Duluth Transit Authority

REQUEST for PROPOSALS

RFP# 2026.11.04

FOR

VENDING MACHINE SERVICES CONTRACT

November 4, 2026

ADDENDUM 1

ISSUE DATE: November 11, 2026

Duluth Transit Authority
2402 W. Michigan St
Duluth, MN 55806
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email: hborn@duluthtransit.com

This addendum provides additional information that modifies the RFP. All other terms, conditions, and requirements of the original RFP remain unchanged. Vendors must acknowledge receipt of this addendum in their proposal response.

1 RECENT SALES INFORMATION

PERIOD	GROSS SALES
Q4 2024 - Oct-Dec	$ 14,005.65
Q1 2025 - Jan-Mar	$ 14,143.65
Q2 2025 - Apr-Jun	$ 16,005.87
Q3 2025 - Jul-Sep	$ 13,884.50
Q4 2025 - Oct-Dec	$ 20,811.91
Q1 2026 - Jan-Mar	$ 20,113.20
Q2 2026 - Apr-Jun	$ 17,996.27
Q3 2026 - Jul-Sep	$ 17,689.21

2 COMMISSIONS AND REPORTING

In addition to monthly or quarterly commission check, the vendor must include a detailed report by location showing gross sales, sales tax, net sales, and commission earned by DTA.

3 LOCATIONS OF VENDING MACHINES

There is one, possibly two locations at our downtown Transit Center that we are opening for additional vending machines. One is in the main public lobby area (photo below), dimensions are 75” wide x 35” deep with power. The second location is in our employee breakroom, where there is potentially room for one smaller vending machine.

