



Napa Valley Community College District
 District Auxiliary Services
 Request for Proposal

FOOD AND BEVERAGE VENDING SERVICES

AT

Napa Valley College Main Campus, Napa
 and the
 Upper Valley Campus, St Helena

Request for Proposal

Release Date: 9/24/18

<p><i>Mandatory Pre-Proposal Job Walk Napa Valley College Main Campus. 2277 Napa-Vallejo Hwy. Napa, CA 94558</i></p>	<p><i>At 2:00 pm, 10/11/18</i></p>
<p><i>Requests for information/Inquiries Due</i></p>	<p><i>Before 5 p.m., 10/26/18</i></p>
<p><i>Proposal Due:</i></p>	<p><i>Before 2 p.m., 11/1/18</i></p>

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1. NOTICE TO PROPOSERS

Napa Valley Community College District Auxiliary Services invites you to submit a proposal for Vending Services for a three-year contract term.

Selection will be made on information supplied in your proposal according to criteria listed under “Award/Evaluation Criteria.”

The District is requesting proposals from qualified vending machine providers to install, maintain and repair different vending machines and to consistently supply healthy, fresh snack and beverage merchandise.

2. ABOUT THE DISTRICT

Napa Valley Community College District (“District”) College is a two-year higher education institution and is one of 114 colleges in the California Community College system. The District consists of one college, and two educational centers. The District serves a headcount of approximately 9500 students per year and has over 500 employees, most of whom work on the Main Campus in Napa, CA.

For 76 years, the Napa Valley Community College District (“District”) has provided a dynamic learning environment that fosters excellence, opportunity and innovation in meeting the educational needs of our diverse students and community.

The regular academic calendar runs approximately from the third week in August through the end of May. Summer session classes are offered Monday to Friday and run from mid-June through the first week in August. Vending is also provided for the summer session. There are no residence halls on campus.

Students at Napa Valley Community College regularly use the vending services at the college. It is important as a potential Vendor to keep the students’ needs and concerns in mind when providing a product. A consistent and convenient product is what is most important to the average student. All machines should be stocked with similar products and maintain steady deliveries to ensure that no student goes without.

3. SCOPE OF WORK - LOCATIONS

The proposer shall provide mechanical food and beverage vending machine services for the District at

Napa Valley College Main Campus
2277 Napa-Vallejo Hwy.
Napa, CA 94558

Upper Valley Campus, St. Helena.
1088 College Avenue
St. Helena, CA 94574

Proposer shall evaluate the existing number and type of machines currently in place and make recommendations for each location and area of each campus. The number of machines shall primarily be based on the student and the staff population. The Proposer shall provide sufficient number of machines in serving the respective locations, including hot and cold breakfast and lunch choices.

A list of existing machines and their locations is attached.

4. SCOPE OF WORK - TASKS

Task 1: Install vending machines at each of the existing and any new locations (Napa Valley College Main Campus and the Upper Valley Campus, St Helena).

Proposer shall install, without cost to the District, mechanical vending machines as herein enumerated for District.

- Vending machines shall remain the property of the Proposer.
- Automatic vending machines shall be new and/or refurbished models in excellent condition.
- Energy efficient machines are required.
- Vending machines must accept any combination of nickels, dimes and quarters and one dollar bills. Machines accepting the debit and/or credit cards are highly desirable.
- All vending machines shall be attractive in appearance using the latest designs in the marketplace and shall reasonably match either in color and/or style.
- Vending equipment supplied will be the type approved or recognized by State or local health department. Such equipment shall be inspected and approved by the District staff and or authorized representative at time of installation.
- All machines should be identified with a serial number.
- Power to the vending machines must fit the present configuration at each existing location.
- Machines should be installed so as not to be obtrusive, cause any seepage or debris build-up underneath, nor to be able to shake or move said machines, individually or collectively.
- There shall be no charge to the District for the adding or removal of vending machines.
- Permission to relocate, exchange or remove vending machines must be approved in advance by authorized personnel of the District.

