



PROPOSAL NO. CB-

**REQUEST FOR PROPOSAL FOR
VENDING MACHINES
AT CITY OF ABILENE FACILITIES**

PURPOSE

The City of Abilene is soliciting proposals from interested and qualified parties to provide, maintain, stock and manage at minimum, customer vending machines in city-owned facilities listed in **Exhibit 1**. The purpose is to provide employees and customers with food and drink to meet current and future requirements while providing percentage based commissions to the City.

All workmanship, materials and equipment (including vending machines) supplied and installed shall meet or exceed the requirements and adhere to all City and State of Texas Mechanical, Structural and Electrical Code/Standards. All workmanship will appear as “new construction” with all component colors approved by City staff.

SCOPE

Proposal is for installation of vending machines with various beverage and food products for City facilities. Service to be provided is a line of products, including but not limited to coffee, soft drinks, water and any variety of snack food and meal items as required by each individual facility. Proposer shall include a commission on all items sold that will be paid monthly to the City of Abilene.

This is a non-exclusive contract and open to all city departments and divisions.

All equipment required for the delivery of vending service is to be furnished by Proposer. Proposer shall have access to premises between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except for City approved holidays. Access to secured areas will be provided based on advanced notice or a set schedule.

Once under contract, modifications may be made at any time as determined by sales and mutually agreed upon by City and successful proposer. Modifications, additions or removal of service at any location shall incur no additional costs or fees.

City requires at a minimum:

The Proposer shall provide all labor, materials, and equipment necessary to put in working operation:

Proposer shall list the types and brands of drinks, snacks and meals available to the Proposer to install in each type of vending machine. Specific items to be stocked in each individual facility will be agreed upon after award of proposal.

32 Total Machines at 15 Locations:

10 x Snack Vending Machines.

1 x Meal (i.e. Sandwich) Vending Machine

20 x Cold Drink Vending Machine. Drink machines should have a minimum of five (5) selection options. The Airport and Library drink vending products shall be in plastic bottles. Other locations determined by RFP proposal.

1 x Hot Drink machine. Must brew coffee. A variety of coffees must include a Decaffeinated choice.

A proposed commission to the City of Abilene.

Credit cards shall be accepted.

Apple Pay and Android Pay

Change makers are required on each machine.

Proposer must maintain equipment in a serviceable and attractive condition and provide an adequate supply of products at all times. City will provide utilities necessary to operate machines. Representative machines proposed are to be made available for inspection prior to award of proposal and will be part of the proposal award evaluation process. Inspection of equipment in operation at an existing customer's facility is acceptable as long as it is representative of the equipment being proposed.

Prices quoted for products will remain in effect for a least ninety (90) days after contract is executed or service begins, whichever is later. Price changes may be requested after ninety (90) days by submitting written justification to the Director of Transportation Services for approval by City of Abilene.

The Proposal Form (**Exhibit 2**) is to be submitted as part of your proposal and must be signed by an authorized company official. A response must be made for each line item to include: price and type of products to be provided, a repair/maintenance response time, and re-stocking schedule.

Location Breakdown:

*Public visitors are based on estimates and employee numbers change over time.

There will be individual points of contact for each location/department/division.

CityLink; 1189 S. 2nd St.

2 Public Cold Beverage Machines

1 Employee Only Cold Beverage Machine

1 Public Snack Machine

1 Employee Only Meal Vending Machine

Public Visitors per Week: 500+

Employees Working in Facility: 77

Facility Open to the Public: M-F 6:00 am - 6:00 pm; Sat 7:00am – 6:00pm

Facility Open to Employees: M-F 5:00 am – 12:00 am; Sat 7:00am – 6:00pm

Abilene-Taylor County Public Health District; 850 N 6th St.

