

City of Lawrence/Douglas County REQUEST FOR PROPOSALS (RFP)

RFP Number: R1409

Purpose of RFP: Vending Machine Services

RFP Description: The City of Lawrence, in partnership with Douglas County, is seeking proposals from qualified vendors to provide food and beverage vending machine services featuring 50% healthy options based on the nutritional standards set forth by City of Lawrence, Parks and Recreation. The City and County will have independent contracts with vendors. Vendors may submit proposals for one or more of the following six options:

- Option 1: City Hall
- Option 2: Five (5) Fire Stations
- Option 3: Police Department
- Option 4: All City locations (including Options 1-3)
- Option 5: All County locations
- Option 6: Lawrence-Douglas County Health Department

Department(s): City of Lawrence, in partnership with Douglas County

Contact: Ryann Waller
Human Resources
rwaller@lawrenceks.org

Copy Requirements: Submit one (1) electronic copy via e-mail in PDF format to include detailed availability of products offered meeting nutritional requirements.

Questions: We will have a Q&A period beginning **07/07/2014** to **07/11/2014** for questions to be submitted to rwaller@lawrenceks.org. All questions will be answered by **7/16/2014** and distributed, via email, to all interested parties.

Due Date/Time: **Friday, July 25, 2014 at 5:00 p.m. CST**

Submit To: Ryann Waller
rwaller@lawrenceks.org
Subject Line: **R1409 – Vending Machine Services**

REQUEST FOR PROPOSAL-RFP R1409

The City of Lawrence, in partnership with Douglas County, is accepting proposals to provide food and beverage Vending Machine Services. Direct all questions, via email, by **07/11/2014** to rwaller@lawrenceks.org. All questions will be answered and provided to all vendors by **07/16/2014**.

Proposal forms are available via email by contacting Ryann Waller at rwaller@lawrenceks.org. The City and County reserves the right to reject any or all proposals.

Completed proposals are to be submitted via e-mail by **07/25/2014 at 5:00 p.m.** to:

Ryann Waller
rwaller@lawrenceks.org
Subject Line: **R1409 – Vending Machine Services**

Upon award of service agreements, each entity will enter into negotiations and contractual agreements for service independently. The City of Lawrence, or Douglas County, will not guarantee a minimum amount in sales. Soda products are not to be exclusive to one bottling company (Pepsi, Coke, etc.). The City of Lawrence and Douglas County may add, delete or reconfigure equipment as needed during the course of the contract.

Background Information (City and County)

Proposal Requirements

The City of Lawrence, in partnership with Douglas County, requests the following information, in as much detail as practical, to be included in proposals. Please include responses to all questions in order specified below, labeled by section. If information is not available, or unknown at time of proposals, please indicate.

- **Vendor Information**
 - Name of company, address, phone number and fax number
 - Name of contact person, title, address, phone number, cell number, fax number and email address
 - Vendor qualifications and experience (not to exceed 750 words)
 - Three (3) current references (name, address and phone number)
 - Three (3) previous references (name, address and phone number)
- **Locations** (vendor may submit proposals and pricing for one, all or any combination)
 - Option 1: City Hall
 - Option 2: Five (5) Fire Stations
 - Option 3: Police Department
 - Option 4: All City locations (including Options 1-3)
 - Option 5: All County locations
 - Option 6: Lawrence-Douglas County Health Department
- **Description of Vending Machines and Items**
 - List the types of machines available (e.g. snack, beverage, refrigerated)
 - List the dimensions of machines
 - Electrical requirements for each machine
 - Please provide images (if available)
 - List the item capacity of machines
 - List the items you currently sell, including brand names
 - Please include price list (including sales tax)
 - List the items that would most meet the Nutritional Standards outlined in the section below
 - Please include price list (including sales tax)
 - Describe additional programs/incentives to support healthy options (i.e. labels on machines to indicate healthy products, product placement, signage, refrigerated machines with fresh choices, locally-produced products, etc.)
 - Please provide images (if available)

- **Pricing**
 - Price guarantee for one (1), three (3) and five (5) years
 - Frequency of price increases
 - Minimum thirty (30) days notification of price increase
 - Percentage of increase
 - Effective date of increase
 - List of items
 - Current price
 - Revised price
- **Installation/Maintenance/Servicing**
 - Installation schedule following award of contract
 - Provide detailed servicing schedule for each location and type of machine
 - Service call response time
 - Replacement timeframe of perishable and non-perishable vending machine items
 - Refund procedure
 - Monthly amount to handle lost money in machines
 - Request for refund forms
- **Commission**
 - Percentage of gross sales (less sales tax) or flat fee to be paid monthly
 - Reporting of sales per location

Evaluation Criteria

Proposals may be evaluated on the following criteria:

- Financial benefit to the City and County as outlined in the proposal
- Ability to meet minimum nutritional standards in each vending machine
- Vendor must demonstrate ability to provide timely service
- Vendor must provide trained personnel to service the machines
- Vendor must provide references to verify ability to provide comparable services in the operation of similar facilities
- Vendor must provide a competitive price list of products to be resold.
- Vendor must provide a comprehensive list of equipment to be supplied.
- Vendor must provide safe and sanitary new or like-new machines that meet industry standards.
- Vendor must maintain an approved inventory and accounting system and provide a monthly summary of product supplied and sold by location.
- Ability to meet insurance requirements.
- Proposal must be complete and submitted by deadline indicated on cover sheet.

