REQUEST FOR PROPOSAL

BEVERAGE SERVICE EQUIPMENT AND VENDING MACHINES

PURPOSE

Spring Lake Public School District (“District”) requests for proposal (RFP) beverage service equipment and vending machines for the following:

1. Food Service Beverage Service
2. Athletic Booster Beverage Service
3. Vending Machine Beverage Service

A summary of services is listed below. Vendors are required to review and abide by all terms of the RFP.

The proposal request is for a three (3) year contract with the option to renew for two (2) additional one (1) year renewal options. The contract will begin July 1, 2018. Vendors that wish to be considered for the bidding of services are required to submit two (2) completed proposals with full name and address of vendor; no fax copies will be accepted. Submit one (1) PDF copy via email, to Liz Boeve, Director of Operations, Spring Lake Public Schools, lboeve@springlakeschools.org

Proposals must be received no later than 2:00pm on Friday, May 18, 2018 at the following address:

Spring Lake Public Schools
Administrative Offices
345 Hammond Street
Spring Lake, MI 49456
Attn: Liz Boeve

RFP proposals must be sealed in an envelope indicating “Beverage Service Equipment and Vending Machines”. All RFPs must be received at Spring Lake Public School Administrative Offices on or before the time shown above or they will not be accepted.
SCOPE

This RFP contains instructions concerning proposals to be submitted and services to be provided by the selected vendor. Specifications regarding the details and services/products to be provided are listed below.

GENERAL INFORMATION

Spring Lake Public School District’s population is approximately as follows:

- Elementary Schools - 948 students, 93 staff
- SL Intermediate & Middle Schools - 785 students, 72 staff
- SL High School – 878 students, 65 staff
- Community Fitness & Aquatics Center – 5,985 members, 28 staff

Below are the current beverage outlets being serviced at Spring Lake Public School District:

**Vending**
- High School: two (2) pop/water/juice vending machines
- Middle/Intermediate School: three (3) pop/water/juice
- Fitness & Aquatic Center: two (2) pop/water/juice
- Holmes Elementary: one (1) pop/water/juice

**Food Service**
- High School Cafeteria: requires one (1) double sided, two-door sliding cooler, one (1) single sided, two-door sliding cooler and one (1) ½ size single sided, single door counter-top coolers. All coolers located in the cafeteria should display graphic(s) of non-carbonated beverages.
- Middle School Cafeteria: requires one (1) double sided, two-door sliding cooler. All coolers located in the cafeteria should display graphic(s) of non-carbonated beverages.

**Athletic Boosters**
- Grabinski Football Stadium Concessions: Seats 4,000; equipped with a full concessions building with two (2) menu boards and two (2) two-door sliding coolers.
- Soccer/Lacrosse Stadium Concessions: Seats 750; equipped with a full concessions building with one (1) menu board, one (1) single sided, one-door cooler.
- Basketball & Volleyball Concessions: Seats 2,000; equipped with full concessions with one (1) menu board, and one (1) two-door cooler.
- Softball Concessions: requires one (1) menu board and one (1) single sided, one-door cooler.
Our main intent is to have you provide one proposal. The District expects this information to be consolidated in a “Proposal Summary” that explains your proposal and includes at a minimum the following information:

1. Scholarship allowances.
2. Product donations for school and community sponsored events, i.e., Prom, Kids Triathlon, Coast Guard Pickle-Ball tournament, etc.
3. Equipment and installation.
4. Scoreboard/Athletic support.
5. Exclusivity sponsorship.
6. Pricing and vending commission.
7. Any other perks (i.e. sideline sport packages) including the value of each.
8. Cost per case of water and carbonated beverages provided to our concession stands for sale at athletic events.
9. A signed statement verifying your understanding of the new laws with regard to student’s’ nutritional guidelines and certification that your proposal is compliant with these guidelines. It is also understood that even though we have not deviated from the vendor’s recommendations in the past, the District does have final say on what types of beverages are offered to our students.

In addition, please provide a list for all typical beverages that could be sold in our cafeteria.

CLARIFICATION

Clarifying questions may be directed in writing to Liz Boeve, Director of Operations, at lboeve@springlakeschools.org. All questions and answers will be distributed via email to all known responding firms.

PROPOSALS

Please list and complete the name of your firm with address and phone number. Provide three (3) school district references for which your firm currently provides services (Attachment A). An official who is authorized to bind the vendor to its proposal must sign the proposal. For this RFP, the proposal must remain valid for at least (90) days from the submission date.

REJECTION OF PROPOSALS

Spring Lake Public Schools reserves the right to reject any and all proposals received as a result of this request, or negotiate separately with challenging applicants. The District reserves the right to decide not to award a contract as a result of this announcement if it does not receive proposals which it determines to have adequately addressed the requirements.
PRESENTATIONS/INTERVIEW

Companies may be required to make an oral presentation or be interviewed. Such presentations or interviews provide an opportunity for the vendor to clarify their proposal and to ensure mutual understanding of the requirements.

VENDOR RESPONSIBILITIES

It is the obligation of each vendor to examine instructions, requirements and specifications before submitting a proposal. Submission of a proposal shall be proof that such examinations have been made and that each vendor has recorded his/her own investigation and has become thoroughly familiar with the requirements.

Spring Lake Public School District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of, any misunderstanding by the contractor. Vendor will be required to assume responsibility for packaged service offered in the proposal.

SELECTION CRITERIA

Spring Lake Public Schools will select the proposal that most closely meets the requirements of the RFP and satisfies the needs of the District.

The following criteria will be used in making the decision:

1. Company Qualifications – the extent to which the company demonstrates the ability to meet all requirements.

2. Pricing – while cost is important in choosing a vendor it will not be the sole deciding factor in awarding this contract. Value will be of great consideration when reviewing the vendor’s proposal.

3. Vendor approval will be based upon the following criteria:
   - Service
   - Product Quality
   - References
   - Cost

TERMS OF THE AGREEMENT

It is anticipated the period of the contract will be a three (3) year contract with the option to renew for two (2) additional one (1) year renewal options. The contract will begin July 1, 2018. Termination of this agreement may occur if, through any cause, the vendor fails to fulfill in a timely manner, any obligation under this agreement. The intention to terminate this agreement must occur at least thirty (30) days prior to the effective date of such termination. In addition, this agreement may be cancelled if the termination is mutually acceptable to both parties.
## ATTACHMENT A

**VENDOR PROFESSIONAL REFERENCES**

A minimum of three (3) references are required. Vendor must show evidence of completion within the last two years of at least three (3) school district contracts involving work similar to that described in the proposal documents. All references listed should be within the State of Michigan, preferably West Michigan.

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