

# Selection of Beverage Pouring and Vending Vendor 2023 – 2028

Lane College  
545 Lane Avenue  
Jackson, TN 38301

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## Introduction

Lane College provides students with a deeply transformative undergraduate education – intellectually, spiritually, and socially-and have for almost 150 years. We’ve nurtured ministers and educators, business leaders and civic leaders, novelists and scientists, physicians and public servants, and scholars in nearly every field of endeavor.

Lane College’s mission is to develop the “whole student”. Academic excellence is the institution’s top priority, and it is achieved through a student-centered and nurturing approach to learning supported by excellent teaching, teaching-related research, and service. The College believes that one’s intellectual capability coupled with social and spiritual growth is essential to the development of a well-rounded individual. In keeping with this mission, the College offers creative and enriching academic programs to prepare students for their chosen careers; and encourages active student engagement to cultivate life-long learning.

For more information, please visit website at [LaneCollege.edu](http://LaneCollege.edu).

## Purpose and Objectives of the RFP

Lane College is in the process awarding beverage pouring and vending rights for furnishing equipment, materials, supplies, and labor to provide for the supply and service of beverages and vending on the campus at various locations. The Vendor will be expected to supply beverages (e.g., bottled, can, bag-in-box syrup, powder, and vending products) to the campus. The College intends to enter a contract with the vendor for a term of five years commencing no later than September 1, 2023 through June 30, 2028.

### 2.0 RFP Requirements

The College seeks a Vendor to supply beverages (e.g, bottled, can, bag-in-box syrup, powder, and vending products) to the campus. The College expects all respondents to this RFP to address items fully, meet the deadlines, and present a level of transparency to positively build a long-term relationship with the College.

### 3.0 Confidentiality

This RFP has been prepared by Lane College. It is therefore issued in consideration of the agreement to treat it as confidential and upon selection as a potential Vendor, the Lane College Non-Disclosure Agreement (NDA) may be executed and submitted by each individual who is working on the project for the period of project duration and one year after the project end.

The information contained in this proposal and any related discussions or documents produced by LANE COLLEGE or its Advisers are confidential and proprietary information of Lane College. Lane College is not conveying any ownership to any party by disclosing this information.

By accepting this document, the Vendor agrees to hold this information in strict confidence and will not allow any other person or entity to see or use the information, and it will not be used in any way other than for the preparation of the requested proposal.

## 4.0 RFP Instructions and Term

Respondents shall submit proposals to the following:

Tangela Poole  
Chief Financial Officer  
Lane College  
545 Lane Avenue,  
Jackson, TN, 38301

Please address questions to Ms. Poole.

### 4.1 Lane Contact

To foster a fair and equitable evaluation process, Lane College has designated a single point of contact for this RFP as detailed in the section above. This individual is the only person authorized to communicate with Vendors regarding the RFP process and the Vendors shall not contact any other staff member of Lane College or any other entity associated with Lane College. Violation of this requirement may result in disqualification from this RFP. The College intends to enter a contract with the vendor for a term of five years commencing no later than September 1, 2023 through June 30, 2028.

Additionally, the Vendor shall designate a single point of contact. This individual is the only person authorized to communicate for the Vendor regarding the RFP process.

Proposals shall be submitted by 2:00 p.m., May 17, 2023.

### 4.2 Right of Lane College

Lane College reserves and may exercise one or more of the following rights and options regarding this RFP:

- To accept or reject any and all responses to this RFP, or any portion thereof for any reason.
- To seek additional proposals, conduct negotiations and/or contract with one or more qualified Vendors.
- To cancel or withdraw this RFP at its sole discretion, without the substitution of another RFP, or to alter the terms and conditions and evaluation criteria of this RFP
- To conduct any checks and investigations as to the qualifications of each Vendors at any time prior to the award of a contract
- Proposal will be valid for 90 days from the RFP due date as detailed in section 4.1 of this RFP and may be extended beyond that time by mutual agreement of the parties.

