Please find below questions submitted by the deadline for questions and the associated answers in regard to the RFP referenced above.

1. In section 4.5.5 of the RFP – What would be considered a reasonable amount of time?
   The expectation would be to have a repair to equipment completed or a replacement machine in place within approximately 24 hours of receiving a call for service.

2. Will there be a pre bid walk thru?
   No. Services could be requested anywhere on campus.

3. Will the coffee be for the employees/staff only?
   Primarily faculty, staff and guests.

4. What is the current staff population?
   About 5800 faculty/staff.

5. What is the current student population?
   About 42,000 on campus.

6. Do you have a yearly budget?
   See ** below.

7. Do you have a current number of brewing systems?
   No. We have some departments that require their staff to provide their own equipment and coffee. We have some departments that provide the equipment but the employees have to provide their own product and supplies. We have departments that provide the equipment and supplies. And we have departments that utilize a service to provide and maintain the equipment and maintain the inventory.

8. Do you have a breakdown of the types of brewing systems you currently have?
   Probably every type imaginable. Mr. Coffee. Bunn. Curtis. We have quite a few Keurigs. We have 2 Newco machines in our building. These are just the ones I know of.

9. Do you have a breakdown of the types of brewing systems you want reflected in the RFP?
   What we’re looking for is a menu of items you can provide. We have specific brands already on campus but if the price were right we may have departments that would switch.

10. Can you provide the annual coffee volume as a whole or by department?
    See ** below.

11. Can you provide the single cup coffee volume?
    See ** below.

12. Can you provide the traditional brew coffee volume?
    See ** below.
13. Can you provide the number of single cup brewers needed? 
   See ** below.
14. Can you provide the number of traditional coffee brewers needed? 
   See ** below.
15. How many and what type of coffee brew units are you requesting for coffee services? 
   See ** below.

** What we’re doing with this RFP is selecting a few “preferred” suppliers for our 
campus. Use of these preferred suppliers will not be mandatory for campus 
departments. We conducted a survey of the campus and discovered we have 
departments where the coffee drinkers are required to provide their own equipment and 
supplies. And we have departments use a service where the supplier owns and 
maintains the equipment and maintains the inventory of product. And we have 
everything in between. From the survey we concluded most departments own their 
brewing equipment and purchase product and supplies as needed from a multitude of 
sources – office supply companies, Amazon, Walmart, large club stores such as Costco 
or Sam’s Club.

PLEASE SUBMIT WITH YOUR PROPOSAL

Nancy Czarowitz              Contract Specialist              817-272-27146

SIGNED: ________________________________

COMPANY NAME: ________________________________