



**CITY OF EAST PROVIDENCE
BEVERAGE & SNACK VENDING MACHINES
SPECIFICATIONS**

REQUEST FOR PROPOSALS

RFP EP22/23-05

BID OPENING WEDNESDAY MARCH 8, 2023 AT 11:00AM

SCOPE OF WORK

The City of East Providence is seeking to enter into a contract for Vending Machine Services that must be able to perform the following functions and tasks: Contractor will install and manage vending machines at various City locations and facilities. It shall be the Contractor's responsibility to operate a vending machine business at optimum professional and food safety standards and to provide high quality products at all times. Contractor shall ensure that machines are in good operating condition at all times, which includes maintenance, servicing, temperature monitoring and the replenishment of items dispensed by the machines. Contractor will install the follow types of vending machines: Snack (non-perishable) Drink (Bottle or Can) Contractor will provide a machine implementation schedule to be operational at all locations. Contractor will provide specifications for operational temperatures for each machine and submit their temperature control audit reports on machines to be used in this contract. Contractor will submit a replenishment schedule in parallel with their pricing proposal. Contractor may propose new, innovative vending ideas to the City of East Providence for placement at City locations. Contractors' equipment must be energy efficient machinery –"Energy Star" equivalent or equipped with an energy miser. Contractors' equipment must be suitable to operate with the existing physical plant, layout, utility and outlet locations to avoid blowout of utilities. Contractor shall install equipment at the locations on the attached list within Ten (10) days of the effective date of the contract.

EVALUATION PROCEDURE AND CRITERIA

1. Bid will be awarded based on percentage commission of net sales, selection of food and beverages and requisite service criteria including maintenance and stocking machines.
2. This contract will be for a period of three (3) years beginning APRIL 15, 2023.

3. Contractor shall comply with all City vending ordinance policies, rules and regulations regarding safety, parking, loading and unloading procedures, fees and licensing.
4. The Contractor shall be responsible for obtaining all required permits and for complying with all municipal, state and federal laws. The Contractor shall also assume liability for all applicable taxes.
5. Contractor shall keep vending machines well stocked at all times. Contractor will provide a stock schedule to the City of East Providence representative.
6. Contractor will make monthly payments to the City of East Providence from the net sales of vending machines.
7. All equipment must be maintained by the Contractor throughout the life of the contract and remain in good condition.
8. Installation and removal of all equipment must be coordinated with a City of East Providence representative.
9. Insurance: Prior to commencement of work under any contract awarded as a result of the proposal, the proposer must obtain at its own expense and keep in force for the term of any contract sufficient amount of Worker's Compensation Insurance and General Commercial Liability Insurance. The City must be named as an additional insured on all liability policies. The proposal should include a statement from the proposer agreeing to this provision.

Any questions regarding the RFP may be directed in writing to Ralph Mitchell at rmitchell@eastprovidenceri.gov no later than **WEDNESDAY FEBRUARY 22, 2023 AT 11:00 AM**.

Equal Opportunity/Affirmative Action Employer

Ralph Mitchell
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