- Neither the receipt of any proposal nor failure to reject any proposal shall impose any legal obligation upon Lane College

#### **4.3 No Guarantee**

While it is Lane College's intent to award a contract as a result of the RFP, Lane College does not guarantee that a contract will be executed with the bidding Vendors.

#### **4.4 Costs for Preparation of Proposal**

Lane College shall not be held liable for any costs incurred by any respondent for work performed in the preparation and the production of the proposal or for any work performed prior to execution of contract.

#### **4.5 Six Levels of Evaluation**

All properly completed proposals will be reviewed by a selection committee. All submittals are to be complete; partial submittals will not be accepted. A complete submittal is defined as one which is responsive to all the components in each section specified in the RFP. The College is under no obligation to contact applicants for clarification but reserves the right to do so. Lane College is in no way bound to accept the proposal and may reject any or all proposals received, at its sole discretion. The contract award will be made to the Vendor whose proposal is determined to be the most advantageous to the College, taking into consideration the evaluation factors set forth and the discussions conducted with Vendors.

The following criteria shall be considered by the selection committee when evaluating proposals and it is suggested that the Vendors keep these components in mind when responding to the RFP: Point values have been assigned to the various subsections/criteria for evaluation purposes, and total 100 points. Points awarded in any category are the sole determination of the College.

Criteria	Weight
1) Commission Paid to Lane College	35%
2) Types of Vending Machine Equipment	15%
3) Product Pricing	15%
4) Varied Product Offerings	15%
5) Experience & Service	10%
6) References	10%

A Vendor will be selected on the basis of the proposal submitted which is, in the opinion of the Lane College administration, in the best interest of this College when all factors are considered. Factors considered will include, but are not limited to, commission, equipment, products, experience, past history, etc. It must be recognized by the interested parties submitting proposals that some of these factors are judgment items and the decision of the administration as approved by the College is final. The College reserves the right to reject any and all proposals, or parts thereof, and to waive

informalities in proposals received. The College shall be free to accept whichever submittal(s) it deems most advantageous.

#### **4.6 Revisions**

In the event it becomes necessary to revise this RFP, revisions will be made by issuing an addendum that clearly state the changes. Changes to the RFP due date are at the sole discretion of Lane College.

#### **4.7 RFP Intent**

All Vendors must declare their intentions to bid by emailing the given Lane College contact (section 4.0). The following must be incorporated when declaring your intention: *“(name of company) is in agreement with the terms/conditions of the RFP and we intend to bid on the RFP by the required due date. I confirm that (name of company) has no contractual or other relationship with the College that would prevent the College from entering an agreement with (name of company) or any other vendor. I (name of contact) confirm that I am the person applying or am an authorized representative of the company and I have the authority to make such an intention. “All intentions to bid must be declared by the date referenced in section 4.12 on “Timeline – Important Dates”.*

#### **4.8 Questions / Comments**

The only acceptable method of requesting clarification on any aspect of the proposal/project is via an email to the designated contact (section 4.0). All questions and/or comments must be submitted in one email (not in pieces or multiple emails) before the due date indicated in section 4.1. Questions that are deemed inappropriate, unrelated to the scope of this project and/or considered confidential will not be answered. Lane College is under no obligation to provide a specific reason for not answering a question. Lane College will combine all questions (without indicating the specific name of the Vendor that asked the question) and provide answers in an aggregate manner. To improve the quality of responses, Lane College may also restate questions.

#### **4.9 Format**

Attention of Vendors is directed to the fact that failure to respond in the format as described below may result in rejection of the entire proposal.

Only address the questions asked and attach any additional information at the end of the RFP and title the section “additional information”. Email the soft copy response to the contact’s name provided (section 4.0). **All responses (soft copies) must be received by the date and time listed in section 4.1.** Valid response will consist of the following files in Microsoft Excel, Word, PowerPoint and Adobe PDF format.

