



UNIVERSITY OF CENTRAL FLORIDA

Procurement Services

3544 Perseus Loop
Orlando, FL 32816

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE ADDENDUM

ITB NUMBER: 2025-09NCSA

OPENING DATE & TIME: May 6, 2026 @ 2:00 PM

ITB TITLE: SNACK VENDING SERVICES

ADDENDUM NUMBER: 1

ADDENDUM DATE: April 23 2026

The purpose of this addendum is to:

- 1. Answer questions submitted by vendors during the open Q/A period.**

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

BIDDER'S SIGNATURE

PRINT OR TYPE BIDDER'S NAME

COMPANY NAME

EMAIL ADDRESS

1. What is the time frame that we have to install all the 101 machines from the award day?

Answer: All machines should be installed no later than Friday, August 14, 2026.

a. Do they have to be specific machines

Answer: No

b. Are outlets and drainage available already

Answer: Outlets yes, currently we do not have machines that require drainage.

2. Regarding Section 1.1 Statement of objective, could you expand on NON-EXCLUSIVE?

Answer: In this context, “non-exclusive” means that the Contract does *not* grant the awarded contractor the sole or exclusive right to provide snack food and hot coffee/hot beverage vending services at UCF.

3. What is the current commission percentage structure being paid to UCF?

Answer: 32.3% + additional 2% for any sales over \$700,000
32.3% on snack items
20% on hot coffee
10% on fresh food items

4. Does the Commission structure ascend annually?

Answer: No

5. What dollar amount does UCF currently receive as a MAG and has commission exceeded MAG ?

Answer: \$125,000 per year and yes it has.

6. Are there any other incentives that UCF receives from current program provider?

Answer: There was a \$40,000 signing bonus and the current provider donates \$5,000 worth of products to UCF’s student pantry.

7. What is the approval process for Retail price increases?

Answer: This would require approval by Strategic Campus Planning and typically follows the CPI food away from home index.

8. What is the current status of UCF hot beverage / coffee program, are there vendable units, how many?

Answer: There are currently none on campus, but open to any fresh bean machines.

9. What is the status of UCF Ice Cream Vending program, how many available units are on Campus?

Answer: We have been looking to add Ice cream or frozen dessert machines and would like to implement some of these options before the Fall 2026 semester.

10. Are Student Cards utilized through automated Vending and Markets?

Answer: Not currently.

11. Would UCF consider proposals that offer a limited number of AI-enabled smart vending coolers as a complementary solution alongside a traditional full-service vending provider? Specifically, solutions focused on targeted, high-traffic locations designed to enhance product variety, innovation, and incremental revenue.

Answer: Yes

12. Is the venue located in Orlando?

Answer: Yes, all locations are in Orlando, FL

13. How many food, Coffee and Ice cream vending machines will be required?

Answer: The basic requirement is the total number of current machines listed in the ITN but would strategically like to expand with a variety of non-traditional machines listed in this question.

14. How Many will require Cash acceptance, or will all machines accept credit/debit card and smart pay option only?

Answer: We will not put a set number required to accept cash and will rely on the expertise of our vending partner to help make that decision. Credit, debit and smart pay should be required at every machine though.

15. Can UCF provide sales data by machine and/or location to support demand and inventory planning?

Answer: This is not readily available and will be shared with the awarded contractor.

16. What is the current commission structure (percentage of gross sales) paid by the incumbent vendor?

Answer: See question 3

17. Is there a current Minimum Annual Guarantee (MAG)? If yes, please specify.

Answer: See question 5

18. Are UCF campus ID cards accepted at vending machines? If yes, what system is used and are there any integration requirements?

Answer: Currently no

19. Is a credit/debit card surcharge permitted? If yes, what is the current practice?

Answer: Yes. There is currently a flat fee.

20. Is there an expected product mix requirement (healthy vs. traditional snacks), or should vendors propose their own mix?

Answer: Vendors should prepare their own mix and with an expectation that certain locations should develop their own offerings or ratios to maximize sales potential.

21. Can UCF clarify the expected service/restocking frequency, or should vendors propose a demand-based schedule?

Answer: Vendors should propose a demand-based schedule.

22. Could UCF please provide a few pictures of the current vending machines?

Answer: Yes, see pictures included at the end of this addendum.

23. General Conditions, Section 4; General Conditions, Section 2, Subsection 4.5(F), Prices, Terms and Payment and Prices: Consistent with our existing agreement with the University and notwithstanding anything in Section 2 or Section 4 of the General Conditions, or any other ITN terms to the contrary, Canteen requests that it has the right to adjust prices annually without the prior consent of the University, based upon the adjustment in the Food Away From Home Consumer Price Index; and (ii) at any time in the event of the implementation of any deposit fee and/or tax on the products. Canteen will agree with university as to how the price adjustments will be implemented and communicated.

Answer: Our preference aligns with the response to question 7. This can be discussed as part of a finalized agreement, if awarded the contract.

Per the ITN, Respondents disagreeing with any negotiable term or condition of this ITN are to provide a clear and detailed reason for the disagreement and a solution to the disagreement in his/her offer.

24. General Conditions, Section 2.22, Termination: Consistent with our existing agreement with the University and in addition to the termination rights in Section 2.22, Canteen requests that it be given the right to terminate the resulting contract at any time and without cause upon 120 days' prior written notice to the University.

Answer: This can be discussed as part of a finalized agreement, if awarded the contract.

Per the ITN, Respondents disagreeing with any negotiable term or condition of this ITN are to provide a clear and detailed reason for the disagreement and a solution to the disagreement in his/her offer.



