

The Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, PA 19106

RFP No. 25-17
Vending Machine Upgrade
Addendum One

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: August 29, 2025

No Pages: 3 plus Appendix A-C

This addendum is issued on August 29, 2025, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by eligible Offerors regarding the work included in the above referenced solicitation.

CHANGES TO THE RFP DOCUMENT

1. **Appendix D of the RFP Document:** Appendix D has been revised. Please see Appendix A of this addendum.

QUESTIONS

1. **Question:** What is the current rate of revenue share?
Response: The current rate of revenue share is 18% of gross sales per machine.
2. **Question:** How many employees are located at each site and how many visitors are on site each day on average?
Response: Please see Appendix A of this addendum.
3. **Question:** Could we please have the vending sales per machine per year for 2024 and the sales per machine for January to June 2025?
Response: The available sales data can be found in Appendix B of this addendum.
4. **Question:** Could we please have photos of each vending area?
Response: Yes, please see Appendix C of this addendum.
5. **Question:** Can we calculate sales by first deducting the Philadelphia sales tax, and Philadelphia Sweet Beverage Tax amounts, before applying the revenue share rate?
Response: Yes, Offerors must indicate in their proposal if the revenue share will be applied to gross sales or net sales.
6. **Question:** What are the vending prices for chips, candy, pastry, cookies 20 oz soda, bottled water, sports drink, energy drink, juice?
Response: Chips \$2.10, candy \$2.60, pastry \$2.60, cookies \$2.60, soda \$2.85, Water \$2.60, Juice \$2.80, energy drink \$4.60.

7. **Question:** Are all vending machines at each Authority location cashless?
Response: No, all vending machines have a cash option.
8. **Question:** Would the Authority like to continue to accept cash as a form of payment for vending purchases?
Response: Yes, please see RFP document Part IV-2, 4. Technology and Payment Systems.
9. **Question:** Regarding service requests, is the four-hour acknowledgement time during normal business hours?
Response: Offeror must respond to a request within 4 hours and be on-site within 24 hours, during normal business hours, Monday-Friday 8:00 AM to 5:00 PM. Please see RFP document Part IV-2, 6.B. Service Request.
10. **Question:** Does the Authority have any 24-hour lots?
Response: Yes, the Authority has 3 impoundment lots that are 24 hours, Lot 1, 6, and 7.
11. **Question:** Is the revenue shared by gross sales?
Response: Yes.
12. **Question:** Will there be a deduction for the Philadelphia soda tax or sales tax before we apply commission rate?
Response: Please see response to Question 5.
13. **Question:** Would the Authority accept a revenue sharing structure less the soda and sales tax?
Response: Please see response to Question 5.
14. **Question:** Is it possible to see the locations where the current vending machines are installed?
Response: Yes, please submit a question using the Question Submission Form identifying which Authority locations you would like to see.
15. **Question:** Can we see the vending machines that are located here at the Authority Headquarters, 701 Market Street?
Response: Due to some Offerors attending the Pre-Proposal meeting virtually a site visit must be scheduled to present the opportunity to all Offerors.
16. **Question:** Are the Authority's current vending machines located outdoor and indoor?
Response: Vending machines are located indoors.
17. **Question:** Is there electricity in the Authority locations that currently have no vending machines?
Response: No, however, the Authority will provide electric at all locations.
18. **Question:** How many employees and how much foot traffic is there at each Authority location with vending machines?
Response: Please see Appendix A of this addendum.
19. **Question:** Is there a breakdown between soda and food machines which are shelf stable snacks versus actual fresh food?
Response: The Authority currently only has one vending machine that offers fresh food which is indicated in Appendix A of this addendum.
20. **Question:** Does the Authority's Airport vending machines contain fresh food?
Response: Yes.
21. **Question:** How much revenue is being generated through the current vending machines?

Response: Please see Appendix B of this addendum.

22. Question: Is the Authority's Airport vending machine a turnstile?

Response: Yes.

23. Question: Will the Authority identify which locations they intend to vend fresh food or is the Authority open to fresh food options for all locations?

Response: The Authority is open to fresh food options at all locations.

24. Question: Will some of the current vending machines be swapped out for a micro market?

Response: The Authority is open to all solutions for each location.

25. Question: Does the Authority currently have any micro markets?

Response: No.

26. Question: Are any of the Authority's vending machines open to the public?

Response: Yes, please see Appendix A of this addendum.

27. Questions: Who is the Authority's current vendor for vending machines?

Response: The Authority's current vendor is RDS Vending and Coffee.

28. Question: Can the Authority confirm how long they have had their current vending machine vendor?

Response: The Authority has had its current vendor for approximately 12 years.