#### **4.10 Presentations**

After an initial review of the responses, Lane College may invite specific Vendors to present their offering to the committee. Please note that providing a response to the RFP does not guarantee a presentation/meeting with the committee. The initial presentation/meeting may be up to 3 hours in length. A specific agenda may be provided to all Vendors that have been invited to meet with the committee. The specific date/time will be communicated to you by the designated RFP contact. **In anticipation of receiving an invitation to present your offering, you are requested to keep the dates listed in section 4.12 open.**

#### **4.11 RFP Contract**

##### **RFP Contact Point**

The Vendor shall designate a single point of contact.

Contact Channel	Person / Contact Details
Single Point of Contact – name (Section 3.1)	
Single Point of Contact – e-mail (Section 3.1)	
Single Point of Contact – phone (Section 3.1)	

#### **4.12 Timeline – Important Dates**

1. RFP Posted to Lane College website: The College intends to post the bid no later than April 10, 2023.
2. Vendor Intent to Bid: Vendor must submit intent to bid no later than the close of business on May 2, 2023.
3. Vendor Questions Submission Deadline: Vendor questions must be emailed no later than the close of business on May 5, 2023.
4. Closing Submission Date: Proposals must be submitted no later than 2:00 p.m. on May 10, 2023.
5. On-campus Interview and Presentation: The College may request an on-campus interview and presentation during period of Wednesday, May 17, 2023 – Friday May 19, 2023. These dates may be adjusted to accommodate the College or Vendor.

## **5 Overview of the Opportunity**

This section contains the purpose, scope and objectives of the Vendor to provide beverage pouring and vending services for Lane College. The section describes in detail the services:

**The response should present detailed description of the services. The solution should include the overall deployment to supply beverages including but not limited to bottled, can, bag-in-box syrup, powder, and vending products to the campus community for campus facilities, cafeteria, athletics, catering, and concessions.**

### **5.1 Requirements**

The College seeks a Vendor to supply beverages (e.g., bottled, can, bag-in-box syrup, powder, and vending products) to the campus. The College does not guarantee any minimum number of machines or sales volumes. Vendor shall supply machines and service as required. The Vendor may add or delete machine locations and the types of machines at each location based upon space and usage requirements. If the College requests additional machines during the duration of contract, the Vendor shall be required to provide machines within three (3) working days after notification.

If, at any time, the number of machines at any location exceeds the number reported on the monthly income statement for that location, the extra machine(s) will be considered to have been in place since the beginning of the contract. Commissions on the extra machine(s) will be due and payable immediately as if the machine were generating as much revenue as the highest revenue machine dispensing similar products. The addition of machines without notifying the College will constitute breach of the contract and may be considered grounds for immediate termination of contract.

Table 1, Buildings, Utilization, and Service list the locations and types of services generally expected in each facility. Administrative and classroom buildings, residence hall, and student centers are equipped with vending machines. The dining hall, Pickard/Potts Hall (formerly known as Phillips Hall) is the cafeteria and serves bag-in-box mostly. On occasion, the dining hall will serve beverages in bottles or cans. The athletic department is the primary user of powder mix for hydration during athletic practices and competition. Table 2, Estimated Post Pandemic Sales, presents a basis for the proposal responses.

Note the following exceptions: This RFP does not include snack vending, concessions, catering, pot lucks, food trucks, and the like. Snack vending is addressed in another RFP and contractual relationship. The list does not include concessions that may be managed by student organizations, parent groups, and/or the Lane College dining hall. When the dining hall operates concessions and catering, the Vendor's branded products are typically used. However, in some catering, the customer may request beverages that are not supplied by the Vendor. Lane College reserves and excludes from this proposal items required in research, classroom projects, or other educational purposes.