Task 2: Repair and Maintenance of Vending Machines

- The Proposer shall at all times, and at its expense, be responsible for all service, maintenance and repair of its vending machines.
- Machines shall be maintained in good condition.
- Requests for repairs shall be completed in 24 hours.

- Service personnel shall be professional and courteous.
- It is desirable that service personnel wear uniforms but, at a minimum, service personnel must have Proposer supplied identification badges.
- Proposer's Business Services must be available five days a week during normal business hours.
- Proposer must provide an easy and efficient process for refunding money lost due to equipment malfunctions.
- Each machine shall be clearly marked with an identification number as well as the Proposers' name, address and phone number for requests for repairs and refunds.

Task 3: Sufficient Stocking and Restocking of healthy snack and beverage merchandise

The following parameters govern the stocking, restocking and specifications of the beverage and snack merchandise:

- The Proposer agrees to stock and maintain, no less than every three (3) days or as often as required to maintain stock, machines with food and beverages, prepared and dispensed in accordance with all sanitation and health standards. Food and beverages dispensed shall be available at prices and in portions as submitted.
- The Proposer will provide high quality, fresh merchandise, including healthy snacks and beverages.
- Fifty percent (50%) of items must be of a healthy, low sugar or low fat alternative.
- All food products must be removed from vending machines on the date that their freshness dating expires. All products will be considered past dated according to the date stamped on the manufacturers' package.
- The District reserves the right to request specific merchandise to be dispensed in vending machines on its premises and shall have the final right of approval on all types of merchandise.

Task 4: Items and Fees

- Proposer shall price vended products at the price specified in their proposal.
- Proposer shall submit and attach to this proposal a list of the proposed commodities, package size and initial selling price of the items that the Proposer will place in all snack and beverage machines, including but not limited to; breakfast and lunch choices, canned soda, bottled water, canned/bottled juice, candies, gum, chips, snacks, cakes and desserts. Upon written request by the District, the Proposer may modify or change any products offered.
- The Proposer shall notify the District at least one month in advance of any proposed price change. Such price change shall not occur without District's approval.
- The successful Proposer will be required to pay the District a percentage of gross dollar

volume from all sales made. The percentage the District receives from the vendor for merchandise should be included in the response to the RFP and is subject to negotiation.

5. TERM OF CONTRACT

The District prefers that any agreement will be for a period of three (3) years with the option for the District to extend services for up to three (3) years, with the same terms and conditions. The District shall make the determination of contract renewal. The District reserves the right to cancel the Vending Services Contract upon 30 days written notice to the Proposer.

6. PROPOSAL TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change. If the District determines that it is necessary to change any of these dates or times prior to the proposal due date, the change will be accomplished by emailing proposers on record and posting an addendum to the following website:

<http://www.napavalley.edu/auxsvcs/Pages/Requests-for-Proposal.aspx>

<i>Request for Proposal (RFP) Release Date:</i>	<i>9/24/18</i>
<i>Mandatory Pre-Proposal Job Walk Napa Valley College Main Campus. 2277 Napa-Vallejo Hwy. Napa, CA 94558</i>	<i>At 2:00 pm, 10/11/18</i>
<i>Requests for information/Inquiries Due</i>	<i>Before 5 p.m., 10/26/18</i>
<i>Proposal Due:</i>	<i>Before 2 p.m., 11/1/18</i>
<i>Award Approval:</i>	<i>11/8/18 at the Board of Trustee Monthly Meeting</i>

7. PRE-PROPOSAL JOB WALK

A review of existing machines and conditions on the Napa Valley College Main Campus is scheduled for October 11, 2018 at 2:00 PM. The walk will convene in the Office of Institutional Advancement & Auxiliaries, Room 1531, Building 1500, 2277 Napa-Vallejo Hwy., Napa, CA 94558. The can be reached by phone at 707-256-7161. Failure to attend this walk may exclude your firm from consideration. If you are unable to attend, please contact Carollee Cattolica (ccattolica@napavalley.edu). Alternative arrangements for a campus tour are not guaranteed.