29. Questions: Can we submit questions more than once into the Question Submission Form?

Response: Yes.

30. Questions: If we submit questions on September 2nd, what is the turnaround time to receive a response via addendum?

Response: The Authority is required to issue the final addendum one week before proposals are due.

END OF ADDENDUM ONE

RFP No. 25-17 Addendum #1

Appendix A - Revised Appendix D - Locations,
Measurements and User Information

RFP No. 24-17 Addendum #1 - Appendix A
Revised Appendix D - Locations, Space Measurements and User Information

Vending Machines				
Location	Soda	Food	Measurements	User Base and Traffic
Lot 1 - 2501 Weccacoe Avenue	1	1	7'6" L x 3'W x 8'3" H	Employees only - approximately 65 people
Lot 6 - 4601 Bath Street	1	1	4'L x 3' ½" W x 7'7" H	Employees only - approximately 50 people
Lot 7 - 6801 Essington Avenue	2	2	1 st - 8 ½' L x 4'W x 8'3" H	Customers only - approximately 50 people
			2 nd - 4'3"L x 4'W x 8'H	
			3 rd - 3'6"L x 3'W x 8'H	
Booting/Pole Crew/Fleet - 6801 Essington Avenue	1	1	1st - 4'3"L x 4'W x 8'H	Employees only - approximately 100 people
			2nd - 3'6"L x 3'W x 8'H	
TLD - 2415 S Swanson Street	1	1	7 ½' L x 3'W x 8'6"H	Customers and Employees - approximately 40 people
Headquarters - 701 Market St 4th Floor	2	1	13'L x 3 ½' W x 8'H	Employees only - approximately 400 people
Headquarters - 701 Market St 5th Floor	2	1	11'8" L x 3'W x 8'1"H	Employees only - approximately 100 people
Headquarters - Subbasement	1	1	1st 35" deep 37 1/2" W 5'6"H	Employees only - approximately 45 people
			2nd 70"H X 32" deep x 46 1/2 " W	
Headquarters - 4 th Floor Addition - 701 Market Street (New Space)	2	1	Open area	Employees only - approximately 30 people
Headquarters - Auctions - 701 Market Street (New Space)	1	1	9 ½' L x 3' W x 8'6" H	Employees only - approximately 25 people
BAA - 8th Street (New Space)	1	1	7 ½'L x 3'W x 7'H	Employees only - approximately 25 people
PVB - 8th Street (New Space)	1	1	1 st - 3'10"L x 3'4" W x 7'H	Employees only - approximately 11 people
			2 nd - 4'7"L x 3'W x 7'H	
RPP - 35 N 8th Street	1	1	9'4"L x 3'W x 8'H	Employees and Customers - approximately 50 people
Airport - 1 Main Toll Plaza	2	2	19'9"L x 3 ½'W x 7'10" H	Employees only - approximately 80 people
Total:	19	16		