The Vendor shall provide beverage pouring and vending services and be willing to share in the profits from the venture. The intent of this RFP is to award an exclusive beverage pouring and vending machine rights to the campus. Said agreement shall provide for the installation and maintenance of drink vending machine equipment at the sole cost of the Vendor. The firm or individual must provide excellent service to the College and have an outstanding reputation in their field. The contract will be awarded to the Vendor who best satisfies the College's needs at optimum revenue and service performance.

#### **5.1a Vendor Exceptions to Requirements**

Due to the variety of beverage providers, the Vendor shall state explicitly the elements of the RFP the Vendor cannot or will not perform.

### **5.2 Variety of Items**

Lane College desires a wide variety of items to be provided by the Vendor. Carbonated beverages commonly known as "soft drinks" in all packages. Bottled water to include all mineral and spring waters. Sports drinks, fruit and/or vegetable juices. Powder mix primarily for athletics. The items that will be dispensed shall be determined by what is proven to result in the highest sales at a particular location based on actual and projected customer demand. Once the College has approved the initial product line offered, the Vendor will be allowed to add or delete products with prior written approval from the College. The College reserves the right to request that a product be replaced or removed at any time. The Vendor will provide high quality, fresh merchandise and must mark and visibly display all perishable drink products with an expiration date and must immediately replace all such products that have expired.



### **5.3 Equipment**

The Vendor shall furnish and install high quality vending machines and all related equipment. The machines shall be modern, of the latest mechanical/electronic technology and be in new or near new condition. In no case shall machines older than five (5) years be installed. Preference will be given to machines that are equipped with energy saving devices.

All machines shall show the Vendor's name, local service telephone number for reporting of machine malfunctions, the person or office within the Vendor's organization responsible for refunds. In addition, for identification purposes, each machine shall have serial or ID numbers that are visible and easily located.

Installation, service, and removal of vending machines and related equipment shall be the sole responsibility of the Vendor at no additional cost to Lane College.

Vendor shall assume all risk and responsibility for any loss, destruction, or damage occurring to the machines or other vending equipment. In the event of any loss due to theft, fire, accident, disruption of utility services, vandalism, spoilage or other similar causes from said machines, the loss shall be borne by the Vendor.

All machines shall be equipped to accept legal U.S. tender, be equipped with dollar bill validators, and payment mechanisms which accept combinations of dollar bills, nickels, dimes and quarters. Each machine must have bill change capabilities. In addition, drink vending machines furnished by Vendor must simultaneously handle a dollar bill validator, coin mechanism. Machines must have the capability to handle debit/credit card reader.

### **5.4 Record Keeping**

To ensure accurate record keeping, all machines shall be equipped with non-resettable counters, which indicate unit sales. If multiple products are dispensed from the same machine, a separate dispensing counter is required for each separate commission rate dispensed. Upon initial installation of the machines, Vendor shall submit starting machine counter numbers to Lane College for each vending machine.

Any signage, logo, promotions, promotional material, or anything that Lane College may construe as advertising must be approved by the College before distribution or placement.

Vendor shall provide machine maintenance and repair service between the hours of 8:00 a.m. and 5:00 p.m., excluding weekends and holidays. Generally, Lane College expects that service calls will be responded to within four (4) hours after notification of need during the period of 7:00 am and 4:00 pm on business days. Preventative maintenance and repair of vending machines and related equipment shall be the responsibility of the Vendor in terms of expense and response time. The Vendor will conduct routine service and inspection of machines, as required and posted on the front of the machine so as to maintain uninterrupted service at all times. Vendor shall maintain a log of all inquiries.

With cooperation from the College, Vendor shall be responsible for handling customer cash refunds. A label on each machine, or a sign prominently displayed at each machine location, containing clear and concise instructions as to the procedure for obtaining cash refunds shall be provided by Vendor. In addition, the Vendor shall reimburse the College for any Cash Refunds that Lane College has paid to customers, due to empty, jammed or otherwise inoperable machines.

