

The following questions were received from potential bidders. The questions and answers are being distributed to all potential bidders.

1. *Do you know about how many employees are in your office?*

There are a total of 260 employees throughout City Hall and other City-operated locations.

2. *What's important to you as far as functionality, and product?*

Both are equally important. We want a good tasting product that's easy to prepare.

3. *Are you strictly interested in the traditional machines or would like also like to know about the bean to cup machines as well?*

We currently have traditional machines but are open to seeing other alternatives.

4. *Who is your current provider and how's that working for you?*

Gourmet Coffee Service is our current provide and the City is happy with their service and product.

5. *Can you please provide me with your overall volume in consumption and or the annual budget allocated towards office coffee services?*

The City spent upwards of \$42,000 in 2016 on coffee services.

6. *Listed are 10 locations, would it be accurate to assume that you'll need one machine in each of them?*

Yes.

7. *Are you looking for a high-end premium blend or a value coffee?*

We currently use Starbucks & Peet's Brands. The City would be interested in something of that caliber or better.