

Compton Community College District

Vending Services  
Request for Proposal  
RFP-CCC-018

Bid Proposals due  
May 10, 2013  
At 2:00 p.m.

Service Location:  
1111 East Artesia Blvd.  
Compton, CA 90221-5393

Contact: Roy Patterson  
Purchasing Agent  
(310) 900-1600 Ext. 2123  
(310) 900-1691 Fax

## Vending Services Request for Proposal

Compton Community College District (CCCD) will receive the Request for Proposal (RFP), on May 10, 2013 no later than 2:00 p.m. for vending machine services. (A mandatory Job Walk will be held on May 3, 2013 @ 9:30 a.m., please meet at the Business Office Room C-34 on the Compton Campus 1111 East Artesia Blvd., Compton, CA 90221) All bidding contractors who meet the qualifications may submit a proposal to supply all equipment, materials, supplies, and labor to service vending machines for food, snacks and non-alcoholic beverages at the Compton Community College District located at: 1111 East Artesia Blvd., Compton, CA 90221.

CCCD reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors which CCCD may consider. CCCD does not intend to award a contract fully on the basis of any response made to the proposal; CCCD reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet CCCD's specifications and needs.

### 1) *REQUESTS FOR PROPOSALS (RFP)*

Compton Community College District (CCCD) is seeking a contractor experienced in providing vending services to supply, install and service vending machines for the campus located at: 1111 East Artesia Blvd., Compton, CA 90221.

### 2) *VENDING SERVICE RFP REVIEW CRITERIA*

CCCD will review the bid proposals based on the following list of criteria:

1. Contractor's must meet or exceed CCCD's required insurance coverage requirements.
2. Review of Contractor's references. Minimum of two references are required.
3. Contractor's ability to provide quality and quantity of service. CCCD will evaluate previous and proposed quality and quantity of service.
4. Contractor's price breakdown for vending products.
5. Contractor's ability to provide a Manager who shall be responsible for the performance of the contract and remain the Contractor's contact person for the duration of the contract.
6. Contractor's ability to furnish all supplies, materials, and equipment necessary for the proper performance of the vending service.

### 3) *INSTRUCTIONS FOR SUBMITTING PROPOSALS*

1. All proposals must be submitted by May 10, 2013 prior to 2:00 p.m.
2. Proposals can be submit in person or delivered by FedEx/UPS to the attention of: Mr. Roy Patterson
3. If the RFP is hand delivered, please submit to:  
Compton Community College District  
Business Office (Room C-34)  
1111 East Artesia Blvd.  
Compton, CA 90221-5393

4) WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn only in person by the Contractor or his identifiable representative prior to the time set in the advertisement for the opening of proposals.

Compton Community College District – Vending Machine Contractor Specifications.

1. Merchandise: CCCD request that a wide variety of snacks including those deemed healthy be provided. Soda is accepted, with a selection that includes both regular and diet brands.
2. Machines for this proposal should be new or refurbished models in excellent condition. All vending machines must accept coins and be equipped with a bill validator in order to accept bills. There will be no charge or rental to CCCD for the use of the machines.
3. Movement of Vending Machines: There shall be no charge to CCCD for the adding or removal of vending machines.
4. Repairs: Each machine will be clearly marked with the Vendors name, and phone number for requests for repairs. Requests for repairs should be completed in 24 hours.
5. Refunds: Contractor shall provide a \$30.00 petty cash fund to be used for immediate reimbursement of lost funds caused by machine malfunctions and or non-retrieval of selected items. A log sheet will be maintained by the front desk staff and submitted to technician during bi-weekly restock. The log sheet will track and record the machine problems and the amount of the refund reimbursed. Petty cash funds will be replenished by the Contractor to tan amount of \$30.00 upon each visit for restocking.
6. Stocking of machines: Depending on usage, all vending machines should be stocked at least twice a month. All products will have expiration dates clearly marked on them. Expired snacks and beverages shall be removed bi-weekly, if applicable.
7. Termination without cause. Either party may terminate the contract by giving sixty (60) days written notice to the other party.

STATEMENT OF HISTORY AND EXPERIENCE (Supplemental sheet, please include with bid)

This statement forms a part of the proposal for the vending services (If a question does not apply to you, place NA on the space provided. (USE ADDITIONAL SHEETS IF NECESSARY TO FULLY ANSWER THE FOLLOWING QUESTIONS)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name Print

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

a) Are you the full or partial owner? \_\_\_\_\_

b) What was the total amount of business conducted in the last Fiscal Year?

c) Is your business a:  Sole Proprietorship       Corporation       Partnership

The Compton Community College District requires vendors to submit evidence of adequate insurance coverage, regardless of the dollar amount of the project, prior to performance of work or services on the property. Types of insurance required, are Commercial General Liability, Workers' Compensation, Automobile Liability, and in some instances an Employee Dishonesty Insurance or Fidelity Bond is required.

### *Certificate of Insurance*

The vendor shall provide the CCCD Chief Business Officer with a Certificate of Insurance and Endorsement Letter naming the CCCD as an additional insured and which meets the following minimum insurance requirements: Commercial General Liability, Workers' Compensation, and Automobile Liability are required in the amount of \$1,000,000 combined single limit or \$500,000 per person, \$1 million per occurrence, and \$100,000 property damage. The vendor further agrees to indemnify, defend and hold harmless CCCD, its officers, agents, and employees against any and all claims, demands damages, costs.

Proof of insurance shall be submitted to the Chief Business Officer within ten days of provisional award of a contract.

The insurance certificate must be prepared pursuant to the requirements listed. Failure to comply with these requirements in a timely manner may jeopardize the renewal and/or continuation of a contract.

1. The FULL name of the Company (ies) affording coverage must be named on the certificate of insurance.
2. Compton Community College District must be named as additional insured on Commercial General Liability and Automobile Liability coverage.
3. The Workers' Compensation policy must contain a *waiver of subrogation of rights* against CCCD
4. The authorized Representative's original signature is required.
5. The cancellation clause MUST read as follows:  
Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail 60 days written notice to the below named certificate holder.

*NOTE: A Sixty (60) DAY NOTICE OF NON-PAYMENT OF PREMIUMS IS NOT ACCEPTABLE IN LIEU OF ABOVE NOTICE REQUIREMENT.*

7. Certificate holder information must read as follows:  
Compton Community College District  
1111 East Artesia Blvd

Compton, CA 90221  
ATTN: Chief Business Officer

7. ALL said insurance shall be maintained by the Contractor in full force and effect during the ENTIRE PERIOD OF PERFORMANCE. Renewal certificates must be received by the Chief Business Officer at least ten (10) days prior to the expiration date in order to ensure continuation of contracts.

Renewal certificates may be sent by fax to (310) 900-1691 and original certificates should be sent by mail to the Chief Business Officer.