8. REQUESTS FOR INFORMATION/INQUIRIES

No oral interpretations will be made to any vendor as to the meaning of the RFP. Proposers may submit written questions to Carollee Cattolica (ccattolica@napavalley.edu) before 5:00 p.m., October 26, 2018. Questions will be answered as submitted and **early inquiries are encouraged**. Written responses will be distributed to proposers and posted on the Napa Valley College District Auxiliary Services webpage (<http://www.napavalley.edu/auxsvcs/Pages/Requests-for-Proposal.aspx>).

Do not contact other District employees regarding this project or the selection process. Questions regarding the RFP should be submitted in writing in conformance with the stated deadlines.

9. SUBMITTAL OF PROPOSAL (DATE – 11/1/18)

Two copies of the proposal are due before 2:00 p.m., November 1, 2018 to the Managing Director of College Foundations Carollee Cattolica and must be marked “NVC DAS. RFP Food & Beverage Vending Services.” The District requests that at least one (1) copy of the RFP be formatted so as to be readily photocopied (no binding necessary).

10. MAILING ADDRESS

Managing Director of College Foundations
Carollee Cattolica
2277 Napa Vallejo Highway,
Building 1500, Room 1531
Napa, CA 94559

11. REJECTION OF PROPOSALS.

The District reserves the right to reject any or all Proposals or any part of a Proposal and also to waive informalities, minor irregularities, or other requirements in our Request for Proposal and/or offers received, and/or to accept any portion of the offer if deemed in the best interest of the District. Failure of the Contractor to provide in its proposal any information requested in this RFP may result in rejection for non-responsiveness.

12. PROPOSAL SELECTION

The District reserves the right, without qualification, to:

- Select any Proposer as a basis for written or oral communication with any or all of the companies or individuals when such action is considered to be in the best interest of the District.
- Exercise discretion and apply its judgment with respect to any proposals submitted.

The District may select the Proposer, based on initial proposals received, without discussion or after detailed discussions or contract negotiations.

13. AWARD/EVALUATION CRITERIA.

Evaluation Criteria that should be addressed in, and will be used to evaluate, proposals includes, but is not limited to the following:

- Experience of the Contractor (Company)
- Experience and ability of “manager/operator” to manage an account of this size.
- Demonstrated professional experience/ability of the firm with making improvements or contracting for site “improvements”
- Knowledge and understanding of food service regulations

- Demonstrated competence/references
- Financial stability of the Contractor and ability to provide insurance
- Variety and quality of food choices for college students
- Healthy food choices available
- Commission to the District and overall financial commitment.
- Food pricing , pricing stability and appropriateness for students
- Quality control of product and service
- Commitment to customer service; training provided to employees, etc.
- Completeness of proposal

14. EXECUTION OF PROPOSAL:

Each proposal must give the full business address of the proposer and must be signed by the proposer with his or her usual signature. Proposals by partnerships must furnish the full names of the all partners and just be signed in the partnership name by a general partner with authority to bind the partnership in such matters. Proposals by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. A proposer's failure to properly sign required forms might result in rejection of the proposal.

15. PROPOSAL CONTENT

The District requires the Proposer to submit a concise proposal clearly addressing all of the requirements described in this RFP. The Proposer should address how they will perform the tasks specified in the "Scope of Work" section. **The Proposer is encouraged to suggest additions or modifications to the scope that will enhance or clarify their response.**

The following sections should be included to assist the District in evaluating proposals.

