Understanding transparency is important in a financial partnership, it’s our experience that most vendors will access to view the Cashless Accountability Portal and compare actual machine sales/data with your detailed monthly commission statements to ensure accurate commission returns to the university. We would like to request the “cashless accountability reports” you receive from each machine.

**UCF Answer:** ~~This information is not available. UCF does not have or receive this information from current Vendor.~~ See attached Excel: Asset Cash Accountability for quarter 4. This file can also be downloaded from the UCF Procurement Services website at <https://www.procurement.ucf.edu/solicitations> under ITN 2021-09TCSA.

**Question # 14:**

What is the current commission rate?

**UCF Answer:** ~~34% of Gross Sales, with a guaranteed minimum.~~ Commission is currently 32% for years 1-4 and 34% for renewal years 5-8.