



CITY OF EAST PROVIDENCE
BEVERAGE & SNACK VENDING MACHINES
BID FORM
REQUEST FOR PROPSALS
RFP EP22/23-05
BID OPENING WEDNESDAY MARCH 8, 2023 AT 11:00AM

The City of East Providence is requesting bidders to supply beverage and snack machines to the following locations:

- City Hall – 145 Taunton Ave East Providence RI 02914
 - 1st Floor Main Lobby – 1 Beverage Machine
 - 3rd Floor Outside of Break Room – 1 Beverage and 1 Snack Machine
- Senior Center – 610 Waterman Ave East Providence RI 02914
 - 1st Floor Dining Room – 1 Beverage Machine
- DPW – 60 Commercial Way East Providence RI 02914
 - 1st Floor Break Room – 1 Beverage and 1 Snack Machine
- Possibility of additional machines in the future

Types of vending items to be placed in machines:

- Beverage - various sized bottled/canned drinks (water, juice, soda, energy and sport drinks)
- Snack – chips, cookies, crackers, candy, granola, *gum, danish and breath mints

Vending Machine, Service and Pricing Information:

- Number of restocking visits per week _____
- Provide 24 hour phone number _____
- Time required to respond to a service call _____ attach maintenance service schedule.

- Explain provisions made for any loss of money in the vending machines.

- Percentage of monthly net sales paid as commission:

First year commission to City of East Providence _____ %

Second year commission to City of East Providence _____ %

Third year commission to City of East Providence _____ %

Note: If percentage is different for a particular food\drink category

Frequency of commission checks _____

- Any additional Requirements needed for installation of Units (Ex. outlets, phone line)

- Estimated time frame to receive and install all Units when contract is awarded

It is understood that the intent of this proposal is to maintain the customer prices stated herein. Price increases may not exceed the increase in the consumer price index from the date of this proposal to the date of the increase rounded to the next highest nickel.

A **Pre-Bid walk through** will be held on **Thursday February 16, 2023 at 11:00AM** starting in the lobby of City Hall located at 145 Taunton Ave, East Providence, RI 02914 and moving to the **Senior Center** and **DPW**.

BIDDING FIRM: _____

NUMBER & STREET: _____

CITY/STATE/ZIP: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

PHONE NO: (____) _____ FAX NO: (____) _____