



Yuba Community College District

425 Plumas Blvd., Suite 200, Yuba City, CA 95991

Request for Proposal (RFP)

RFP # 21-01

Food and Beverage Vending Machine Services

Yuba College, Sutter County Campus

Woodland Community College, Lake County Campus

RFP Release Date	July 28, 2021
Written questions due before	August 6, 2021 before 2:00 p.m.
RFP Due Date	August 16, 2021

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About the District

Yuba Community College District ("District") consists of two colleges, Woodland Community College located in Woodland, California and Yuba College located in Marysville, California and three large outreach centers located in Yuba City, Clear Lake, and Williams and one small center located at Beale Air Force Base. The District serves a headcount of approximately 14,000 students per year.

For more than 86 years, the District has provided a dynamic learning environment that fosters excellence, opportunity, and innovation in meeting the educational needs of our diverse students and community.

The District is requesting proposals from qualified vending machine providers to install, maintain and repair different vending machines and to consistently supply healthy, fresh snack and beverage merchandise.

Scope of Work

The proposer shall provide mechanical food and beverage vending machine services for the District at Clear Lake, Marysville, Woodland, and Yuba City.

The following parameters govern the installation of the vending machines.

Task 1: Installation of Vending Machines

Install vending machines at each of the specified locations, Yuba College, Woodland Community College, Lake County Campus and Sutter County Campus, including snack merchandise, hot and cold beverages. The specific on campus locations will be identified by the District at the Pre-Proposal visit scheduled for July 28 and July 29 2021.

Proposer shall install, without cost to the District, mechanical vending machines as herein enumerated for District.

- Vending machines shall remain the property of the Proposer.
- Automatic vending machines shall be new and/or refurbished models in excellent condition.
- Energy efficient machines are required.
- Vending machines must accept any combination of nickels, dimes, quarters and one-dollar bills. Machines accepting the debit and/or credit cards are highly desirable.
- All vending machines shall be attractive using the latest designs in the marketplace and shall reasonably match either in color or style.
- Vending equipment supplied will be the type approved or recognized by state or local health departments. Such equipment shall be inspected and approved by the District staff and or authorized representative at time of installation.
- All machines should be identified with a serial number.
- Power to the vending machines must fit the present configuration at each location.
- Machines should be installed so as not to be obtrusive, cause any seepage or debris build-up underneath, nor to be able to shake or move said machines, individually or collectively.
- There shall be no charge to the District for the adding or removal of vending machines.
- Permission to relocate, exchange or remove vending machines must be approved in advance by authorized personnel of the District.

Task 2: Repair and Maintenance of Vending Machines

The following parameters govern the repair and maintenance of the vending machines:

- The Proposer shall at all times, and at its expense, be responsible for all service, maintenance and repair of its vending machines.
- Machines shall be maintained in good condition.
- Requests for repairs shall be completed within 24 hours.
- Service personnel shall be professional and courteous.
- Service personnel are required to wear uniforms.
- At a minimum, service personnel must have Proposer's supplied identification badges.
- Five days a week business service must be provided.
- Proposer must provide an easy and efficient process for refunding money lost due to equipment malfunctions.
- Each machine shall be clearly marked with the Proposers' name, address, and phone number for requests for repairs and refunds.

Task 3: Sufficient Stocking and Restocking

The following parameters govern the stocking and specifications for restocking of healthy snacks and beverage merchandise:

- The Proposer agrees to stock and maintain, no less than every three (3) days, machines with food and beverages, prepared and dispensed in accordance with all sanitation and health standards. Food and beverages dispensed shall be available at prices and in portions as submitted.
- The Proposer will provide high quality, fresh merchandise, including healthy snacks and beverages.
- Fifty percent (50%) of items must be of a healthy, low sugar or low-fat alternative.
- All food products must be removed from vending machines on the date that their freshness dating expires. All products will be considered past dated according to the date stamped on the manufacturers' package.
- The District reserves the right to request specific merchandise to be dispensed in vending machines on its premises and shall have the final right of approval on all types of merchandise.

Task 4: Items and Fees

- Proposer shall price vended products at the price specified in their proposal.
- Proposer shall submit and attach to this proposal a list of the proposed commodities, package size and initial selling price of the items that the Proposer will place in all snack and beverage machines, including but not limited to; breakfast and lunch choices, canned soda, bottled water, canned/bottled juice, candies, gum, chips, snacks, cakes and desserts. Upon written request by the District, the Proposer may modify or change any products offered.
- The Proposer shall notify the District at least one month in advance of any proposed price change. Such price change shall not occur without District's approval.
- The successful Proposer will be required to pay the District a percentage of gross dollar volume from all sales made or one hundred (\$100) per month, whichever is more. The percentage the District receives from the vendor for merchandise sold will be negotiated.

