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## **ADDENDUM #1**

Quotations for Small Procurements  
Campus Vending Machine Services  
Solicitation No. 2025-5813

Originally Issued October 15, 2025

### **Addendum 1 – Issued October 31, 2025**

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

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**REVISED DUE DATE: 11:00 AM, November 6, 2025**

### **A SITE WALK HAS BEEN SCHEDULED**

**11:00 AM, November 4, 2025. Attendees will meet under the long awning at the 1088 West Liberty Building on the CMHA Campus. This will be the only time scheduled. Late arrivals will miss the site walk.**

### **QUESTIONS:**

1. Can CMHA provide measurements, photos, or floor plans of the designated vending locations, including available electrical outlets, clearances, and flooring surfaces? **Floor plans for the buildings are attached. A site visit will be necessary to show the locations of the machines, etc.**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

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Equal Opportunity Employer, Equal Housing Opportunities

2. Are there weight or size limitations for machines due to floor loading or doorway widths? **No.**
3. Will CMHA provide access to a water line or drain if a bidder proposes equipment that requires it? **No.**
4. Are dedicated electrical circuits available at each location, and what amperage is provided? **Standard outlets are available and all that is needed.**
5. Will CMHA assist with site access (keys, escort, loading dock access) during installation or service calls? **CMHA will open doors for access.**
6. Who is responsible for removing any existing machines prior to installation? **The current vendor.**
7. Are there specific delivery hours/days when machines can be installed or serviced? **That information will be provided to the successful offeror.**
8. Following award, what is CMHA's desired timeline for initial installation? **Immediately following the current vendor's removal of their machines. This information will be coordinated with the awarded vendor.**
9. Was this solicitation previously awarded under a prior contract, and if so, can CMHA share the name of the incumbent vendor and the prior contract number or term dates? **A+ Custom Vending was awarded a 3-year contract that started on 11/26/22 and will end on 11/25/25.**
10. Can CMHA share historical monthly sales/usage data from prior vendors for benchmarking? **This information is not available.**
11. Can CMHA share how many people are located at each of the three facilities listed in the RFP? **This information is not immediately available.**
12. Does CMHA require any specific product mix or brands (e.g., beverage supplier exclusivity, healthy options)? **No.**

13. May machines be card-only/mobile-pay, or must they also accept cash? **Both types of machines are allowable.**
14. For commissions, should bidders quote the rate as a percentage of gross sales or net after taxes/refunds? **A percentage of the gross sales.**
15. Will CMHA allow a pre-bid site visit (virtual or in-person) to verify placement and power? **Yes. See above.**
16. May bidders propose different commission rates for snack vs. beverage machines? **There must be one commission rate for all products.**
17. Following the 3-year term, is renewal possible or would a new solicitation be required? **A new solicitation will be posted near the end of the 3-year contract to which the incumbent may submit a proposal**
18. May the contractor subcontract certain maintenance functions, or must all services be self-performed? **As there is no cost associated with this service, the awarded contractor will be responsible for the costs of maintenance. Any subcontractor used must be identified in your proposal.**
19. Is a certificate of insurance required with the proposal or only prior to contract execution? **A sample insurance certificate should be provided with your proposal.**

\*\*\*END OF ADDENDUM TO DATE 10/31/25\*\*\*

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CINCINNATI METROPOLITAN HOUSING AUTHORITY  
CROSLEY COMMONS I  
1088 W. LIBERTY STREET  
CINCINNATI, OH 45214

REVISIONS:

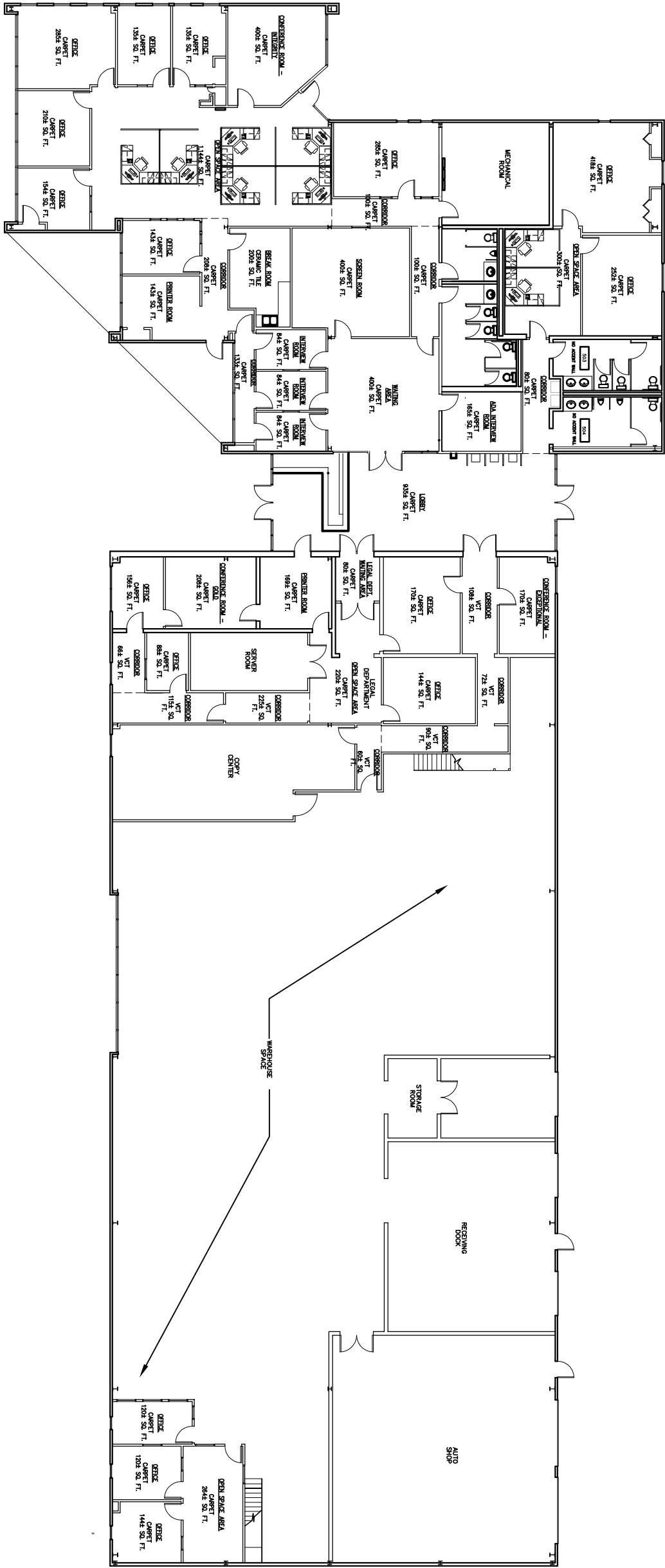
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OVERALL BUILDING  
FLOOR PLAN

SCALE:  
NONE

SHEET NO:

A-1



OVERALL BUILDING FLOOR PLAN  
SCALE: NONE

PLAN NORTH



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CINCINNATI METROPOLITAN HOUSING AUTHORITY  
CROSLEY COMMONS II  
1635 WESTERN AVENUE  
CINCINNATI, OH 45214

REVISIONS:

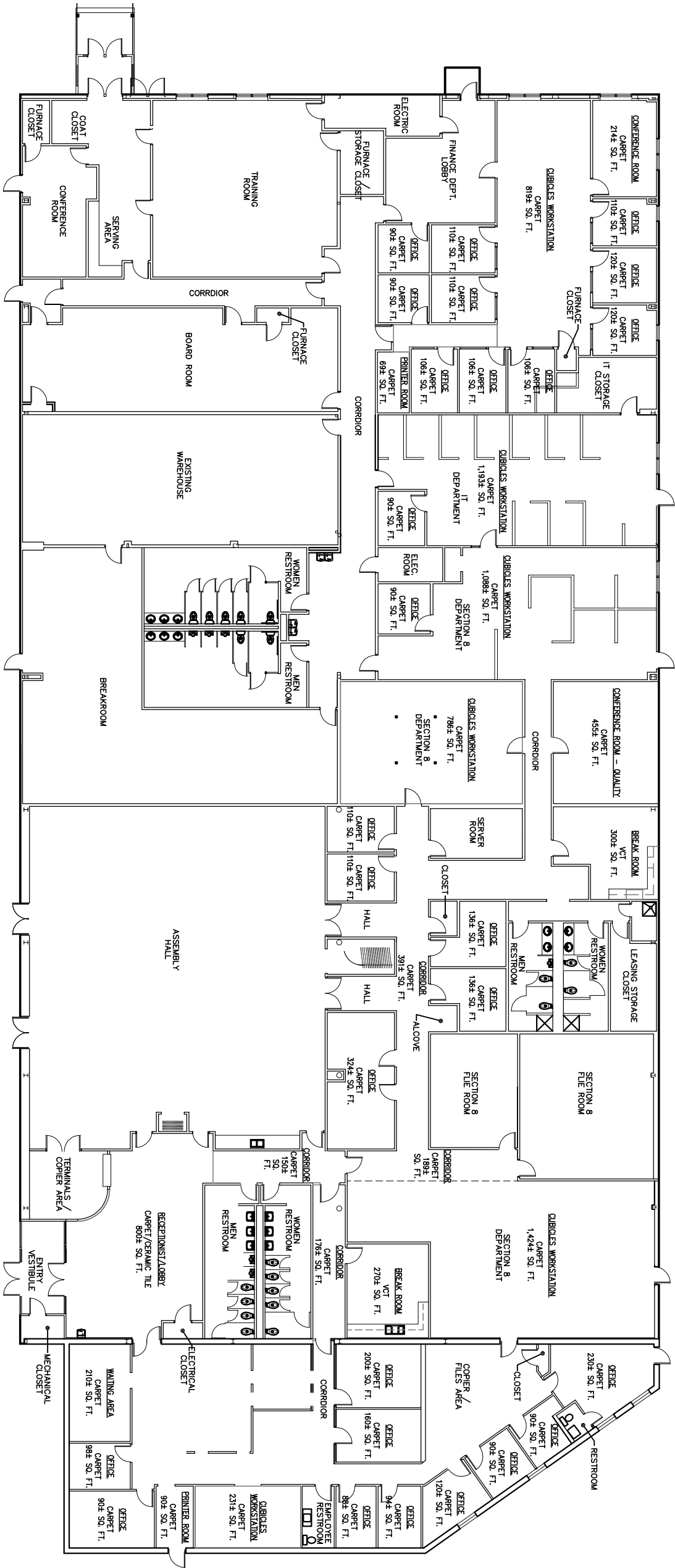
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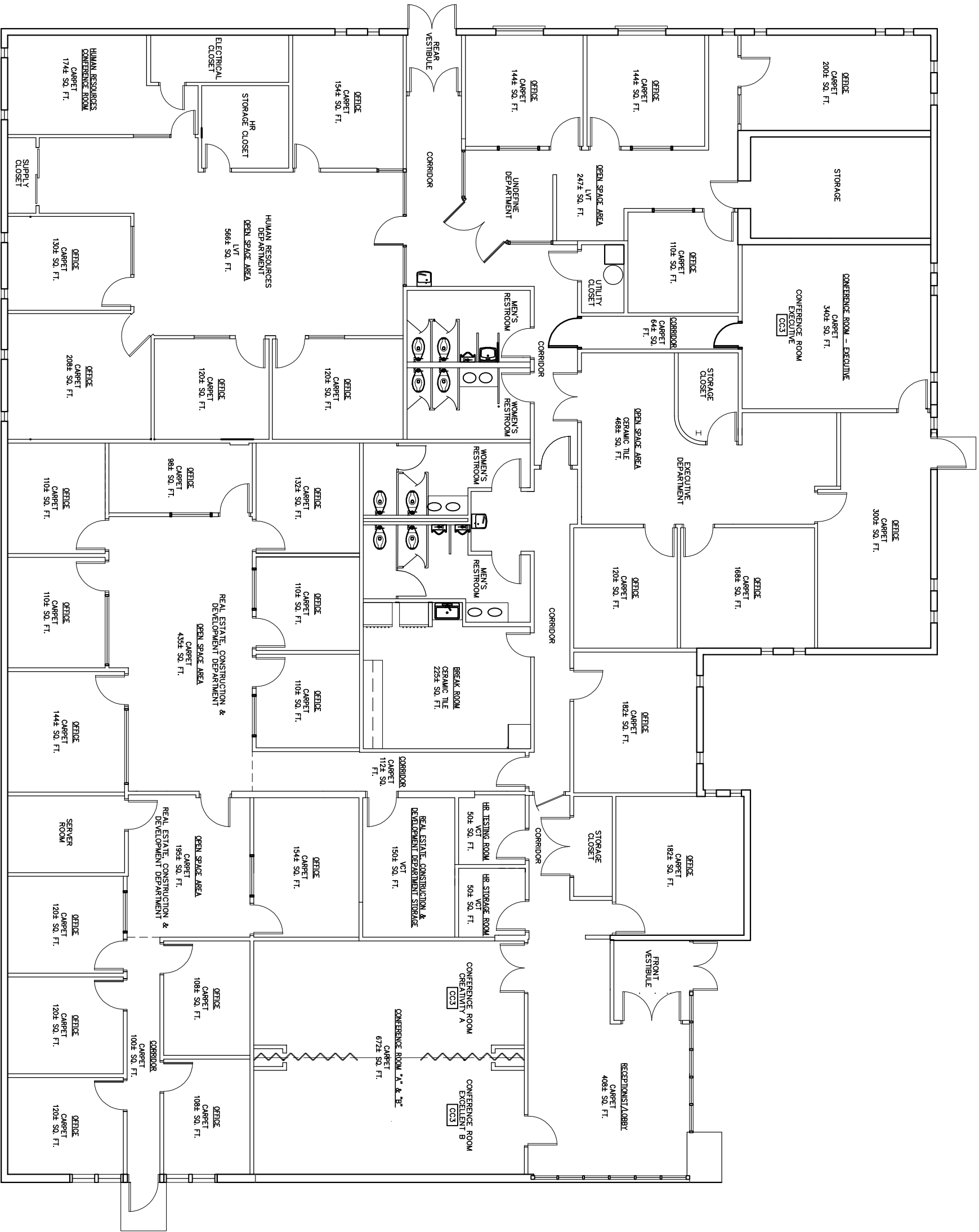
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OVERALL BUILDING FLOOR PLAN  
SCALE: NONE





