



## **REQUEST FOR PROPOSALS**

### **VENDING SERVICES**

**ROWAN COUNTY**  
130 West Innes Street  
Salisbury, NC 28144

704-216-8174

[david.sifford@rowancountync.gov](mailto:david.sifford@rowancountync.gov)

Date Issued: Wednesday, May 18, 2016

Date Due: Friday, June 3, 2016 at 5:00 pm ET

Administered by: David Sifford, Purchasing Agent

Rowan County  
Request for Proposal

**Background and Scope**

**A. General Information**

Rowan County is soliciting Request for Proposals for Contract Vending Services for various Rowan County facilities/locations. The contract will provide vending machine services to the locations with approximately thirty five (35) machines. All related equipment will be installed by the awarded vending contractor. The purpose of the Request for Proposals is, therefore, to obtain competitive proposals in accordance with the North Carolina Purchasing Laws and the Rowan County Purchasing Policies.

**B. General Conditions**

This RFP is not an offer to contract. Acceptance of a proposal neither commits the County to award a contract to any contractor, even if all requirements stated in this RFP are satisfied, nor limits our right to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than lowest price.

Please note: Price will not be the only factor considered when selecting a vendor. Rowan County is seeking the proposal with the best overall value to the County.

**C. Reservations**

Rowan County reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject all proposals or accept an alternate proposal. The County also reserves the right to waive any immaterial defect in the proposal. The proposal shall be good for a period of sixty (60) days from the opening of the proposal. The County may seek clarification of the proposal at any time and any delayed response could be a cause for proposal rejection. The County may require submission of the best and final proposals.

**D. Incurred Costs**

Rowan County will not be liable for any costs incurred by respondents in replying to this RFP.

**E. Award**

Award shall be made by Rowan County to the proposal that is determined to be the most advantageous to Rowan County.

**F. Assignment**

The proposal respondent may not reassign any award made, as a result of this RFP, without prior written consent of Rowan County.

**G. Evaluation Criteria**

Proposals will be reviewed and a vendor will be selected based on the following criteria (listed in no particular order):

- Proposed Pricing
- Demonstrated capacity
- Qualifications and Experience
- Customer Service

**H. Proposal Instructions and Time Frames**

Respondents are to submit sealed proposals, which will be evaluated by Rowan County to determine the completeness of the proposal. The sealed proposal must be clearly labeled on the outside of the envelope or package “**ROWAN COUNTY VENDING SERVICES PROPOSAL**” in order to be considered. Submit one marked original and two (2) complete copies of the proposal.

**Submission Location:** Rowan County Finance Department  
Attn: David Sifford, Purchasing Agent  
130 West Innes Street, Suite 110-120  
Salisbury, NC 28144

**Submission Deadline:** Friday, June 3, 2016 at 5:00pm ET

**Contact/Questions:** David Sifford, Purchasing Agent  
Rowan County Finance Department  
130 W. Innes St., Salisbury, NC 28144  
704-216-8174  
[david.sifford@rowancountync.gov](mailto:david.sifford@rowancountync.gov)

**\*Note:** Bidders must contact David Sifford to indicate that they will be offering a proposal in order to receive addendum and/or changes to the RFP.

**I. Project Timetable**

Request for Proposal	5/18/2016
Proposals Due	6/3/2016 5:00 pm ET

**J. Proposal Contents / Format**

The following sections/information will be considered integral to this solicitation. As such, please address each accordingly.

1. **Pricing:** Provide a detailed pricing structure of the proposed vending items. Rowan County is not seeking a commission on the vending service, but does require that the costs be kept as low as possible and that 40% of the items offered in the machines be healthy options.
2. **Work Schedule:** Provide a timeline indicating when the work can be done, what maintenance and/or repair services will be included and the estimated start and completion dates for those services.
3. **References:** All proposals should include names, addresses, telephone numbers and contact persons for at least three (3) other organizations for which comparable services have been rendered in the past five (5) years.

**K. Detailed Scope of Services**

- A. Rowan County currently has a contract which provides vending machines and services for all Rowan County locations and it is due to expire on June 30, 2016. The purpose of this Request for Proposals is, therefore, to obtain a new three (3) year contract that will provide the best vending service to Rowan County employees and visiting public.

