

# Addendum I

## **METRO BUS VENDING MACHINE SERVICES REQUEST FOR PROPOSAL**

**Date:** March 7, 2024

**From:** Gary Korneck, Procurement Manager, Metro Bus

**Subject:** Utilization of Vending Machine Sales Commissions

As part of this RFP process, we received a question regarding Metro Bus's utilization of the commission earned from the public and employee vending machines located in Metro Bus's facilities.

Metro Bus had been utilizing these revenues as a means of funding the agencies employee wellness and incentive programs. A Statement of Position issued by the Minnesota Office of the State Auditor now requires that the commissions from our public sales machines located at our downtown Transit Center cannot be used for this purpose. These sales commissions must be deposited in the general fund like any other operating revenue.

Metro Bus can continue to utilize the sales commissions from the machines located at the Operations facility as a means of funding our employee wellness and incentive programs.

CC: Paula Mastey, Director of Finance