Locations

Proposer must install the required number and type of machines at the following sites:

1. Yuba College located at 2088 North Beale Road Marysville, CA 95901.
2. Sutter County Campus located at Eager Rd., Yuba City, CA 95991.
3. Woodland Community College located at 2300 East Gibson Rd. Woodland, CA 95776.
4. Lake County Campus located at 15880 Dam Rd Ext, Clearlake, CA 95422.

The number of machines will be based on the student and the staff population. The Proposer shall provide sufficient number of machines in serving the respective locations, including hot and cold breakfast and lunch choices.

Term of Contract

This agreement will be for a period of one (1) year with the option for the District to extend services for up to 3 additional one-year extensions, with the same terms and conditions. The District shall make the determination of contract renewal. The District reserves the right to cancel the General Services Contract upon 30 -days written notice to the Proposer.

Inquiries

No oral interpretations will be made to any vendor as to the meaning of the RFP. Proposers may submit via email written questions to Cheresse Salamanca via email csalaman@yccd.edu before 2:00 p.m., August 6, 2021. Written responses will be prepared and posted on the website at <https://www.yccd.edu/central-services/fiscal-services/purchasing-2/requests-proposals-quotes/>.

Do not contact other District employees regarding this project or the selection process. Questions regarding the RFP should be submitted in writing in conformance with the stated deadlines.

Submittal Date

Two copies of the proposal (each copy stapled separately) are due before 2:00 p.m., August 16, 2021 to Purchasing, Cheresse Salamanca, 425 Plumas Blvd. Suite 200, Yuba City, CA 95991. RFP # 21-01 Food & Beverage Vending Machine Services. If the submission is late or lacking in the number of copies required, that firm will be eliminated from consideration.

Time of Completion

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change. If the District determines that it is necessary to change any of these dates or times prior to the proposal due date, the change will be accomplished by posting an addendum to the following website:

<https://www.yccd.edu/central-services/fiscal-services/purchasing-2/requests-proposals-quotes/>.

RFP Release Date	July 28, 2021
Written questions due before	August 6, 2021 before 2:00 p.m.
RFP Due Date	August 16, 2021
Award Approval	September 2021 at the Board of Trustee's monthly meeting

Mailing Instructions

Purchasing, Cheresse Salamanca
Yuba Community College District
425 Plumas Blvd. Suite 200,
Yuba City, CA 95991.

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Proposal Selection

The District reserves the right, without qualification, to:

- Select any Proposer as a basis for written or oral communication with any or all of the companies or individuals when such action is considered to be in the best interest of the District.
- Reject all proposals.
- Exercise discretion and apply its judgment with respect to any proposals submitted.

The District may select the Proposer, based on initial proposals received, without discussion or after detailed discussions or contract negotiations.

Insurance Requirements

Proposer shall provide insurance coverage that meets the following requirements once selected:

- All insurance required shall be maintained by Proposer for the duration of its performance of the Services. Proposer shall not perform any Services unless and until all required insurance listed below is obtained by Proposer. Proposer shall provide District with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services. All insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to District.
- Proposer, and its respective officers, agents, employees or representatives, shall have no claims whatsoever against the District or any of its respective officials, agents, or employees arising out of or relating to this Request for Proposal or these procedures (other than those arising under an agreement with your organization in accordance with the terms of the agreement). Proposer shall promptly indemnify, defend, and hold harmless the District from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, expenses and liabilities, caused wholly or in part by successful proposer act or omission or negligence or fault (or the act, omission, negligence or fault of proposer's agents, subcontractors, employees or servants) in connection with the privileges granted under the Agreement & Permit and these Standard Provisions, including but not limited to those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, failure to pay subcontractors and suppliers, selling of Food and Beverages contaminated with any bacteria, virus, or toxin that causes illness to any person, any breach of these.
- Standard Provisions, and any infringement or violation of any proprietary right (including but not limited to patent, copyright, trademark, service mark and trade secret).
- Proposer's obligation to indemnify, defend and hold harmless the District under this provision survives the expiration or termination of the Agreement.
- Proposer is expressly prohibited from assigning any of the Services without the express prior written consent of District. In the event of agreement by the Parties to assign a portion of the Services, Proposer shall add the assignee as an additional insured and provide District with the insurance endorsements required by this Agreement prior to the performance of any Services by

the assignee. Assignment does not include printing or other customary reimbursable expenses that may be provided for in this Agreement;

- Comprehensive General Liability Insurance. Proposer shall secure and maintain in force throughout the Service comprehensive general liability insurance with carriers acceptable to District.
- Commercial General Liability Insurance (contractual liability included) with limits as follows:
 1. Each Occurrence \$1,000,000
 2. Products/Completed Operations Aggregate \$3,000,000
 3. Personal and Advertising Injury \$1,000,000
 4. General Aggregate \$3,000,000
 - A. If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.
 - B. Business Automobile Liability Insurance for owned, scheduled, non- owned, or hired automobiles with a combined single limit no less than one million (\$1,000,000) per occurrence.
 - C. Workers' Compensation insurance policy covering all employees and subcontractors of the selected proposer.
 - D. The coverages referred to under (A) and (B) above shall name the Yuba Community College District as Additionally Insured.