- Cover Page to include signature per the Proposal Execution section above and company information including mailing address and contact information.
- Fee Schedule including pricing for all vended items and commission
- Process for providing refunds -- Describe your refund process and any samples of forms that are required for this process.
- Pictures or brochures, serial numbers, and year of manufacture of proposed machines to be installed and their proposed locations
- Relevant Experience and references -- Provide a summary description of similar or relevant projects for which your company completed services within the last five years similar to those proposed in your scope of work. Specific client references that are presently or have recently used the services (name, phone number, email and contact person) should be included. These client references should demonstrate the Proposer's experience and ability to provide similar services on schedule.

- Management Team – Identify the Account Manager who will be working directly with the District and engaged in managing the work. Identify the responsibilities of the key individuals, other than the Account Manager, who will be assigned to the proposed contract, and who will have major responsibilities for performance of the services required. Indicate the level of accessibility (i.e., does the vendor have an answering service for concerns or problems that arise outside of normal operating hours?).

16. WITHDRAWAL OF PROPOSALS :

Proposals may be withdrawn by the proposers up to the deadline for receipt of proposals, but may not be withdrawn for a period of forty-five (45) days after the receipt deadline. A successful Proposer shall not be relieved of the proposal submitted without the District's consent.

17. INSURANCE REQUIREMENTS

The successful contractor shall be required to provide insurance coverage that meets the following requirement regarding types of insurance and limits of liability:

- Commercial General Liability \$1 million Each occurrence
- \$1 million Products/Completed
- Operations
- \$3 million Aggregate
- Business Automobile Liability \$1 million Per Occurrence

Certificate(s) of Coverage must be provided by awardee, prior to contract execution, naming the District as an additional insured on Contractors policy and indicating the above minimum coverages: Contractor shall obtain and keep in force during the term of the contract, for protection of the District and contractor, comprehensive General Bodily Injury and Property Damage Liability insurance with minimum coverage as specified above, including, but not limited to, Personal Injury Liability, Broad Form Property Damage Liability, Blanket Contractual Liability, Products Liability covering only the operations and activities of contractor under the contract, and shall deliver a certificate evidencing such coverage's to the District within ten (10) days after the execution of a contract.

These policies shall name Napa Valley Community College District, its Governing Board, employees and agents as additional insured. The contractor shall provide the District thirty (30) days written notice of a change in the insurance coverage provided pursuant to this section, including cancellation of the insurance policy or decision not to renew such insurance.

Insurance provided by contractor pursuant to this agreement shall be primary to any insurance purchased or owned by the District and shall also be primary to any amounts of self-insurance maintained by the District as well as primary to any insurance or self-insurance purchased, owned, or maintained by any joint powers agreement of which the District is a member.