Special Conditions

- A. The successful Vendor will keep all vending machines fully supplied with all necessary supplies to allow the City, County and the Food & Beverage supplier to maximize sales. The Vendor will also be committed to quickly responding to issues related to the reliability of their equipment.
- B. The final product line sold on City or County owned and managed property will be the decision of the City or County with the advice of the successful Vendor. The City or County reserves the right to make additions, deletions or other modifications relative to product offerings provided that these modifications do not violate the exclusive nature of the Contract.
- C. A commission-based vending program is required as part of this Contract. Commission payments are required on a monthly basis (at a minimum) and must be itemized by machine location, units sold, retail price, total cash collected, and commission amount.

- D. The City or County shall not be held responsible for physical damage as a result of accident, vandalism, theft, loss of electric power, power spike, or Act-of-God while on City or County premises. The City or County will provide an adequate electric outlet for each vending machine and assume the cost of electricity consumed.
- E. Proof of insurance coverage in amount, types and with insurers acceptable to the City or County is required for:
- Workers Compensation
 - Comprehensive General Liability (\$1,000,000 or greater)
 - Comprehensive Automobile Liability
 - Product Liability
 - Fire and theft insurance

The successful Vendor will be required to provide indemnification and insurance in forms, coverage, and amounts acceptable to the City or County. The City or County, its officers, employees and volunteers must be named as additional insured on the certificate of insurance upon execution of a contract. The Vendor must comply with all applicable federal, state, and local laws, rules and regulations.

- F. The contract entered into by the parties shall include the Request for Proposal including all modifications thereof, the proposal submitted by the Vendor, along with the Contract agreement, all of which shall be referred to collectively as the Contract Documents.

Nutritional Standards for Vending

In the interest of public health the City of Lawrence, in partnership with Douglas County, has adopted the following product placement requirements, pricing components and nutrition standards created by the Lawrence Parks & Recreation Department. The implementation of this policy will promote good nutrition and create a positive environment to foster healthy eating habits for the community, staff, and others who use public spaces in City of Lawrence & Douglas County facilities.

- A. A minimum of 50% of all food and beverage items offered shall meet the nutritional standards listed below.
- B. The price of the products meeting the nutritional standards listed below shall be equal to or less than the comparable products that do not meet the nutritional standards.
- C. Products which meet the nutritional standards listed below shall be grouped together and shall be placed in the center rows or in the far left rows of the machines for easy viewing and selection.
- D. All prepackaged products shall be offered in regular-sized single-serving packages.

Beverages Standards:

- A. Plain water, flavored waters, diet drinks, and sports drinks limited to <45 calories per container and < 270 milligrams of sodium per container.
- B. Milk or flavored milk, 1% or fat free, including lactose-free, soy or nut beverages, with <200 calories, limited to a maximum 12-ounce container size.
- C. 100% Fruit juice or fruit juice combined with water or carbonated water and with no added caloric sweeteners, limited to a maximum 12-ounce container size.
- D. 100% vegetable juice with no added caloric sweeteners, and <200 milligrams of sodium per container, limited to a maximum container size of 12 oz.

Vending Food Standards

Snack food items that meet the nutritional standards offered shall meet all the following criteria for each individual package (not listed serving size) or as prepared.

- A. Calories: No more than 200 calories
- B. Fat: Total calories from fat may not exceed 35 percent, except for packages that contain 100% nuts or seeds; and low-fat or reduced-fat cheese.

- C. Saturated Fat: No more than 10% of calories from saturated fat except for packages that contains 100% nuts or seeds; and low-fat or reduced-fat cheese.
- D. Trans Fat: 0 grams trans fat
- E. Sugar: No more than 35 percent by weight, with the exception of: (1) fruits and vegetables that do not contain added sweeteners or fat; or (2) yogurt that contains no more than 30 grams of total sugars per 8-ounce container (and adjusted proportionally for smaller containers).
- F. Sodium: No more than 200 mg of sodium per serving

Support for Standards

Dietary Guidelines for Americans (DGA) are made to guide healthful eating patterns, and these guidelines were referenced in the development of the standards. Model standards from NANA (the National Alliance for Nutrition and Activity); GSA (Government Services Administration) Federal Concessions and Vending Operation, (Proposed) Smart Snacks in School, along with other standards also were used identifying the language. This will help to develop consistency in these or other standards that may be developed or revised in the future. NANA, an alliance of 400 health organizations such as the Academy of Nutrition and Dietetics and the American Heart Association, was the source of the majority of the guideline language.

