Duluth Transit Authority

REQUEST for PROPOSALS

RFP# 2026.11.04

FOR

VENDING MACHINE SERVICES CONTRACT

November 4, 2026

ADDENDUM 2

ISSUE DATE: November 20, 2026

Duluth Transit Authority
2402 W. Michigan St
Duluth, MN 55806
(218) 623-4329
email: hborn@duluthtransit.com

This addendum provides responses to pre-bid questions, includes corrections and 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 CLARIFICATIONS / QUESTIONS AND ANSWERS (Q&A)

#	Question	Answer
1	Would you be able to share the annual volume from each location by machine?	We do not have the annual volume. See Addendum section 2 for sales information.
2	The RFP indicates 200 employees work out of the Operations Center. Of those 200 employees, how many are on site for the entire workday?	Approximately 70 employees are on site all day, with 60 drivers starting and ending there shifts from this location as well.
3	At the Transit Center, do you have an estimate of the daily foot traffic that would pass through the area that houses the vending equipment?	We do not have a good number, but it is in the hundreds per day.
4	Could DTA provide the current concession fee or commission percentage being paid by the incumbent vendor, On Site Enterprises?	The DTA receives a 20% commission rate.
5	Could you clarify whether the gross sales figures provided in Addendum 1 include sales tax? In addition, please confirm whether the commission payable to DTA will be calculated on gross sales before sales tax or on net sales after deducting sales tax.	See Addendum section 2 for more detailed gross sales info, it includes tax. The DTA is not dictating whether the commission is calculated on gross or net sales, that is up to the proponent to decide and state in their proposal.
6	Could you provide a breakdown of the historical sales figures in Addendum 1 by facility and, if available, by individual vending location or machine for the periods listed (Q4 2024 through Q3 2026)?	See Addendum section 2 for more detailed gross sales info for 2025-Q3 thru 2026-Q3.
7	Could you provide the incumbent vendor's current retail pricing by product category, if available?	Sorry, this information is not available.
8	Is any surcharge or additional fee currently applied to vending purchases, including cashless payment, convenience, or transaction fees?	There is currently a 5.95% transaction fee for credit/debit card purchases.
9	Could you please provide photographs showing all existing vending locations at the Duluth Operations Center and Duluth Transportation Center, including the Driver's Lounge and Maintenance Break Room?	See RFP section 6.E - PHOTOS OF CURRENT VENDING MACHINES.
10	Please provide the anticipated number and type of machines required at each location and the expected date they will be available for installation.	See RFP section 6.D & E for quantities, descriptions and photos of existing vending machines as each location. With our current contract ending December 31, installation should probably occur the week of January 4, once existing machines are removed. Arrangements will be made after contract is awarded.
11	Are there any existing beverage pouring-rights, exclusive beverage agreements, food-service agreements?	No.

12	Would DTA consider alternative unattended retail equipment, such as smart coolers or other self-service vending formats, in place of or in addition to conventional vending machines, subject to DTA's prior approval?	Yes.
13	Could you please confirm the anticipated schedule for the successful vendor to access the facilities, remove or coordinate around the incumbent's equipment, and install and stock the new machines before the January 1, 2027, contract commencement date?	See #10 above.
14	What are the sales by asset or by location broken out separately.	See Addendum section 2.

2 RECENT SALES INFORMATION

	Operations Center 2402 West Michigan Street		Transportation Center 2280 West Michigan Street			
Dates	**Snack**	**Pop**	**Snack**	**Pop**	**Gross Sales***	**Quarter Gross Total**
July 25	$ 162.40	$ 203.49	$ 1,132.64	$ 1,934.62	$ 3,433.15	
Aug 25	$ 333.26	$ 508.74	$ 2,151.02	$ 2,326.71	$ 5,319.73	$ 13,884.50
Sept 25	$ 195.62	$ 500.13	$ 2,015.63	$ 2,420.24	$ 5,131.62	
Oct 25	$ 437.12	$ 628.04	$ 2,351.41	$ 2,771.25	$ 6,187.82	
Nov 25	$ 177.33	$ 281.16	$ 2,830.68	$ 2,451.29	$ 5,740.46	$ 20,811.91
Dec 25	$ 557.22	$ 762.28	$ 3,176.32	$ 4,387.81	$ 8,883.63	
Jan 26	$ 395.35	$ 544.31	$ 2,545.27	$ 3,235.44	$ 6,720.37	
Feb 26	$ 324.90	$ 669.12	$ 2,762.85	$ 3,475.49	$ 7,232.36	$ 20,113.20
Mar 26	$ 274.39	$ 567.07	$ 2,312.72	$ 3,006.29	$ 6,160.47	
Apr 26	$ 278.56	$ 537.23	$ 2,520.68	$ 3,099.98	$ 6,436.45	
May 26	$ 336.51	$ 489.91	$ 2,104.52	$ 2,917.66	$ 5,848.60	$ 17,996.27
June 26	$ 298.45	$ 533.84	$ 1,834.69	$ 3,044.24	$ 5,711.22	
July 26	$ 346.47	$ 722.00	$ 1,582.09	$ 2,893.76	$ 5,544.32	
Aug 26	$ 306.00	$ 593.01	$ 2,054.75	$ 2,859.93	$ 5,813.69	$ 17,689.21
Sept 26	$ 530.94	$ 560.90	$ 2,231.35	$ 3,008.01	$ 6,331.20	

*Gross Sales includes 5.95% transaction fee collected on non-cash sales.

3 RFP REVISIONS / MODIFICATIONS

SECTION 3, ARTICLE 8.E - INSURANCE-EVIDENCE
Sample contract file has revised language below, see Addendum section 4 exhibit A.

f. Certificates showing that Contractor is carrying the above-described insurance in the specified amounts shall be furnished to the DTA with the execution of this Contract and a certificate showing continued maintenance of such insurance shall be on file with the DTA during the term of this Contract.

SECTION 6.D – BULK CANDY MACHINE
Removed.

4 EXHIBITS

Exhibit A – Sample Contract (word file): Link to download