Vendor shall be responsible for the physical inventory, inventory control, and filling of machines. The Vendor shall make every effort to re-stock machines at times that will not conflict with peak usage times. No inventories will be maintained at any Lane College locations.

Vendor shall provide service and stock drink vending machines according to a schedule which ensures that the vending machines are never empty of any of the product(s) or have products in them which have expired.

Vendor will be required to provide a schedule detailing the frequency, including the day(s) of the week, and any exceptions to the schedule, each machine will be restocked.

Vendor shall keep the machines in a clean and sanitary condition. This requirement includes interiors, exteriors, tops, and the areas under the machines.

Vendor shall provide the necessary trained personnel, satisfactory to the College, to adequately stock, service, and repair all machines on a daily basis or as needed. Trained, qualified personnel identified by a clearly marked and openly displayed company insignia and/or uniform will perform all service. In addition, all such persons shall carry company issued photo identification and shall present such documents to anyone on request.

#### **5.5 Sponsorship and/or Donations to College**

Vendor shall use this section to describe the sponsorship, donations, and/or investments that the vendor intends to make to the College on an annual basis and over the course of the contract.

<b>Table 1 Buildings, Utilization, and Service</b>		
<b>Building Name</b>	<b>Utilization</b>	<b>Service</b>
Bray Hall	Admin./Classrooms	Vending
J.K. Daniels Hall	Admin./Classrooms	Vending
Saunders Hall	Admin./Classrooms	Vending
Field House	Athletic Training	Vending, Powder, Bottles, Cans
Water Tower Place	Bookstore, Copy Center, Student Affairs	Vending, Bottles, Cans
Berry Music Hall	Classrooms	Vending
Greer Armour	Classrooms	Vending
Stone Hall	Classrooms	Vending
McClure (formerly Millennium) Hall	Classrooms	Vending
Chambers-McClure Academic Center	Classrooms	Vending
Shy Hall Radio Station	Classrooms	Vending
J. F. Lane Health & Phys. Ed.	Classrooms/Athletics	Vending
Pickard/Potts (formerly Phillips) Hall	Dining Hall	Bag-in-Box, Bottles, Cans
Football Stadium	Football Stadium	Vending
Alumni Hall	Residence Hall	Vending
Graves Hall	Residence Hall	Vending
Hamlett Hall	Residence Hall	Vending
Harper Hall	Residence Hall	Vending
Jennie Lane Hall	Residence Hall	Vending
N.C. Cleaves Hall	Residence Hall	Vending
Smith Hall	Residence Hall	Vending
Williamson Hall	Residence Hall	Vending

Orchards Hall	Residence Hall	Vending
Kirkendoll Student Center	Student Center	Vending

<b>Table 2 Estimated Post-Pandemic Sales</b>	
<b>Sales</b>	<b>Annual Units</b>
Vending	1900
Cases (Bottles and Cans)	400
Bag-In-Box Gallons	1500
Powder Mix Cases	10

## Bid Evaluation

Points awarded in any category are the sole determination of the College.

<u>Criteria</u>	<u>Weight</u>
1) Commission Paid to Lane College	35%
2) Types of Vending Machine Equipment	15%
3) Product Pricing	15%
4) Varied Product Offerings	15%
5) Experience & Service	10%
6) References	10%

A Vendor will be selected based on the proposal submitted which is, in the opinion of the Lane College administration, in the best interest of this College when all factors are considered. Thus, the cumulative bid evaluation points will be reviewed but will not be the sole determination in awarding the contract.

## 6 Vendor Profile

Important Note: If any Vendors bidding for this RFP are current Vendors to Lane College, please mention it upfront. Failure to include existing and/or past contracts may result in disqualification from this RFP process.

### 6.1 Lane College Experience

**6.1.1** Has your company signed a beverage pouring and vending agreement or any other agreement with Lane College or one of its partners or contracting agencies (either currently or in the past)? If yes, please provide start date and end date of the contract, description of the contract scope and the names of the contacts that executed the contract. If Vendor fails to

disclose current or past contracts, the College reserves the right to disqualify the Vendor. Further, submission of a proposal shall supersede all other contracts and release Lane College from any and all current or past contracts.

