College of the Ouachitas

Request For Proposals – COTO Vending

RFP NO. 13.001

Issue Date
2/28/2013

<table>
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<th>Event</th>
<th>Date</th>
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<tr>
<td>Release of RFP</td>
<td>2/28/2013</td>
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<tr>
<td>Site Visits</td>
<td>By 3/15/2013</td>
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<td>Deadline for Questions</td>
<td>By 3/22/2013</td>
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<td>Due Date for Submissions</td>
<td>3/29/2013</td>
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<tr>
<td>Notification of Award</td>
<td>4/5/2013</td>
</tr>
<tr>
<td>Contract Effective Date</td>
<td>NLT 5/1/2013</td>
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Proposal Opening Date: 4/2/2013  Time: 2:00pm
1. **INTRODUCTION:** College of the Ouachitas is interested in contracting with a vending services company to install and manage vending machines at various locations on the campus located at:

   College of the Ouachitas  
   One College Circle  
   Malvern, Arkansas 72104

1.1. *Award will be made in the best interest of the College and may be on an “All or None basis” OR to multiple vendors.*

1.2. This RFP is for vending services only and will not include other types of food services.

1.3. The contract award will be for a minimum of 3 years.

1.4. To schedule a site visit contact Dr. Roger Coomer, 501.332.0220

1.5. Questions should be directed to Dr. Coomer via email at rcoomer@coto.edu by deadline on the cover page of this request.

2. **Contractor’s Requirements:** The Contractor shall furnish all materials, supplies and labor in the operation of the agreement at their own expense.

2.1. All machines shall be capable of handling coins and $1.00 bills.
   2.1.1. Machines capable of handling $5.00 bills and debit/credit cards are desired but not required.

2.2. Contractor is responsible for stocking/re-stocking each machine to ensure a continuous supply of products.
   2.2.1. Contractor will submit a replenishment schedule as part of the submission process.
   2.2.2. Failure to keep equipment supplied will result in immediate cancellation of the contract.

2.3. Machines damaged by vandalism, accident, or natural occurrences shall be repaired/replaced at Contractor’s expense within twenty-four (24) hours of notification.
   2.3.1. The College will take reasonable precautions to protect the Contractor’s installed equipment from damage while on the College’s premises.

2.4. The Contractor shall maintain a General Public Liability Insurance policy of at least $1,000,000 per occurrence.
   2.4.1. Contractor shall be responsible for providing Worker’s Compensation Insurance for any employees of the Contractor who perform work under this agreement.

2.5. Machines will be located in mutually agreed upon locations between the Contractor and the College.

2.6. Proper cleaning and sanitizing of the machines is essential as part of the Contractor’s maintenance schedule.
   2.6.1. Contractor shall provide all vending services in strict compliance with all the ordinances of the city of Malvern and the laws of the State of Arkansas, as well as any local Health Department standards, now and hereafter in effect during the term of this agreement.

2.7. Prices shall be kept at a reasonable amount at or below suggested retail.
2.7.1. Contractor shall be responsible for reimbursing customers for lost funds. Instructions on how to request a refund and how to report machine malfunctions shall be posted on each machine.

2.8. Contractor’s equipment must be energy efficient.

2.9. Contractor’s equipment must be suitable to operate with our existing physical plant layout to include type and location of electrical outlets.

3. **College of the Ouachitas Responsibilities:** The College will furnish, at its own expense, all electricity and water lines used for the operation of the vending machines.

3.1. In the event of any interruption of utility services, the College shall take reasonable steps to restore them promptly but shall not be responsible for any loss or delay sustained by the contractor resulting from such interruptions.

4. **Royalty Payment Requirements:** The Contractor shall maintain an accurate and verifiable recording/tracking system, acceptable to the College for substantiating royalty payments.

4.1. The Contractor shall pay royalties monthly on all completed transactions based on gross revenues.

4.1.1. Gross revenues shall be defined as the total revenue earned from all sales of vending products, without any allowance or deduction for operational costs, taxes, equipment charges, or other fees, expenses, or payments to suppliers.

4.1.2. Royalty payments on gross revenues shall be paid monthly by the 15th of the month for the preceding month.

4.1.3. A 10% per month late fee will be assessed by the College for payments not received by the 15th of the following month.

4.1.4. Monthly payments must be accompanied by a statement showing gross revenues by type of sales.

4.1.5. A sample statement is required as part of the submission.

4.1.6. The calculation of the royalty shall be documented on the statement.

5. **Award Criteria:** Award will be in the best interest of the College; the College’s decision is final. The College reserves the right to reject any and all proposals received. An evaluation committee shall rank the interested contractors based on their written proposals using the matrix set forth below.
<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Qualification</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Incentives Offered</td>
<td>Does the proposal offer other incentives?</td>
</tr>
<tr>
<td>20</td>
<td>Product Prices</td>
<td>Prices at or below suggested retail?</td>
</tr>
<tr>
<td>20</td>
<td>Age &amp; Appearance of Machines</td>
<td>Are the proposed machines new? Are the machines older than 3 years?</td>
</tr>
<tr>
<td>20</td>
<td>Variety of Products</td>
<td>Does the proposal offer a variety of products?</td>
</tr>
<tr>
<td>20</td>
<td>References</td>
<td>Does the vendor have a proven record of providing excellent customer service?</td>
</tr>
<tr>
<td>25</td>
<td>Royalty Payment</td>
<td>Percentage of fixed firm monthly revenue</td>
</tr>
<tr>
<td>120</td>
<td>Total Possible Points</td>
<td></td>
</tr>
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</table>

5.1. The awarding of royalty points will be determined by the following formula:

\[(b/a) \times 25 = \text{points awarded} \quad \text{or} \quad (c/a) \times 25 = \text{points awarded}\]

\[a = \text{highest revenue}\]
\[b = \text{second highest revenue}\]
\[c = \text{third highest revenue}\]

6. **Proposal Submissions:** For purposes of evaluation to be considered for award, respondents shall submit the following information, in the listed order. Failure to provide the information as listed below may result in rejection of response.

6.1. Company name, location, contact information and a brief summary of the company such as years in the industry, service area etc.

6.2. At least 3 references that include company name, complete address, contact name and number, date contract began, date contract ended (if applicable), number and type of vending machines installed.

6.3. Complete description and photos of proposed machines.

6.4. Product offered with proposed prices.

6.5. Maintenance/ re-stock schedule.

6.6. Royalty percentage proposed.

6.7. Sample statement of royalty payments.

6.8. Other information that respondent feels should be included.

**Send five (5) copies of proposal (one original and four copies) to:**

Dr. Roger Coomer, Vice President of Finance & Administration  
College of the Ouachitas  
One College Circle  
Malvern, AR 72104  
Telephone 501.332.0220

**Mark RFP 13.001, COTO Vending on the outside of response package.**