1 Employee Only Cold Beverage Machine

1 Employee Only Snack Machine

Public Visitors per Week: 200

Employees Working in Facility: 45

Facility Open to the Public: M-F 8:00am – 5:00pm, Tuesdays 8:00am – 7:00pm, 1st

Saturday 8:00am – 2:00pm

Facility Open to Employees: M-F 8:00am – 5:00pm, Tuesdays 8:00am – 7:00pm, 1st

Saturday 8:00am – 2:00pm

MERCY Health Care Center; 1902 Shelton

1 Public Cold Beverage Machine

1 Public Snack Machine

Public Visitors per Week: 100

Employees Working in Facility: 10

Facility Open to the Public: M-F 8:00am – 5:00pm

Facility Open to Employees: M-F 8:00am – 5:00pm

Abilene Public Library (Main); 202 Cedar St.

Library locations shall have bottled drinks. No canned drinks allowed.

1 Public Cold Beverage Machine (Prefer Healthy Options)

1 Employee Only Snack Machine (Prefer Healthy Options)

Public Visitors per Week: 3,675

Employees Working in Facility: 24

Facility Open to the Public: M, T, Th 9:00am to 9:00pm; W, F, Sat 9:00am to 6:00pm.

Facility Open to Employees: M, T, Th 8:00am to 9:00pm; W, F, Sat 8:00am to 6:00pm.

Custodial staff arrive at 6am M-F. Has public events outside these times.

Fleet Maintenance; 898 Sandy

1 Public Cold Beverage Machine

1 Public Snack Machine

Public Visitors per Week: 250

Employees Working in Facility: 23

Facility Open to the Public: N/A

Facility Open to Employees: M-F 7:00am – 5:30pm

The Armory; 2641 South 9th & 2542 South 9th

2 Employee Only Cold Beverage Machines

2 Employee Only Snack Machines

Public Visitors per Week: N/A

Employees Working in Facility: 50+

Facility Open to the Public: N/A

Facility Open to Employees: M-F 6:15am -5:00pm

Impound Facility; 2349 Sandy St.

1 Public Cold Beverage Machine

Public Visitors per Week: 60

Employees Working in Facility: 1

Facility Open to the Public: M-F 9:00am – 5:00pm

Facility Open to Employees: M-F 9:00am – 5:00pm

Public auctions held 6 times a year w/approx. 150 visitors and 5 employees. Generally Saturdays with public visitor's days prior.

Solid Waste Services; 149 Gann St.

1 Public Cold Beverage Machine

Public Visitors per Week: 2

Employees Working in Facility: 66

Facility Open to the Public: M-F 7:30am – 4:30pm

Facility Open to Employees: M-Sat 4:30am – 5:00pm

Currently has 20oz bottles.

Sears Recreation Center; 2250 Ambler

1 Public Cold Beverage Machine

Public Visitors per Week: 750

Employees Working in Facility: 3

Facility Open to the Public: M-F 9:00am- 9:00pm

Facility Open to Employees: M-F 9:00am- 9:00pm

Rose Park Senior Center; 2625 S. 7th

1 Public Cold Beverage Machine

Public Visitors per Week: 3000

Employees Working in Facility: 16

Facility Open to the Public: M-F 8:00am – 4:00pm

Facility Open to Employees: M-F 8:00am – 4:00pm

Rose Park Recreation Center; 2601 S. 7th

1 Public Cold Beverage Machine

Public Visitors per Week: 750

Employees Working in Facility: 3

Facility Open to the Public: M-F 9:00am – 9:00pm

Facility Open to Employees: M-F 9:00am – 9:00pm

Daniels Recreation Center; 541 N. 8th

1 Public Cold Beverage Machine

Public Visitors per Week: 750

Employees Working in Facility: 3

Facility Open to the Public: M-F 9:00am – 9:00pm

Facility Open to Employees: M-F 9:00am – 9:00pm

Cobb Recreation Center; 2302 State St.

1 Public Cold Beverage Machine

Public Visitors per Week: 750

Employees Working in Facility: 6

Facility Open to the Public: M-F 9:00am -9:00pm

Facility Open to Employees: M-F 9:00am -9:00pm

Airport Terminal; 2933 Airport Blvd

Airport locations shall have bottled drinks. No canned drinks allowed.

2 Public Cold Beverage Machine

1 Public Hot Beverage Machine (Coffee Machine Water Line Present)

2 Public Snack Machines

Public Visitors per Week: 4000

Employees Working in Facility: 65

Facility Open to the Public: 7 days a week – 4:30am – 11:30pm

Facility Open to Employees: 7 days a week – 4:00am – 11:30pm

City Hall; 555 Walnut St.