**6.1.2** If you do not have a contract with Lane College or one of its subsidiaries or affiliated agencies, do you currently (or in the past) provide or have provided any ad hoc products/services to Lane College or one of its subsidiaries or affiliated agencies? If yes, please provide the main contacts that you coordinate (d) with and the main products/services provided.

## **6.2 Vendor's Information for Companies**

**6.2.1** Number of years your organization has been in business under its present business name.

**6.2.2** Other names or former names under which your organization operated.

**6.2.3** List any parent, subsidiary, and/or associated companies that you have.

**6.2.4** Identify and describe any mergers or acquisitions made by your company in the last three years for companies.

**6.2.5** Enclose audited statements of accounts for the last 3 years.

## **6.3 Legal Proceedings**

**6.3.1** Are there any judgments, claims, arbitration proceedings, or lawsuits pending or outstanding against your organization or its officers? If yes, please provide explanation of the circumstance.

**6.3.2** Has your organization filed any lawsuits or requested arbitration with regard to any contracts within the last five years? If yes, please provide explanation of the circumstance.

**6.3.3** Has your organization or any of its officers or owners ever been convicted of a crime or are they presently the target of any criminal or administrative investigation? If yes, please provide explanation of the circumstance.

**6.3.4** In case of default by the Vendor to provide requisite services, the Vendor shall compensate the College in full and pay any penalty as per rules will be levied.

## **6.4 Clients**

**6.4.1** Pertaining to the RFP, please list the specific number of clients you have supported or have been supporting in beverage pouring and vending services that might be like the work as stated in the RFP especially in the education sector. Describe the services provided for these clients and furnish the references.

**6.4.2** If awarded this contract, where would Lane College fall in terms of your client list based on annual revenue? (i.e., top 10, top 20 etc.).

## **6.5 Workforce**

**6.5.1** Please detail the size of your company workforce (either full or part time or Vendor).

**6.5.2** Please detail your annual employee staff turnover figure as a percentage of your total employee numbers. Please exclude any Vendors and temporary workers.

**6.5.3** Lane College believes that since this work entitles services specific to higher education institutions and their functioning it is important for the Vendor to employee staff with higher education experience. Please discuss the experience of workforce with higher education.

## **6.6 Market Positioning**

**6.6.1** Please share key attributes that distinguish your organization from the competition.

**6.6.2** Identify any products/services that represent more than 10% of total annual revenues and indicate what percentage of revenue each product/service accounts for.

## **6.7 Insurance & Indemnification**

Please detail your insurance coverage in support of the services outlined in the scope of this RFP – your proposal should be accompanied by evidence of coverage.

## **6.8 Supplemental Items**

**6.8.1** What awards and recognition has your company received?

**6.8.2** Does your company work with small colleges of 1000 students or less? If so, please describe the relationship.

**6.8.3** Please attach with your submission a suitable template of the Agreement that is currently in use with other clients, and you believe would be suitable for Lane College in meeting its vision as set out in this RFP. This will be reviewed as the basis for discussion at a later date should your bid progress to further discussions.

## **7 Pricing and Commissions**

### **7.1 Commission Structure**

The commission structure rate will be substantiated in the contract as basis for award.

### **7.2 Setup Costs**

The proposed Vendors should clearly identify the setup costs. The College shall not be responsible for setup costs.

### **7.3 Monthly Commission Payments**

The Vendor shall pay commissions within twenty-one (21) days following the end of each reporting period (calendar month unless otherwise stated). For example, a sales report for the month of October (on November 1st), a total commission must be paid to Lane College by November 21st.

Vendor shall issue a check payable to Lane College in care of:

Tangela Poole  
Chief Financial Officer  
Lane College  
545 Lane Avenue,

Jackson, TN, 38301

Commission check shall be accompanied by a statement showing sales and commissions for each machine for each location associated with the account.

