

RFQ (Request for Quotes)
(\$10,000 to \$50,000)
City of Brockton, Building Department

PROJECT # BD-RFQ24-VENDING
SNACK AND BEVERAGE VENDING MACHINE AT CITY HALL

ISSUED: (Monday) March 18, 2024
RETURN/DEADLINE: (Thursday), April 11, 2024 (NO LATER THAN 4:00 P.M.)

GENERAL INFORMATION

The Vending Operator agrees to supply Refrigerated/Unrefrigerated, Snack and Beverage Vending to City Hall. The Refrigerated/Unrefrigerated Snack and Beverage vending machines, which will vend typical items found in a vending machine, as well as Healthy Snacks and Healthy Beverages will be placed in the public area of City Hall. The Vending Operator will be the exclusive operator of the vending machines.

QUOTE PACKAGES MAY BE DOWNLOADED FROM THE FOLLOWING:

www.brockton.ma.us

Go to the Postings Tab, then click on See All Procurement Postings.

SCOPE OF SERVICES

The Vending Operator will service and maintain the Refrigerated/Unrefrigerated Snack and Beverage Vending Machines to the highest standard at all times. The service will include:

- Replenishing the machines with consumables as often as necessary to keep the machine stocked. Note: All required replenishing of machines is to be completed during times when the building is open.
- Keeping machines in a presentable and fully functioning manner at all times.
- Repairs to vending machines must be made within 24 hours of the request.
- Vending machines shall be new and dual zones (refrigerated and non-refrigerated).
- Vending machines shall have a remote reporting system notifying vendor when inventory is low.
- The Vending machine dimensions shall be approximately 41" wide x 38" deep x 72" tall

- It shall be mutually agreed the Vending Machines and its contents, which will include consumables, coins, and cash are the sole property of the Vending Operator at all times. The Refrigerated/Unrefrigerated Snack and Beverage Vending machines shall also be equipped with credit card processing capabilities.
- The Vending Operator will have secured insurance at all times.
- The Vending Operator shall provide a means, acceptable to the City, for patrons to receive refunds for faulty machines and for any product that is not up to standard. Be advised that the City will not hold any funds in a "purse/kitty" for refunds. The Vending Operator shall be required to post a notice on the machine with vendor contact information and instructions for processing refunds.
- The City agrees to provide ample space for the Vending Machines along with access to electricity at no cost to the Vending Operator.
- The Vending Operator will provide a detailed product-by-product report of all transactions. One (1) commission check will be mailed directly to the City of Brockton Building department at 45 School St, Brockton, MA 02301 every month. Failure to comply with this term may result in non-renewal of any option years or termination of the contract.

Questions concerning this RFQ must be submitted in writing before **4:00 P.M. on Thursday, April 4, 2024**, via email to jplouffe@cobma.us

The City may request that the Vending Machines be removed in the event that the machine is neither presentable nor maintained to an acceptable level. A 30-day written notice must be given to the Vending Operator to rectify any and all discrepancies. If all discrepancies have not been corrected the Location must give a 30-day written notice to remove machines from the premises at the expense of the Vending Operator.

RETURN COMPLETED RFQ QUOTE PAGES TO:

The City of Brockton's Building Department at jplouffe@cobma.us

(Submit Pages 3, 4 & 5 along with responses to #2 & #3 on Page 4 and any other supporting documents)

NO LATER THAN (Thursday) April 11, 2024 (ON/BEFORE 4:00 P.M.)

Any quotes received after this date & time shall not be accepted.

Item Pricing

Item pricing is to be pre-approved by the City. This includes items proposed for sale at contract startup as well as new items proposed at any other time during the contract.

The city reserves the right to reject any items whose proposed pricing it considers excessive or unaffordable to its customers.

Energy Star Requirements:

The contractor shall provide machines not older than one (1) year that have earned the ENERGY STAR certification. The contractor shall set machine controls to turn off lights at night unless otherwise instructed by the managing department.

Sustainability Requirements

The City of Brockton promotes the following sustainability requirements:

- Products that minimize packaging and/or products in recyclable or compostable packaging.

Locations

Additional locations may be added.

- City Hall, 45 School Street, Brockton, MA 02301

QUALITY REQUIREMENTS

A "NO" response, or failure to respond to any of the following quality Requirements will result in a rejection of your Quote.

Circle Yes or No for each Quality Requirement.

1. The Vendor's Refrigerated/Nonrefrigerated Snack and Beverage vending machines meet or exceed all requirements listed in this Request for Quotes.

Yes No

2. The Vending Operator has been providing Refrigerated/Nonrefrigerated Snack and Beverage vending machines that meet the requirements listed in the Scope of Services for a period of three or more years.

Yes No

3. The Vending Operator agrees to pay the commission on gross monthly revenues every month.

Yes No

QUOTE SUBMISSION REQUIREMENTS

1. Vendors shall submit three references for whom the Vendor has provided new, dual-zoned, with remote reporting system, refrigerated/nonrefrigerated vending machines stocked with a portion/selection of healthy snacks and beverages for a period of three years or more. Include the name of the company, contact person, telephone number and scope, and duration of the contract. The City will contact the references to determine whether the Vendor is responsive and responsible. The City may contact other references not provided and perform additional due diligence to determine vendor responsibility. The City reserves the right to use itself as a reference. References will be asked about their overall impressions of the Vendor, the quality of the vending machines, or work performed, and understanding of the factors affecting the operation of a vending machine concession.

Company	Name Contact	Telephone
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Company	Name Contact	Telephone
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Company	Name Contact	Telephone
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2. Submit with your quote, descriptive literature for vending machine supplies, and a proposed list of vending items and prices.

3. The vendor shall provide documentation that each machine meets energy efficiency criteria including the manufacturer, brand, and model number of each machine.

4. PRICE PROPOSAL

Price Proposal Year One (1)

Total percentage of gross monthly revenues paid to the City: _____

Total percentage of gross monthly revenues paid to the City in words:

Price Proposal Year Two (2)

Total percentage of gross monthly revenues paid to the City: _____

Total percentage of gross monthly revenues paid to the City in words:

Price Proposal Year Three (3)

Total percentage of gross monthly revenues paid to the City: _____

Total percentage of gross monthly revenues paid to the City in words:

NAME OF VENDOR/CONTRACTOR,

ADDRESS (STREET, CITY, STATE, ZIP CODE)

SIGNATURE OF PERSON AUTHORIZED TO SIGN

DATE

TYPE OR PRINT SIGNER'S NAME AND TITLE

EMAIL ADDRESS

PHONE

THIS QUOTE REFLECTS ALL CHANGES/CLARIFICATIONS IN ADDENDUM(S)