

RFP 22-001 – SUBMITTED VENDOR QUESTIONS

Q. Will we be automatically informed when any updates to the RFP occur, including questions and answers being posted?

A. Any updates will be emailed directly to all vendors who have submitted a Letter of Intent to Participate and added to the bid listing on WEBS as an amendment.

Q. Section 4.16 refers to a proprietary CWU blend being required and labeled as such to be offered as a fundraising opportunity. Would having a private label proprietary blend be a requirement to submit a proposal, or would a proposal that doesn't provide this still be considered? We can definitely offer some other fundraising suggestions in our proposal if that might be helpful.

A. Willingness to collaborate on a CWU proprietary blend is not a requirement as part of the RFP, but is a desired option for the future to capture revenue not yet in our scope. We are interested in any suggestions for fundraising in support of campus initiatives.

Q. Would CWU prefer we keep the price as low as possible with no standard allowances towards campus initiatives? Growth incentives would be separate. Or would it be preferred to have allowances/rebates built into the program?

A. Cost is a factor in the evaluation process. Any and all discounts/allowances/rebates should be included in the proposal.

Q. Would CWU prefer a broad line distribution option as opposed to direct distribution? If so, who would be the preferred distributor? Would pricing be quoted as delivered to the distributor, or would we need to know the distributor's markup structure and provide a delivered price?

A. Any and all distribution plans will be reviewed. Present both broadline and direct options if they are both available. Ultimately we are asking for the landed costs to CWU.

Q. Can CWU provide details on espresso equipment, including model information and the condition? Would providing new espresso equipment be beneficial to CWU?

A. La Marzocco Linea. Temperature set at 200 degrees F, pressure at 8-10 bars (130 PSI) Units are all in good working condition, maintained on a twice yearly basis with current contracted vendor. Providing new espresso equipment is not part of this RFP unless it is required by and provided by the vendor. If specific equipment is required by potential awarded winner, we need to know that.

Q. Appendix A: A total annual projected volume of 4900 pounds is listed

a. Is that the total volume for all current coffees?

A. This number is based on 70% of pre-COVID volume numbers (our estimated campus community for the 2022-2023 academic year).

b. Can we be provided with your current brew recipe (how many ounces are required to brew how many gallons) so we can convert your current volume to volume based on our recipes?

A. Current drip brew recipe is 5.6oz to one 3 liter air pot. Current single shot weight is 9 grams.

Q. Appendix E: It appears 36 separate brewers are listed. Is that accurate? And are all on loan from current roaster, or is any of this equipment owned by CWU?

A. Appendix E lists the current equipment used to brew the number of pots/carafes currently in operation. Some of these locations are currently closed and will re-open in the fall when we expect a slightly larger student enrollment. Number in use column is the number of air pots/shuttles/carafes that are currently on campus.

Q. Appendix G: Could you provide an example of how to fill this out appropriately? Particularly the “# Oz per ½ Gal Beverage or Ind. Drink” column. Would a beverage economics calculator be preferred that would provide a cost per ingredient per beverage for each size of each beverage as well as suggested sell prices and profitability?

A.

Item	Coffee or Tea Beverage or Drink Enhancement Products	Description	Case Pack	Price per Case	Price per oz./lb. or ea.	# Oz per 1/2 gallon beverage or ind, drink	Cost of 1/2 gallon beverage or cost of adding to ind, drink	Comment
1	Coffee Bean	Espresso	20#	\$180	\$9.00/lb	.317466 oz (9g) per single. shot	\$.18 single shot	

Q. Are you part of any Group Purchasing Organization? Premier, Vizient, etc.?

A. CWU belongs to many GPOs however the intended result of this RFP is a contract between CWU and the awarded bidder.

Q. Wanted to get a better understanding of your projected volume. Were these numbers taken from last year usage? If so where they affected by COVID-19 and online programs?

A. This number is based on 70% of pre-COVID volume numbers (our estimated campus community for the 2022-2023 academic year).

Q. Are you open to adjusting the equipment requirements listed in the RFP?

A. No

Q. Does CWU own any of their current equipment?

A. CWU owns the La Marzocco machines and espresso bean grinders

Q. In reference to section 5.8 Brewing/Dispensing equipment:

Indicate if your company will provide grinding and brewing/dispensing equipment for espresso operations. Indicate if equipment will be provided at no charge, or for a monthly/annual lease or rental fee, or available for purchase through your company.

Looking to clarify the verbiage “espresso operation”. Is this section referencing brewing/dispensing equipment for BREWED coffee (drip brewer and corresponding grinder), or ESPRESSO service (espresso machine, grinder etc.) within an espresso serving location?

A. This section is referencing how your company will ensure that all equipment remains in satisfactory condition. Currently we receive preventative maintenance twice yearly on all equipment to ensure that all grinders are in proper working order, seals are providing correct pressures in machines, water filters and softeners are changed, and brewers are operating as designed and fully functioning.

Q. Would you be willing to share your responses on our operational standards [below]?

A. A contract will be negotiated with the successful awarded vendor.

- 1.7 : Operational plants are not available for us to offer, warehouses are not open to visitors, and our financial records would not be available for inspection.
- A. A contract will be negotiated with the successful awarded vendor.
 - o As a public institution our records are available to the public upon request
 - o Having industry partners support our education philosophy and provide educational opportunities is important to us. Vendors are encouraged to include any educational opportunities that they are able to provide.
- 1.10 : Our understanding is that the final contract (if we are successful) will be negotiated based on our responses and our standard contract terms & conditions.
- A. Yes, a contract will be negotiated with the successful awarded vendor.
- 4.5 : Our pricing structure and potential increases are not tied to any coffee index. We may update our pricing up to 2 times per year (and not closer than 6 months apart) and we communicate updates 30 days in advance. Although we do not provide specific backup documentation, verification, or justification with pricing updates, updates are based on reasonable business factors, such as increases in direct or indirect costs, and are naturally limited by competitive pressures.
- A. A contract will be negotiated with the successful awarded vendor.
- 4.7 : Accounts are serviced out of a warehouse outside of Washington State. Due to current transportation and supply chain limitations, we are asking customers to plan on a 7-15 day lead time for orders and are unable to commit to a 48-hour emergency delivery window.
- A. A contract will be negotiated with the successful awarded vendor to ensure that CWU will not encounter any product shortages.
- 4.8 : We are unable to have products returned. Any defective products would need to be (by mutual agreement) destroyed. A credit would be issued and the product would be re-ordered. We are not set-up (nor is it our policy) to be charged back for replacement product acquired on the open market.
- A. As long as we receive credits on all products that are unusable upon delivery

- 4.16 : Consumer-size packaging and novelty items are not a core part of our business. For the proprietary blend – it is for foodservice offering only. Custom wraps, displays, and banquet IDs are available, but we do not provide consumer-facing packaging for these blends.
- Appendix K/1.9: We have individual relationships and contracts with each of our customers and are not able to disclose or extend the same terms to other customers.

- A. A contract will be negotiated with the successful awarded vendor