Commission Payments should be accompanied by gross sales information/report per machine per location.

The College reserves the right to audit the Vendor's books and collected vending revenues at any time in order to verify sales volumes.

## **7.4 Price Adjustments**

If price changes on drink products the College must approve any price adjustment prior to its effective date.

All requests for price adjustments shall be submitted to:

Logan Hampton  
President  
Lane College  
731426.7595  
LHAMPTON@LANECOLLEGE.EDU

All requests for price adjustment (that will be the result from this RFP) shall be submitted for review sixty (60) days prior to the proposed effective date of the rate change. If the College agrees to price adjustment, or has a counter offer to make to the Vendor, resultant price adjustment shall become effective thirty (30) days after acceptance by the College and the Vendor and substantiated in addendum to the original contract. Requests for price adjustments shall be no more than once every twelve (12) months. Vendor will be obligated to document and verify the incremental Cost of Goods from the Vendor's supplier(s)' price increases.

Prices as stated herein are maximum throughout first year of contract term.

All Pricing shall be F.O.B. Destination to all locations of the College campus.

## **7.4 Beverage Vending Usage**

The College does not guarantee any minimum number of machines or sales volumes. Vendor shall supply machines and service as required. The College may add or delete machine locations and the types of machines at each location based upon space and usage requirements.

If the College requests additional machines during the duration of contract, the Vendor shall be required to provide machines within three (3) working days after notification by the College.

IF, AT ANY TIME, THE NUMBER OF MACHINES AT ANY LOCATION EXCEEDS THE NUMBER REPORTED ON THE MONTHLY INCOME STATEMENT FOR THAT LOCATION, THE EXTRA MACHINE(S) WILL BE CONSIDERED TO HAVE BEEN IN PLACE SINCE THE BEGINNING OF THE CONTRACT. COMMISSIONS ON THE EXTRA MACHINE(S) WILL BE DUE AND PAYABLE IMMEDIATELY AS IF THE MACHINE WERE GENERATING AS MUCH REVENUE AS THE HIGHEST REVENUE MACHINE DISPENSING SIMILAR PRODUCTS. THE ADDITION OF MACHINES WITHOUT NOTIFYING THE CONTRACT SERVICES OFFICE WILL CONSTITUTE BREACH OF THE CONTRACT AND MAY BE CONSIDERED GROUNDS FOR IMMEDIATE TERMINATION OF CONTRACT.

## 8 ANNEXURE: Financial Bid Letter

The CFO/Controller,  
Lane College  
Tangela Poole  
Lane College  
Jackson, TN 38301

It is important that the Vendor's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal 2:00 p.m. on March 23, 2023

SEALED PROPOSAL For \_\_\_\_\_

Failure to do so may result in premature disclosure of your proposal.

It is the responsibility of the Vendor to insure that the proposal is received by Lane College by the date and time specified above.

Late proposals may not be considered.

### Right to Reject

Lane College reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

### Small and/or Minority-Owned Businesses

Efforts will be made by Lane College to utilize small businesses and minority-owned businesses.

### **Subject: Vendor for Lane College Beverage Pouring and Vending Services**

We, the undersigned Vendor(s), having read and examined in detail the RFP document in respect of beverage pouring and vending services for **Lane College**, do here by propose to provide the services as specified in the RFP document along with the following:

#### **1. DETAILED DESCRIPTION OF SERVICES**

#### **2. PRICE AND VALIDITY**

- 2.1 All the prices mentioned in our RFP response are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this RFP response are valid for a period of 21 calendar days from the date of opening of the financial bids.

- 2.2 We are a non-profit and do hereby confirm that our prices are exclusive of all taxes. However, all the statutory taxes will be paid as per regulations.

### **3. BID REQUIREMENTS**

We have included the relevant schedules.

