

Request for Proposal
Soft Drink Vending

RFP 1137

Submission Date and Time:

October 8, 2021 @ 10am

**PROPOSALS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE
ACCEPTED**

Submit Sealed RFP to:

The Office of Business and Finance

Attention: Dr. Rosa C. Spencer, Dean of Business and Finance

3000 Earl Goodwin Parkway

P.O. Box 2530

Selma, AL 36703

Invitation to Bid
Wallace Community College Selma
3000 Earl Goodwin Parkway
Selma, Alabama 36701
Bid Number: 1137

INTRODUCTION

The Office of Business and Finance of Wallace Community College Selma, requests bids from qualified businesses, agencies, professionals and other providers for:

Soft Drink Vending Services

Sealed bids will be accepted in the Business Office of Wallace Community College Selma until **October 8, 2021 @ 10:00 am**. The College reserves the right to accept or reject any or all bids or any portion thereof. Bids may be held by the College for a period not to exceed sixty (60) calendar days from the date of opening bids for the purpose of reviewing them and investigating the qualifications of the bidders prior to awarding the contract.

Length of time involving delivery and/or installation of items may be a determining factor in awarding the bid. Specify delivery and installation time involved. If applicable, installation costs are to be listed separate from equipment costs.

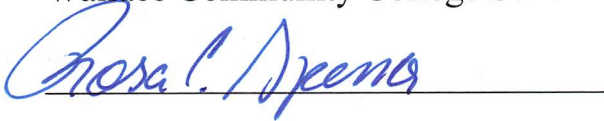
All factors stated in this invitation package will be evaluated in determining the successful bidder. Any omission of the herein stated requirements may be cause for rejection for the bid submitted, solely as determined by Wallace Community College Selma.

Contractual services awarded to vendors may not be subcontracted to other vendors without the Colleges express approval.

Any bidder or company that is owned by ex-employee(s) of the College or will engage an ex-employee(s) of the College must inform the Dean of Business and Finance and receive prior approval before the bid award.



Dr. James M. Mitchell
President
Wallace Community College Selma



Dr. Rosa C. Spencer
Dean of Business and Finance
Wallace Community College Selma

SCOPE OF WORK

This request for Proposal (RFP) is being issued to solicit proposals from a qualified, financially sound, and responsible firm to serve as an exclusive vendor to provide soft drink vending to the College. The primary goal of the RFP process is to increase existing as well as generate additional revenue streams for the College. This will be accomplished by establishing a long-term relationship with a vendor that will be mutually beneficial to both parties. It is critical that the College receives quality, creative and comprehensive offers to this RFP in order to make the best informed decision.

The College is looking for proposals that provide:

1. A product offering that includes contemporary items that are customer focused, that includes products for people with special dietary needs such as but not limited to sugar-free and low sodium;
2. Competitive pricing affordable to students and employees that is competitive with market pricing;
3. An increase in sales and commissions from the College's vending services.

SPECIFICATIONS:

Please provide a plan that addresses the following:

Vending Records and Reports

The successful vendor shall maintain a separate record for each vending machine. The successful vendor shall make and present gross receipts reports each month to the Dean of Business and Finance covering all appropriate receipts for the full prior month.

Vending Equipment and Service Requirements

All equipment to be supplied shall be new to current modern equipment that has one and five dollar bill change making ability and provided at no cost to the

College. The equipment to be furnished must be acceptable in appearance and operation to the college.

The Successful vendor is to provide maintenance and repair service during the normal work week of Monday through Friday. For service calls placed during normal business hours, service is required within 24 hours. Equipment that cannot be repaired within 24 hours following notification of the problem is to be replaced with a similar piece of workable equipment.

Each machine is to be clearly labeled near eye level the area of the coin/bill acceptor with the telephone number to report malfunctions, and College location to receive refunds when money is accepted and no product or an unsatisfactory product is vended.

Equipment Locations

Vending machines will be placed in locations as specified by the College and determined prior to award. Upon completion of installation, successful vendor shall provide a list of all their equipment and all locations of said equipment, to the Dean of Business and Finance, and certify that each unit is in proper working condition.

Upgrades, Availability and Removal

The College reserves the right to ADD or DELETE vending on its campus or request to change the equipment at any time as the need arises.

Pricing and Value-Added Considerations

Vendor to provide prices, for this items proposed. Items shall be priced reasonably and competitively and, in no event, exceed limits set by the College. The College reserves the right to approve all selling prices.

It is important that vendor outline features of its offer, such as value-added considerations that support the College's academic, athletic and cultural programs, equipment, promotions, and/or services considerations, that will be provided to the

College but which are not priced in submission to this RFP, but which enhance the acquisition process.

Vending Commissions

Commission should be stated as a percentage of gross sales without deduction of any costs by the successful vendor. At a minimum, successful vendor shall pay commission on a monthly basis and shall provide the College with a written report regarding status of product sales.

Outsourced Service Providers

Campus Dining (Cafeteria & the Grill)

These outsourced service providers and any successor entities shall be required to serve/sell successful vendor's beverages on Campus. Terms for the purchase and delivery of successful vendor's products to these entities shall be made in accordance with the terms and conditions of any existing or negotiated contracts between successful vendor and these entities.

Terms of Contract

The effective date of this Contract shall be upon signing, and shall be for a term of two years (2) with the option of two additional years with mutual agreement of both parties. Either party may terminate this Contract with or without cause upon one hundred twenty (120) days prior written notice.

Acceptance, Award or Rejection of Proposal

The award of this contract, will as a general practice, be made to a responsible supplier, who clearly demonstrates their capability to provide the College with the desired goods and/or services at a cost acceptable to the College, while meeting all the terms, conditions and specification of this RFP. This would be a supplier with the necessary resources, qualifications, expertise and/or experience to carry out the full requirement of the contract.