OVERALL BUILDING FLOOR PLAN  
SCALE: NONE



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CINCINNATI METROPOLITAN HOUSING AUTHORITY  
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CINCINNATI, OH 45214

REVISIONS:

DRAWING TITLE:

OVERALL BUILDING  
FLOOR PLAN

SCALE:

NONE

SHEET NO:

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CINCINNATI METROPOLITAN HOUSING AUTHORITY  
CROSLEY COMMONS IV  
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CINCINNATI, OH 45214

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DRAWING TITLE:

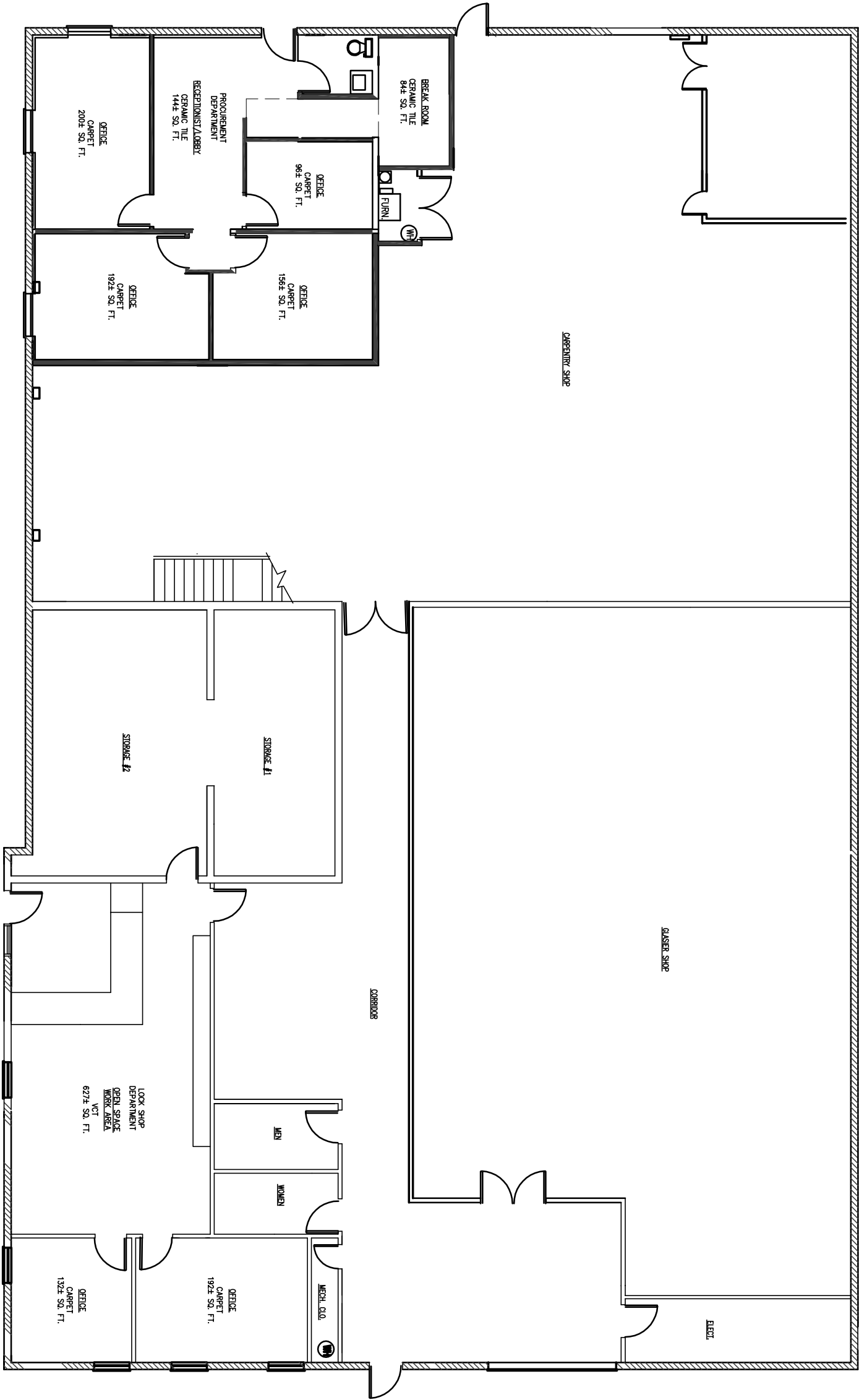
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SCALE:

NONE

SHEET NO:

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OVERALL BUILDING FLOOR PLAN  
SCALE: NONE