### **4. DEVIATIONS**

We declare that all the services shall be performed strictly in accordance with the RFP documents.

### **5. RFP PRICING**

We further confirm that the prices stated in our bid are in accordance with your terms included in RFP documents.

### **6. CONTRACT PERFORMANCE SECURITY DEPOSIT**

We hereby declare that in case the contract is awarded to us, we shall submit an agreement in accordance with the RFP in full.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We confirm that no technical deviations are attached here with this financial offer.

Thanking you,

Yours faithfully,

(Signature of the Vendor) Name:

Designation:

Seal

Date:

Place:

Business Address:



## SECTION 1 EVALUATION PROCESS & BASIS OF AWARD

An Evaluation Committee will evaluate the proposals received as a result of this RFP. All submittals are to be complete; partial submittals will not be accepted. A complete submittal is defined as one which is responsive to all the components in each section specified in the RFP. The College is under no obligation to contact applicants for clarification but reserves the right to do so.

The contract award will be made to the responsible Vendor whose proposal is determined to be the most advantageous to the College, taking into consideration the evaluation factors set forth and the discussions conducted with responsible offerors.

Bid Evaluation. The contract will be awarded to the proposer with the highest cost per quality point based upon the following. This section should constitute the major portion of the proposal. Point values have been assigned to the various subsections/criteria for evaluation purposes, and total 100 points. Points awarded in any category are the sole determination of the Lane College.

<u>Criteria</u>	<u>Weight</u>
Commission Paid to ASU-Beebe	35%
Types of Vending Machine Equipment 1	5%
Product Pricing	15%
Varied Product Offerings	15%
Experience & Service	10%
References	10%

## SECTION 2 CRITERIA

### ***1. COMMISSION PAID TO LANE COLLEGE***

State your proposed minimum annual guarantee plus a specified commission rate. Vendor will pay Lane College the greater of the two each year.

## **2. TYPES OF VENDING MACHINE EQUIPMENT**

List the types of vending machine equipment you propose to provide.

Are you able to provide beverage vending machines that can simultaneously handle a dollar bill validator, coin mechanism, and a credit/debit card reader?

What do you see as the pros and cons of cashless vending machine solutions?

### **3. *PRODUCT PRICING***

List the amount to be charged to the public for the different drinks to be dispensed.

#### **4. *VARIED PRODUCT OFFERINGS***

Submit a listing of the brand name products you propose for this RFP.

## **5. EXPERIENCE & SERVICE**

Address your company's experience in providing drink vending services, especially for a small college. Additionally, address your company's proven record of providing excellent service to its customers.

## 6. REFERENCES

Please provide three (3) client references whose scope of work is like that described in this RFP. Each client reference should include the information requested below. It is in your best interest to provide customers who are similar to Lane College in size and service expectations.

Company Name:  
Address:  
City/State/Zip:  
Contact Name:  
Telephone:  
Email:  
Service Agreement began:  
Expires:  
Number of Vending Machines Installed:  
Type:

Company Name:  
Address:  
City/State/Zip:  
Contact Name:  
Telephone:  
Email:  
Service Agreement began:  
Expires:  
Number of Vending Machines Installed:  
Type:

Company Name:  
Address:  
City/State/Zip:  
Contact Name:  
Telephone:  
Email:  
Service Agreement began:  
Expires:  
Number of Vending Machines Installed:  
Type:

## SECTION 3 OFFICIAL SIGNATURE DOCUMENT

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL RESPONSE

I, the undersigned duly authorized representative of the proposer, understand that the proposal must be signed by the proposer or an authorized representative of the proposer. Further, I acknowledge that I have read and understand all the proposal instructions, specifications, terms and conditions, and agree, on behalf of myself and the proposer, to be bound by them.

---

Signature

---

Name & Title (Typed or Printed)

---

Company Name

---

Address & Telephone

---

Employer Identification Number



## SECTION 4 CAMPUS MAP