2 Public Cold Beverage Machine

1 Public Snack Machine

Public Visitors per Week: 1000

Employees Working in Facility: 200

Facility Open to the Public: M-F 8:00am – 5:00pm

Facility Open to Employees: M-F 7:00am – 6:00pm

PROPOSAL

The City is soliciting proposals from interested and qualified parties to provide all labor, and materials for the installation and continuous service and stocking of vending machines as described in the Scope.

INSURANCE REQUIREMENTS

General Liability - \$500,000/occurrence

The City of Abilene must be named as Additional Insured on the certificate.

SAMPLE CONTRACT

A sample contract is included as **Exhibit 3**. This sample contract only demonstrates a standard City of Abilene service contract and the intents and purposes covered in it. The contract may be changed prior to execution of the actual contract.

PRE-PROPOSAL CONFERENCE

A Pre-proposal conference will be held **Thursday September 6th at 1:30-3:30** in the lower level conference room of the airport terminal. Proposers are encouraged to attend as the details of this system and the proposal process will be discussed. Questions and requests for information must be submitted by **September 11th at 2:00 p.m.** to: Alex Cargile, Airport Contracts Specialist, 2933 Airport Blvd. Suite 200, Abilene, TX 79602; or by e-mail (alex.cargile@abilenetx.gov). Questions will be answered by **September 13th at 5:00pm.**

PROPOSAL SUBMITTAL

Sealed proposals will be received at the OFFICE OF THE PURCHASING ADMINISTRATOR, CITY HALL, 555 WALNUT STREET, ROOM 201A, ABILENE, TEXAS 79601, or via hand delivery on or before **Thursday September 20th at 4:00pm**. Proposers to be considered by the City must submit **all** of the following:

1. Completed Proposal Form (**Attachment A**)
2. Qualifications and Experience Questionnaire (**Attachment B**)
3. Conflict of Interest Questionnaire (**Attachment C**)
4. Certificate(s) of Insurance with City of Abilene named as Additional Insured
5. Other considerations as part of this RFP

PROPOSAL REJECTION AND DISQUALIFICATION

The City may in its discretion reject or disqualify proposals. The following list is not exhaustive but includes:

1. Failure to provide complete documentation as required.
2. Evidence of collusion.
3. Default or termination of other contracts.
4. Lack of ability to operate as proposed.
5. Omissions or fraudulent statements.
6. Current or past outstanding overdue debts to City of Abilene.
7. Other causes as deemed relevant by the City.
8. The City reserves the right to reject any and all proposals.

CONFIDENTIALITY OF RECORDS

Proposers must identify each portion of their proposal which they deem confidential, or which contain proprietary information, patents, or patents pending, copyrights, or trade secrets. Proposers must provide justification of what materials, upon request, should not be disclosed by the City. City records may be subject to disclosure to the public under the Texas Open Records Act. The City may use or disclose the data submitted by each Proposer for any purpose unless its use is so identified and restricted by a Proposer. The Proposer's opinion of proprietary information is not binding on the City.

PROPOSAL EVALUATION

The City will review the merits of the proposals in accordance with the evaluation criteria listed below. Failure to provide information requested in this RFP may result in disqualification of a proposal. The sole objective of the evaluation will be to evaluate the responsiveness of each Proposer to the requirements of the RFP. Proposal selection criteria shall be evaluated in selective order of importance as listed below:

1. 5 Points - Price of products
2. 5 Points - Previous vending experience with the City of Abilene.
3. 10 Points - Variety of items offered
4. 10 Points - Commission paid to City of Abilene
5. 10 Points - Attractiveness of machines to be installed - interest is in neat, clean, attractive, well-maintained equipment with modern features and not on high impact graphics or flashing lights.