- B. Rowan County is not seeking a commission on the machines, but is seeking a vendor who will supply healthier items in the machines at an equal or lower cost. All machines should maintain, on average, 40% healthier items. Beverage machines should offer bottled water and 100% fruit juice.
- C. The number of machines required may be increased or decreased at any time during the contract period at the sole discretion of Rowan County.
- D. The awarded contract will be for an initial three (3) years, beginning July 1, 2016 and ending on June 30, 2019.
- E. It is possible for each new service contractor/supplier submitting a bid to physically visit each vending service location. These visits shall be arranged by contacting Amy Smith at 704-216-8859 who will be coordinating these visits and services.
- F. The Vending Service Vendor/Supplier will be required to:
  - Comply with all aspects of the American Disabilities Act (ADA).
  - Have service personnel properly bonded, necessary to release Rowan County of all liabilities.
  - Provide service(s) of all equipment from 8:00 a.m. to 5:00 p.m. Monday through Friday for filling, replenishing and restocking of all machines.
- G. All utilities, water and electricity, including outlets will be furnished by Rowan County.
- H. All tables and chairs will be furnished by Rowan County.
- I. The awarded Vending Services Vendor/Supplier will be responsible for the following:
  - all maintenance and repair at their expense
  - cleaning and polishing of vending equipment
  - daily check of all equipment
  - maintaining a record of service calls and
  - making available these records to Rowan County upon request
  - maintaining a program of preventive maintenance and regular replacement of worn and damaged or malfunctioning equipment.
- J. A required Certificate of Insurance is to include the following coverage and limits to liability:

	<u>Each Person</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
Comprehensive General Liability	\$250,000	\$1,000,000	\$1,000,000
Bodily Injury Liability		\$100,000	\$ 200,000
Workmen's Compensation	Statutory		
Employers Liability	Statutory		

Comprehensive General Liability includes but is not limited to consumption or use of products, existence of equipment or machines on location and contractual obligations to customers.

- K. No assignment or transfer of the operating agreement may be made in whole or in part without written consent of Rowan County.
- L. Rowan County may cancel the Contract Agreement at any time with a sixty (60) days written notice for any one and/or more of the following reasons:

- Quality of service required unsatisfactory to the account after service of a ten (10) day notice to correct, including, but not limited to, failure to maintain adequate personnel whether arising from labor disputes or otherwise.
  - Maintenance of facilities and equipment unsatisfactory after a fifteen (15) day notice to correct.
  - Any substantial change in ownership, proprietorship or operator which in the opinion of the account is not in its best interest.
  - Failure to comply with any terms of the agreement after reasonable notice to correct.
  - Any other reason determined to be in the best interest of Rowan County.
- M. Cancellation Clause: The awarded service vendor/supplier may cancel this contract for any reason with a sixty (60) day written notice to Rowan County.
- N. Other miscellaneous conditions are:
- Rowan County assumes no responsibility for theft of merchandise, money or machines, nor will it assume responsibility for machine jack potting losses.
  - The awarded vendor/supplier assumes liability for all Federal, State, County and Municipal license fees for any and all taxes (Federal, State and Local) levied upon its business, sales, income and property.
  - Rowan County will award the contract based on service capability, product variety and product pricing.
  - Award: It is the intent of Rowan County to do a Single Award to one supplier for most Rowan County locations and not do a specific line item award. All proposals will be evaluated and Rowan County will award whichever is in the best interest of the County.
  - All equipment should be of the latest design and either new or reconditioned to look like "NEW" status and appearance.
  - All equipment must be approved by the National Sanitation Foundation, the National Automatic Merchandising Association, State & Local Health Departments and Underwriters Laboratory (UL).
  - If Rowan County requires any and/all vending equipment to be moved for cleaning or building maintenance work, such moving will be the responsibility of the awarded vendor/supplier.
  - When the contract has been awarded and in effect, any changes in the equipment type, number of equipment items, prices charged or items offered must be approved by Rowan County. All vending machines shall be stocked so that continuous service is available throughout the weekend.
  - All vending machine locations must be maintained in very good, clean, workable order at all times.
  - All equipment used in this vending service contract should be free and clear of liens, mortgages, and/or encumbrances unless previous notice furnished to Rowan County.
- O. Rowan County is not seeking a commission on the machines, but is seeking a vendor who will supply healthier items in the machines at an equal or lower cost. All machines should maintain, on average, 40% healthier items. Beverage machines should offer bottled water and 100% fruit juice.
- P. Your hard copy response(s) to this RFP requires one (1) original copy and one (1) copy. Your hard copy **response shall include the following:**
- Attachment A - Vending Price List
  - Attachment C - Proposal Response Form
  - a copy of your Certificate of Insurance
  - schedule of vending equipment by location
  - the estimated dollar value of all your recommended equipment
- Q. If any information contained in this Request for Proposal is to be treated as Confidential, then it should be stated in the cover letter and stamped on each page. **The sealed hard copy of your proposal must be received by the Rowan County Finance Department, Attn: David Sifford, Purchasing Agent, 130 West Innes Street, Salisbury, North Carolina 28144 by event close date and time of June 3, 2016 @ 5:00 PM ET.**