Proposal Content

This proposal should be in a sealed envelope and the outside of the proposal package shall be prominently marked with the following identification: RFP # 21-01 - Request for Proposal for Food and Beverage Vending Machine Services, together with the name, address, and phone number of the Proposer.

The proposal must be submitted using the format as indicated in the proposal format guidelines. Proposer must submit 2 copies of the proposal to allow for thorough evaluation and comparative analysis.

The selected Proposer shall perform the tasks specified in the "Scope of Work" section of the RFP. The Proposer is encouraged to suggest additions or modifications to the scope that will enhance or clarify. Such suggestions should be incorporated into the proposal.

The District requires the Proposer to submit a concise proposal clearly addressing all of the requirements outlined in the RFP. Interested firms should provide the District with the following information.

Each proposal shall include:

1. Cover Page - This is to be used as the first page of the submission and is included herein. This form must be fully completed and signed by an authorized officer of the firm. Complete written proposals must be submitted in sealed envelopes.
2. Fee Schedule - Enclosed is a template that the Proposer shall include in the proposal with two (2) fee schedules indicating the unit price varying with the commission. The successful Proposer will be required to pay the District a percentage of gross dollar volume from all sales made. The percentage will be negotiated. Information shall include the year and serial number of the machine and the Percentage of Gross Volume in percentages. Payments are to be made payable to the District on a quarterly basis. The quarterly payments are to be received by the District by the 30th day of the month following the end of a quarter.
3. Any support, sponsorship or scholarship funds to be made available to the district

4. Options for providing refunds - Describe your refund process to ensure that the work is, in general, proceeding in accordance with contract documents and any samples of forms that are required for this process.
5. Pictures or Brochures of Proposed Vending Machines Installed
6. Relevant Experience - Provide a summary description of similar or relevant projects for which your company completed services within the last five years similar to those proposed in your scope of work. Specific client references that are presently or have recently used the services (name, phone number, email and contact person) shall be included. These client references should demonstrate the proposer's experience and ability to provide similar services on schedule.
7. Identify the Account Manager - The Proposer must identify the Account Manager who will be working directly with the District and engaged in managing the work. Identify the responsibilities of the key individuals, other than the Account Manager, who will be assigned to the proposed contract, and who will have major responsibilities for performance of the services required. The name of the proposer including the full mailing address, telephone number and email address shall be included. The work location must indicate the level of accessibility (i.e., does the vendor have an answering service for concerns or problems that arise outside of normal operating hours?). The District reserves the right to approve or disapprove any change to the successful Proposer's Account Manager. Personnel changes that impact the contract may result in the cancellation of the contract.
8. Proof of or intent to meet the District's insurance requirements
9. Proposers will disclose any indictments or litigation history related to their company, partner or subsidiary arising out of the provision of supplies and services, etc., or violation of laws, regulations or permits. Provide details of any litigation against the proposer, its partner company or joint venture company(s) by a government entity, or against a government entity by the proposer, its parent company or joint venture company(s).

Notice under the Americans with Disabilities Act:

The District does not discriminate against qualified individuals with disability in the District's services, programs, or activities. The District will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the District's programs, services, and activities. The District will make all reasonable provisions to policies and programs to ensure that persons with disabilities have an equal opportunity to enjoy all District programs, services, and activities.

Proposal Cover Page Form

RFP#21-01 Food and Beverage Vending Machine Service Due date August 16, 2021	
Name of Firm, Entity or Organization:	
Federal Employer Identification Number (EIN):	
State of California License Number (If Applicable):	
Name of Contact Person:	
Title:	
E-Mail Address:	
Mailing Address:	
Street Address (if different):	
State, Zip:	
Telephone:	
Organizational Structure, select from the following Corporation, Partnership, Proprietorship, Joint Venture, Other	
If Corporation, date of Incorporation	
State of	
Incorporation: States Registered in as Foreign Corporation:	
Authorized Signature:	
Print Name:	
Title:	
Phone:	

This document must be completed and returned with your Proposal.