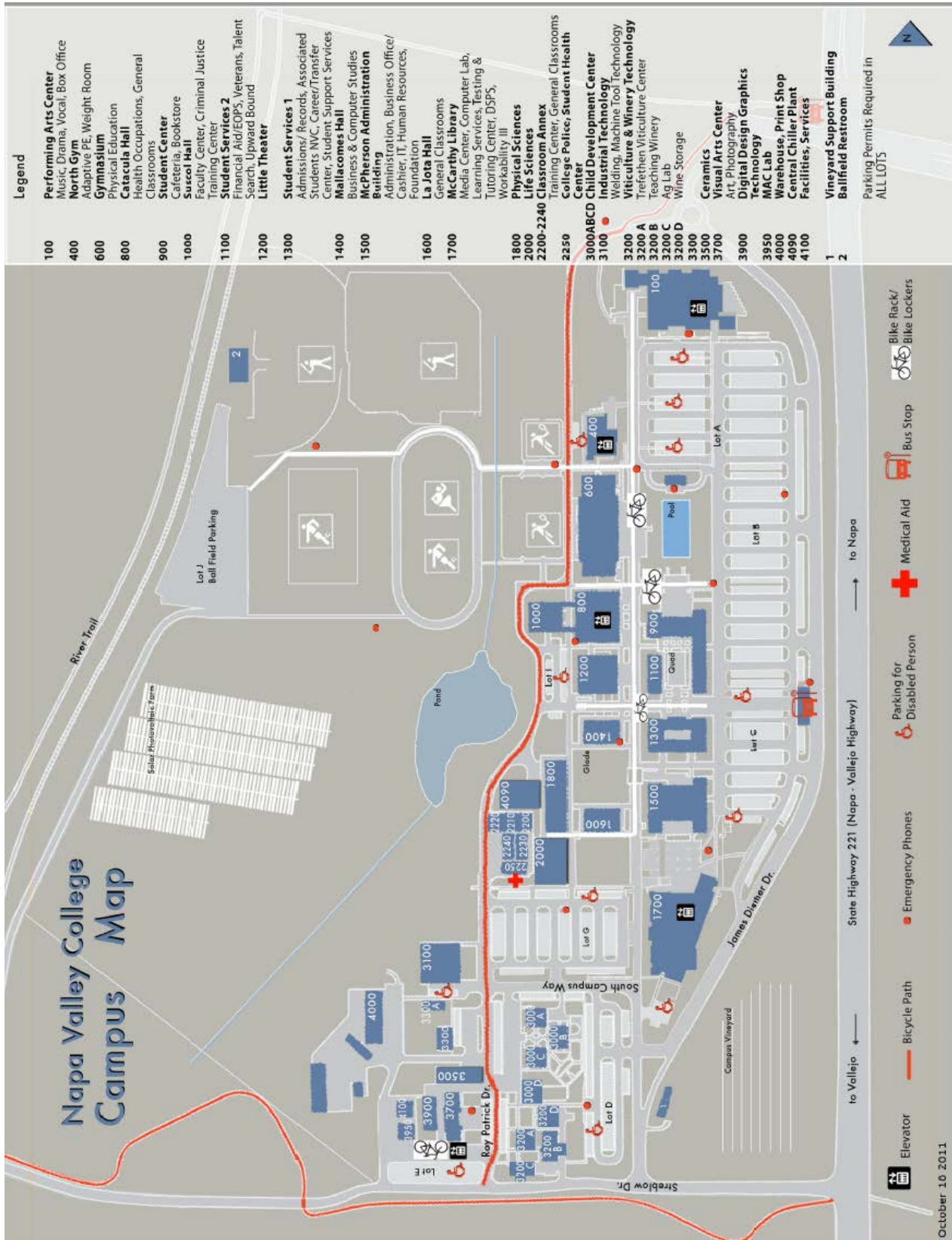
18. NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

The District does not discriminate against qualified individuals with disability in the District's services, programs, or activities. The District will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the District's programs, services, and activities. The District will make all reasonable provisions to policies and programs to ensure that persons with disabilities have an equal opportunity to enjoy all District programs, services, and activities.

19. EXISTING VENDING MACHINE SUMMARY

NVC MAIN CAMPUS			
	BUILDING	LOCATION	TYPE
1	Gym, 600 Building	Hallway, 601B Auxiliary Studio	Soda
2	Gym, 600 Building	Hallway, Next to Room 612, PE Athletic's Office	Soda
3	Gym, 600 Building	Hallway, Next to Room 612, PE Athletic's Office	Snacks
4	Student Activity Center, 900 Building	Vending Carrel	Burgers, sandwiches, snacks
5	Student Activity Center, 900 Building	Vending Carrel	Snacks
6	Student Activity Center, 900 Building	Vending Carrel	Coffee
7	Student Activity Center, 900 Building	Vending Carrel	Soda
8	Student Activity Center, 900 Building	Vending Carrel	Soda, juice, water
UPPER VALLEY CAMPUS			
	BUILDING	LOCATION	TYPE
9	Building A	Lobby/Foyer	Soda, juice, water
10	Building A	Lobby/Foyer	Snacks

20. CAMPUS MAP – NVC MAIN CAMPUS, NAPA



21. CAMPUS MAP – UPPER VALLEY CAMPUS, ST. HELENA