RFP No. 25-17 Addendum #1

Appendix B - Sales History

**RFP No. 25-17 Vending Machine Upgrade
Addendum #1 - Appendix B
Available Sales History**

Locations		Monthly Gross Sales - January 2024 - May 2025																	
		Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	TOTAL
Lot 1 - 2501 Weccacoe Avenue	Food - Snack	\$180.00	\$240.50	\$112.00	\$48.00	\$276.50	\$192.50	\$197.00	\$124.50	\$249.25	\$35.81	\$297.80	\$203.00	\$108.00	\$221.75	\$192.25	\$231.00	\$205.75	\$3,115.61
	Beverage	\$282.75	\$358.75	\$339.25	\$426.75	\$634.25	\$475.25	\$383.45	\$539.00	\$431.15	\$45.84	\$222.75	\$244.75	\$114.25	\$199.55	\$225.50	\$314.25	\$306.25	\$5,543.74
TLD - 2415 S Swanson Street	Food - Snack	\$72.00	\$36.00	\$58.00	\$51.80	\$102.75	\$97.15	\$89.95	\$201.50	\$127.55	\$87.25	\$0.00	\$132.05	\$129.20	\$70.25	\$130.00	\$143.15	\$88.00	\$1,616.60
	Beverage	\$16.00	\$27.75	\$44.75	\$58.75	\$59.85	\$48.00	\$10.50	\$60.25	\$56.25	\$59.75	\$0.00	\$101.75	\$101.25	\$72.25	\$50.50	\$33.25	\$42.00	\$842.85
Headquarters - 701 Market St 4th Floor	Food - Snack	\$1,356.30	\$1,005.80	\$1,019.00	\$1,002.20	\$1,199.40	\$912.40	\$1,079.40	\$1,245.95	\$1,053.00	\$1,036.50	\$970.60	\$1,112.60	\$889.80	\$901.60	\$1,053.65	\$973.70	\$988.05	\$17,799.95
	Beverage 1	\$680.70	\$596.85	\$683.75	\$705.00	\$1,026.50	\$672.25	\$390.75	\$1,088.40	\$604.10	\$786.50	\$749.00	\$1,046.45	\$844.00	\$719.55	\$925.35	\$952.10	\$818.90	\$13,290.15
	Beverage 2 - Pepsi	\$1,390.30	\$1,210.30	\$1,132.85	\$1,226.55	\$1,288.95	\$1,177.75	\$1,350.85	\$1,510.50	\$1,075.75	\$1,312.75	\$1,281.65	\$1,456.60	\$1,267.80	\$1,097.05	\$1,111.15	\$1,238.30	\$1,013.50	\$21,142.60
Headquarters - 701 Market St 5th Floor	Food - Snack	\$191.30	\$383.05	\$350.75	\$155.90	\$320.70	\$316.30	\$356.10	\$478.00	\$336.80	\$281.60	\$330.65	\$297.75	\$450.75	\$356.15	\$225.05	\$377.15	\$311.40	\$5,519.40
	Beverage 1	\$149.50	\$323.50	\$184.75	\$109.75	\$200.00	\$145.75	\$135.25	\$142.25	\$120.75	\$129.25	\$115.25	\$68.75	\$132.00	\$38.25	\$76.55	\$91.00	\$97.50	\$2,260.05
	Beverage 2 - Pepsi	\$76.00	\$187.50	\$205.25	\$94.25	\$159.75	\$163.45	\$218.95	\$226.60	\$276.25	\$125.25	\$187.75	\$202.50	\$354.50	\$211.25	\$193.75	\$162.50	\$171.00	\$3,216.50
Headquarters - Subbasement	Food - Snack	\$109.50	\$123.50	\$53.00	\$57.00	\$24.50	\$17.00	\$86.00	\$100.00	\$72.50	\$120.00	\$0.00	\$189.00	\$222.50	\$86.00	\$125.00	\$181.00	\$103.50	\$1,670.00
	Beverage	\$112.50	\$73.75	\$46.00	\$40.75	\$29.50	\$2.75	\$56.50	\$55.00	\$68.75	\$129.00	\$0.00	\$104.50	\$186.75	\$46.75	\$104.25	\$82.00	\$150.50	\$1,289.25
Airport - 1 Main Toll Plaza	Food 1 - Cold Food	\$206.35	\$194.90	\$191.80	\$189.35	\$106.30	\$145.45	\$141.25	\$68.75	\$99.00	\$35.50	\$73.75	\$27.25	\$14.00	\$19.75	\$40.15	\$21.50	\$0.00	\$1,575.05
	Food 2 - Snack	\$400.15	\$359.95	\$655.95	\$665.25	\$579.90	\$465.45	\$458.75	\$581.50	\$404.00	\$420.00	\$373.55	\$521.50	\$340.00	\$330.00	\$426.25	\$409.25	\$510.00	\$7,901.45
	Beverage 1	\$158.05	\$277.55	\$297.75	\$340.40	\$127.35	\$238.25	\$374.70	\$347.10	\$338.35	\$155.80	\$302.75	\$289.75	\$303.90	\$271.80	\$285.25	\$174.65	\$280.80	\$4,564.20
	Beverage 2 - Pepsi	\$361.25	\$262.15	\$308.10	\$406.85	\$339.25	\$112.00	\$0.00	\$260.35	\$331.00	\$239.00	\$165.75	\$214.00	\$237.25	\$183.00	\$171.50	\$165.00	\$280.25	\$4,036.70
GROSS SALES TOTAL FOR ALL LOCATIONS																			\$95,384.10

RFP No. 25-17 Addendum #1

Appendix C - Vending Machine Photographs

RFP No. 25-17 Vending Machine Upgrades

Addendum #1 – Appendix C – Vending Machine Photographs

Impoundment Lot 1



Lot 6 – Snack



Lot 6 – Beverage



Lot 7 – Snack



Lot 7 – Beverage



Lot 7 – Fleet – Snack



Lot 7 – Fleet – Beverage



Airport – Snack



Airport – Cold Food



Airport – Beverage - Pepsi



Airport – Beverage



Headquarters – Subbasement – Snack



Headquarters – Subbasement – Beverage



Headquarters – 4th Floor - Snack



Headquarters – 4th Floor - Beverage



Headquarters – 4th Floor – Beverage - Pepsi



Headquarters – 5th Floor - Snack



Headquarters – 5th Floor – Beverage



Headquarters – 5th Floor – Beverage – Pepsi



TLD - Snack



TLD - Beverage