**Rowan County  
Request for Proposals  
Vending Services**

**Attachment B**

**2016 Vending Machine Inventory**

**Emergency Services**

2727 Old Concord Road, Salisbury

2 drink machines and 1 snack machine downstairs

**Rowan Sheriff's Office**

Landis Location

102 N. Central Ave. Landis

1 drink machine located in the rear of the building

Detention Center

115 W. Liberty St. Salisbury

1 drink machine and 1 snack machine located in bulk storage

Sheriff's Office

232 N. Main St. Salisbury

2 drink machines and 1 snack on the first floor

1 drink machine and 1 snack machine on the second floor

**Department of Social Services**

1813 East Innes Street, Salisbury

Salisbury, NC 28146

1 drink machine & 1 snack machine in the Red Hall Break Room

2 drink machines & 1 snack machine in the Light Blue Hall Break Room

1 drink machine & 1 snack machine in Front Entrance (for the public)

**Rowan County Building**

(Assessor/Planning/Envir. Health/Register of Deeds/Building Code Enforcement)

402 N. Main St., Salisbury

2 drink machines and 1 snack machine on first floor

**Telecommunications (911 Center)**

1090 Corporate Center Dr., Salisbury

1 drink machine and 1 snack machine in the break room

**Rowan County Cooperative Extension**

2727 Old Concord Road, Salisbury

1 drink and 1 snack on first floor in the lobby in front of the restrooms

**Rowan County Health Department**

1811 East Innes Street, Salisbury

2 drink machines and 1 snack machine in the staff break room

**Rowan Public Library**

201 W. Fisher St., Salisbury

1 drink machine and 1 snack machine in our staff lounge on the third floor

**Rowan County Administration**

130 West Innes Street, Salisbury

1 drink machine and 1 snack machine

**Rowan County Airport**

3670 Airport Loop, Salisbury

1 drink machine and 1 snack machine

**Rowan County Facilities Management**

425 Airport Road, Salisbury

1 drink machine

**ATTACHMENT C**

**ROWAN COUNTY  
REQUEST FOR PROPOSALS  
VENDING SERVICES**

**PROPOSAL RESPONSE FORM**

The undersigned proposes and agrees that if this proposal is accepted to contract with Rowan County, North Carolina for the furnishing of all equipment and labor necessary to complete the scope of work described in the Request for Proposals documents in full and complete accordance with specifications and contract documents, and to the full and entire satisfaction of Rowan County, North Carolina:

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Pursuant to the provisions of NC G.S. 143-54 under penalty of perjury, the signer of the bid certifies that this bid has not been arrived at collusively nor otherwise in violation of Federal or North Carolina antitrust laws.

The following addenda are acknowledged: #01 dated \_\_\_\_\_ #02 dated \_\_\_\_\_

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

CONTRACTOR: \_\_\_\_\_  
(Name of firm or corporation submitting bid proposal)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Number of years in the Snack Vending business? \_\_\_\_\_

Number of years at current Location? \_\_\_\_\_

Do you maintain a permanent commercial business office? \_\_\_\_\_

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REFERENCES:

	COMPANY	CONTACT	PHONE
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____