CHIPOLA COLLEGE
REQUEST FOR PROPOSAL
# 09-01

REQUEST FOR PROPOSAL FOR
SNACK & BEVERAGE VENDING SERVICES

SECTION 1.0
GENERAL INFORMATION AND INSTRUCTIONS

1.01 Background:

Chipola College is located in Marianna, Florida serving the five Florida panhandle counties of Calhoun, Holmes, Jackson, Liberty, and Washington. Annually, the College serves over 3,000 students through its regular degree and certificate programs. The college offers a wide variety of academic and workforce programs and operates an on-campus dormitory with approximately 75-80 students.

1.02 Purpose and General Requirements of RFP:

The intent of this request is to seek competitive proposals for the exclusive right to make snacks and beverages available for sale and distribution on Chipola College sold through vending machines. This RFP is divided into two programs, snack vending and beverage vending. Each vendor must submit a “stand alone” proposal for one or each program, but may also submit a proposal contingent upon being awarded both programs. Vendors are permitted to partner with other entities to offer bids on both programs. In a partnering arrangement, however, the college will only contract with the proposing vendor, not the partner. Should a single vendor be successfully awarded both programs, only a single contract may be executed.

1.03 Tentative Schedule:

December 1, 2008 Release RFP


1.04 Terms of Contract:

Any agreement resulting from this process shall be for a term of five (5) years with two (2) one (1) year extension options. All exercised options shall be with the mutual consent of the contractor and college. The initial contract shall begin on February 1, 2009 and end on January 31, 2014.

1.05 Exclusivity

The successful vendor shall have the exclusive right to make snacks and beverages available for sale and distribution on Chipola College sold through vending machines. The successful vendor shall have the right to install full service snack and beverage vending machines with trademark panels placed on its vending machines. The vendor or
one of its affiliates shall retain title to all vending machines that they furnish for this agreement.

The successful vendor shall have the first right to negotiate price for placement of advertising panels on athletic scoreboards and athletic scoring tables.

The successful vendor shall have the first right to negotiate services to provide beverage products for sale through concessions at athletic and other special events (e.g. student activity events). (Note: This right does not apply to providing food items sold through concessions.)

1.06 **Right to Cancel RFP, Reject all Proposals, and Right to Negotiate:**

The College reserves the right to cancel this RFP when deemed to be in the best interest of the College. The College reserves the right to reject any and all proposals when such rejection is deemed to be in the best interest of the College. Should the College not be able to reach an agreement with any qualified Respondent, the College reserves the right to negotiate with any vendor who expresses an interest in such negotiations.

1.07 **RFP Protest:**

Any party who wishes to file a protest pertaining to a bid must file such notice in accordance with procedures prescribed by Section 120.57(3) Florida Statutes. All protest must be filed with the College’s Vice President of Finance.

1.08 **Award Approval**

Any award on the basis of this RFP will be contingent upon approval by the District Board of Trustees of Chipola College. The District Board of Trustees of Chipola College will enter into a contract with the successful vendor based on the responses provided in the RFP.

1.09 **Submission:**

Sealed proposals must be mailed to:

Steve Young  
Vice President of Finance  
3094 Indian Circle  
Marianna, Florida 32446
SECTION 2.0
SPECIFIC PROPOSAL REQUIREMENTS

2.01 Name of Respondent:

Proposals must be made in the official name of the firm or individual under which business is conducted (showing an official business address) and must be signed by a person or persons authorized to legally bind the business.

2.02 Locations:

Eight (8) snack vending machines and sixteen (16) beverage vending machines are currently located on campus. The college requires this current number of machines as a minimum with additional machines to be added as needed. Each proposal shall affirmatively state the minimum number of machines to be provided.

2.03 Experience:

All proposals shall include the number of years proposer has been in business, the geographic service area covered by the company, and the approximate number of clients currently being served. Proposer shall provide at least three (3) references with contact names and phone numbers, and provide permission to contact said references. Proposer should include any additional information deemed necessary to demonstrate adequate experience.

2.04 Service:

All proposals shall include frequency of service of machines (i.e. weekly, bi-weekly etc.)

2.05 Product Variety

All proposals shall list as comprehensively as possible the products to be made available.

2.06 Pricing:

All proposals shall include specific pricing by product (i.e. specific beverages, candy, chips, pastries, sandwiches, etc). In addition, each proposal shall include guarantee of proposed prices over a specified time period and/or the maximum increase per year of each product for the life of the agreement.

2.07 Financial Commitment (Guarantees, commissions and other incentives):

Each proposal shall include guarantees and/or commissions to be paid to college. Commissions shall be based on gross sales. Other incentives as proposed by the bidder are also allowed.

Each proposer is encouraged to state, in terms of wholesale price, the annual dollar amount of free beverage products that will be provided for hospitality events.
SECTION 3.0
EVALUATION

Each proposal shall be evaluated based on experience, services provided, product variety, product pricing, and financial commitment.