



**CITY OF EAST PROVIDENCE
FINANCE DEPARTMENT
REQUEST FOR PROPOSALS
EP25/26-04**

**VENDING MACHINE SERVICES AT VARIOUS CITY LOCATIONS
BID OPENING WEDNESDAY, FEBRUARY 18, 2026, AT 11:00AM**

BID FORM

The CITY OF EAST PROVIDENCE has duly asked for bids for performance of services and/or supply of goods in accordance with the attached specifications/scope of work.

The person or entity does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price.

This offer will remain open and irrevocable until the CITY OF EAST PROVIDENCE has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance by the CITY OF EAST PROVIDENCE will transform the bid into a contract. This bid and contract will be secured by Bonds, if required by the specifications.

Vending Machine, Service and Pricing Information:

- Frequency of Restocking _____
- 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

- 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.

BIDDING FIRM: _____

NUMBER & STREET: _____

CITY/STATE/ZIP: _____

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

EMAIL ADDRESS: _____

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____