PROPOSER RESPONSIBILITY

Should a prospective Proposer find a discrepancy, or discrepancies in, or omissions from the Instructions to Proposers, the sample form of Agreement, or any drawings relating thereto, or should a Proposer be in doubt as to their meaning, Proposer shall at once notify in writing the City, who will then develop any necessary clarifications or addenda. **The City will not be responsible for any oral instructions or interpretations given by or to anyone whomsoever.**

POC: MS. MELISSA DENSON, PURCHASING MANAGER
CITY HALL, 555 WALNUT STREET, ROOM 201A
ABILENE, TEXAS 79601

Proposers are expected to familiarize themselves with the locations of the premises, and if applicable, mechanical, electrical, plumbing, fire protection, and base building details in connection with this operation.

Any prospective Proposer desiring to submit a proposal for the City shall examine the terms of these Instructions to Proposers, Sample Agreement, and other materials and shall judge for themselves all the circumstances and conditions affecting their proposal. **Failure on the part of any Proposer to make such thorough examination or to investigate thoroughly the conditions of the proposal shall not be grounds for a declaration that the Proposer did not understand the proposal package.**

RANKING OF PROPOSALS BY CITY

In the event the City desires further information or clarification regarding any proposal, the City may request such information from Proposer. The City will rank the Proposals according to the evaluation criteria listed above, and select the most qualified proposer according to the ranking. The City shall conduct contract negotiations with the ranking Proposer. In the event a successful contract is not entered into with the top ranking Proposer, the City shall end negotiation and shall negotiate with the next top ranking Proposers until such time that a contract is agreed to. The City reserves the right to reject any or all Proposals.

PROPOSAL FORM

ABILENE REGIONAL AIRPORT TERMINAL CUSTOMER VENDING MACHINES

TO: MS. MELISSA DENSON, PURCHASING MANAGER
CITY HALL, 555 WALNUT STREET, ROOM 201A
ABILENE, TEXAS 79601

Dear Ms. Denson:

The undersigned, having examined the Instructions to Proposers, the Sample Agreement, and any and all related documents for the proposed **City of Abilene Facilities Vending Machine RFP** at 555 WALNUT STREET, ABILENE, TEXAS 79601 and having become familiar with the proposed sites therefor and operations thereof, hereby proposes the following cost to the City for the afore-described service under the Agreement to be executed if the undersigned is the successful Proposer.

A. Proposed price of products (may be listed as an attachment): _____

5 Points

B. Previous vending experience with the City of Abilene. _____

5 Points

C. Variety of items offered: _____

10 Points

D. Commission paid to City of Abilene: _____

10 Points

E. Attractiveness and Features of machines to be installed: _____

10 Points

The undersigned hereby acknowledges receipt of copies of the City Contract and Instructions to Proposers for the **City of Abilene Facilities Vending Machine RFP** and that the same have been reviewed prior to the execution of the proposal; that the premises have been inspected by the undersigned, who has become thoroughly familiar herewith and with the proposed method of operation. The undersigned further:

- (a) Acknowledges the right of the City in its sole discretion to reject any or all proposals submitted, and that an award may be made to a Proposer other than one of the lowest monetary cost to the City of Abilene.
- (b) Acknowledges and agrees that the discretion of the City in selection of the successful Proposer shall be final, not subject to review or protest, and
- (c) Acknowledges that this proposal is made with full knowledge of the foregoing and in full agreement thereto.

By submission of this proposal, the Proposer acknowledges that the City has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the proposal and related documents, and authorizes release to the City of any and all information sought in such inquiry or investigation.

Dated at _____
this _____ day of _____ 2018.

Signature of Proposer: _____

If an individual: _____
Doing business as _____

If a partnership: _____
Doing business as _____
By: _____
(General Partner)

If a corporation: _____
By: _____
Title: _____
(Seal if proposal by corporation)

If a limited liability company: _____
By: _____
Title: _____

Address of Proposer: _____

Telephone Number of Proposer: (____) _____

Qualifications and Experience Questionnaire

1. Indicate below if you are certified as a Disadvantaged Business Enterprise
Yes (____) No (____)
2. Number of years Proposer has performed services similar to that proposed. _____
3. Describe the nature of your experience in the operation of similar services and state the number of persons you currently employ, or contract with, in such operations.
(Attach answer as Attachment II, D.) _____

4. Name and experience of key personnel of Proposer:

NAME

TITLE

EXPERIENCE