There are several exceptions to the NANA model in these standards. These exceptions are considered a necessary part of implementing these first-ever standards given changing expectations of consumers and evolving vendor products. The exceptions here include:

- More liberal beverage guidelines. NANA standards call for 100% of beverages in vending machines to meet the prescribed standard.
- The inclusion of candy bars and other foods of minimal nutrition value.

Attachments

Attachment A Douglas County Vending Machine Locations

Attachment B City of Lawrence, Kansas Vending Machine Locations

Completed proposals are to be submitted via e-mail by **07/25/2014 at 5:00 p.m.** to:

Ryann Waller
rwaller@lawrenceks.org
Subject Line: **R1409 – Vending Machine Services**

Attachment A Douglas County Kansas Vending Machine Locations

Venue	Product	Vending Machine Location
Douglas County Courthouse	Coke GF Snack	Basement Basement
Douglas County Fairgrounds	Pepsi Coke Pepsi	BLDG 1 BLDG 21 COMM BLDG
Douglas County Jail	Coke Coke Snack	Lobby Break Room Break Room
Douglas County Judicial Building	Glass Front Snack Coke Snack	2 nd Floor 2 nd Floor Basement Basement
Douglas County Public Works	Coke Snack	X
Douglas County Youth Services	Coke Snack	X

Attachment B City of Lawrence, Kansas Vending Machine Locations

Venue	Address	Product	Vending Machine Location
City Hall	6 E. 6th Street	Candy / Soft Drinks (2 total)	Ground Floor
Traffic	445 Mississippi	N/A	None
Recycling / SWAN	320 NE Industrial Lane	Soft Drinks & Snack	in break room
Central Maintenance	1141 Haskell Avenue	Soft Drinks & Snack	in break room
Streets	1120 Haskell Avenue	Soft Drinks & Snack	in break room
Solid Waste	1140 Haskell Avenue	Soft Drinks	by break room
Airport	East US Hwy 24/40	Soft Drinks & Snack	in break room
Fire Station #1	746 Kentucky Street	Soft Drinks (one in each station)	in garage
Fire Station #2	2128 Harper Street	Soft Drinks	in garage
Fire Station #3	3708 W. 6th Street	Soft Drinks	in garage closet
Fire Station #4	2121 Wakarusa Drive	Soft Drinks	in garage
Fire Station #5	1911 Stewart Avenue	Soft Drinks	Front Lobby Area
Fire Station #11	Baldwin City	N/A	None
Training Center	1941 Haskell Avenue	Soft Drinks	in garage
Municipal Court	New Hampshire Street	N/A	No
Clinton	2101 Wakarusa Drive	Soft Drinks	Main floor back hallway outside break room
Kaw	720 W. 3rd Street	Soft Drinks	Lower Level Maintenance Break Room
WWTP	1400 E. 8th Street	Soft Drinks	2nd Floor Break Room
Collection Systems	720 W. 3 rd Street	None	None
Distribution Warehouse	720 W. 3 rd Street	None	None
Wastewater Maintenance	1400 E. 8 th Street	None	None
Indoor Aquatics	4706 Overland Drive	Soft Drinks, Fruit Juice, Snacks	Front Lobby Area
Community Bdg	115 W. 11th Street	Soft Drinks (2)	Front Lobby Area
E. Lawrence Ctr	1245 E. 15th Street	Soft Drinks (2), Gatorade	By Restrooms
Administration	1141 Massachusetts Street	N/A	None

Attachment B City of Lawrence, Kansas Vending Machine Locations

Eaglebend Clubhouse	1250 E. 902 Road	Soft Drinks	Main Area
Eaglebend Maintenance	1250 E. 902 Road	None	None
Holcomb Rec Center	2700 W. 27th Street	Soft Drinks	Main Area
Outdoor Aquatic	727 Kentucky Street	Beverage Contract w/Pepsi and Hy-Vee for Food	Concession Stand
Prairie Park Nature Center	1730 Harper Street	N/A	None
District #1 / #4	5250 W. 27th Street	N/A	None
District #2 / Facility Maintenance	941 E. 11th Street	N/A	None
Construction & Maintenance	1050 E. 11th Street	N/A	None
Landscape/Forestry	1110 Haskell Avenue	N/A	None
District #3 (Cemetery)	E. 15th Street	N/A	None
Development Services	1 Riverfront Plaza	N/A	None
ITC	4820 Bob Billings Parkway	Pop & Snack	Lower Level break room
Judicial & LEC	111 East 11th Street	Pop	2nd floor break room/outside Evidence
Parking Control / Transit	937 New Hampshire	Pop	Main floor Parking Control