



REQUEST FOR PROPOSAL

VENDING MACHINES (Food and Beverage) AND SERVICE

The Farmington Community Library (Library) requests proposals from qualified firms for food and beverage machines and service for the Main Library located at 32737 W. 12 Mile Rd. Farmington Hills, MI 48334

The Library welcomes 600-700 visitors per day, on average. A 700 square foot Public Lounge will provide seating and space for up to three (3) vending machines. The Library is seeking a premium hot beverage machine, as well as a mix of cold beverages, healthy snacks, and packaged foods & candy. The Public Lounge is located just inside the main entrance and is available during all 72 business hours the Library is open per week. Space will be immediately available upon completion of the RFP process.

Proposal guidelines are listed below. This Request for Proposal may also be obtained on our website at www.farmlib.org or by contacting Diane Serresseque at 248-848-4303.

Email proposals must arrive no later than 11:59 pm EST on Thursday, May 31, 2018, addressed to Diane Serresseque at diane.serresseque@farmlib.org

Proposals by mail must arrive no later than Thursday, May 31, 2018 and should include twelve (12) copies of the proposal addressed to:

Diane Serresseque, Administrative Assistant
Farmington Community Library
32737 W. 12 Mile Rd.
Farmington Hills, MI 48334

Proposals hand delivered must arrive no later than 5:00 EST on Thursday, May 31, 2018 at the Main Library (32737 W. 12 Mile Rd, Farmington Hills, MI 48334) addressed to Diane Serresseque. They should include 12 copies of the proposal in a sealed envelope.

Regular Library hours are:

Monday - Thursday, 9am-9pm

Friday - Saturday, 10am-6pm

Sunday 1-5pm

All proposals will be evaluated and voted on by the Farmington Community Library Board of Trustees. Verbal, telephone, or fax proposals are invalid and will not receive consideration. All questions regarding this proposal should be directed to Diane Serresseque at Farmington Community Library at [Diane\(dot\)Serresseque\(at\)Farmlib\(dot\)org](mailto:Diane(dot)Serresseque(at)Farmlib(dot)org)

All proposals must provide:

- The full name of the firm, local address, telephone number, name and title of the contact person, and the date of submission
- A list of current references with contact name and phone numbers

All proposals must specifically address:

- Percentage or portion of revenues from snack and beverage machines to be returned to the Farmington Community Library, including an example of a monthly sales report that will be required if awarded the bid.
- Specific schedule for such payments
- Specific manner of return (check or cash)
- Procedure for reimbursement of funds lost in machines
- Timeline for any re-evaluation of revenue return
- Number of communities/sites served by a single route
- Manner and timeframe in which requested changes in contents will be met
- Schedule for turnover of product and stocking of machines
- Schedule for machine maintenance and cleaning
- Response time for machine repair or replacements
- Response time after power outages
- Removal of empty beverage containers (specifically anything with a deposit)
- Availability of name brand coffees (i.e. Starbucks, Seattle's Best)
- Cups and lids MUST be provided
- List other supplies (cup sleeves, stirrers, cream, sugar, etc.) provided
- List of available brands for beverages, snacks and candy
- Availability of Coca-Cola and Pepsi products in one machine
- Suggestions for configuration of machines and/or contents of machines
- Photo with dimensions of proposed machines/equipment
- Specifications for plumbing, electrical and phone/data lines
- Money changing capabilities of all machines and/or description of the type of money changing machine provided with vending machines
- Availability and specifications of vending machines that accept RFID and/or magnetic stripe cards (credit/debit cards)
- Energy efficiencies of proposed vending machines/equipment
- The Library assumes no responsibility for damage to the machines/vending units

TAXES:

State and local sales and use taxes are not applicable and should not be included in the proposal. The Library's tax exempt number is 38-1898268.

PROPOSAL EVALUATION:

Proposals will be evaluated with strict emphasis on quality. Attributes which will be analyzed include:

- Reference responses
- Response times for machine repair/replacement and to address product shortages
- A description of the company background (history, mission, current size)

- Schedule for stocking machines, turnover of product and machine maintenance/cleaning
- Revenue percentage shared with the Library, schedule of payments and report
- Products offered
- Equipment provided with features outlined in this Request For Proposal

CONTRACT:

After technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor chosen will be notified. The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. It is the intent of the Library to award the bid for vending services no later than June 15, 2018 with implementation no later than June 30, 2018. The term of the contract shall be for two (2) years. Either party may end the contract with sixty (60) days written notice.

WITHDRAWAL FROM PROCESS:

Any proposer may withdraw the proposal at any time prior to the deadline for receipt of proposals.

SPACE PREVIEW:

Interested parties may make an appointment to preview the space prior to deadlines by contacting Jaclyn Miller, Branch Head at 248-848-4307 or by email at [jaclyn\(dot\)miller\(at\)farmlib.org](mailto:jaclyn(dot)miller(at)farmlib.org).

NEGOTIATION:

Farmington Community Library solicits this proposal subject to review and negotiation with one or more of the firms considered. It is understood that negotiation may lead to proposal revision. All proposals submitted will remain firm for a period of ninety (90) days. The Farmington Community Library reserves the right to accept or reject any or all proposals submitted, either in whole or in part; to request additional information from all proposers; to award contract to other than the low proposer; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the Library. Any contract awarded will be made to the vendor(s) who, based on evaluation of all responses, all criteria and oral interviews, if necessary, is determined to be the best qualified to provide vending services.

Successful proposer(s) will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to provide the requested services in accordance with the proposal parameters. Awards will be made for all or part of the vending services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Farmington Community Library.