



SECTION II

SCOPE OF WORK

SNACK VENDING MACHINE SERVICES

EVENT # 3821

- 2.0 Broad description of Project:** The City of Savannah is seeking a qualified and competent firm to provide exclusive snack vending machine services for various locations throughout City owned facilities.

It should be noted that the City of Savannah maintains separate contracts for concession operations (including some vending machines) at the Civic Center and several athletic complexes (Paulsen, Minick, Ambuc). Services for these facilities are exclusive to the current contractors and will not be included in this RFP.

Electronic submissions will not be accepted.

- 2.1 Scope of Services:** The purpose of vending in these areas is to provide City employees and the public with refreshments in a convenient and easily accessible location. The proposer will furnish, maintain, and stock/replenish electronic snack vending machines with dollar validation for the purpose of dispensing candy, gum, and snacks.

2.2 Food

The proposer must submit with the proposal a complete list of snack products to be furnished. Proposer must offer healthy product alternatives.

Low fat and fruit products should be included with the proposal. The City may require that certain machines be supplied with healthy snacks only.

All food and food products specified shall be processed, packaged, and delivered in accordance with the regulations, laws, and standards of the City of Savannah, the State of Georgia, the United States Department of Agriculture (USDA), and the Federal Food, Drug, and Cosmetic Act. A copy of the nutritional analysis for each product sold in the machines must be maintained on file at the vending machine services facility and presented to a City representative upon request. Only snacks that display nutritional values on its packaging shall be dispensed. Out-of-date food shall be removed promptly and replaced.

2.3 Revenue

The City will consider various options involving revenue generated to the City under this contract. All options to the standard commission fee structure will be considered. The

proposer shall respond to each pricing plan option on the fee proposal form.

2.3.1 Option 1

Commission: A sum equal to a fixed percentage of gross retail sales paid on a monthly basis.

2.3.2 Option 2

Flat Rate Plus Commission: A minimum fixed sum of money payable on a monthly basis and a fixed percentage of gross retail sales combined.

2.3.3 Option 3

Flat Rate: A minimum fixed sum of money payable (monthly) to the City regardless of level of activity.

In return for exclusive rights to the vending services at the listed City locations, the proposer agrees to collect and account for all money receipts from each machine, and remit to the City on a monthly basis a sum equal to the selected fee method. All fees will be paid to the City on a monthly basis, no later than the 15th day of the following month in which actual sales occurred. A 10 percent (%) late fee will be due and payable if fee payments are not received by the due date.

The proposer will be responsible for all sales tax, licenses, fees, etc. and will not deduct such from the commission owed to the City. The proposer will also be responsible for obtaining and maintaining all permits and licenses for operation of its equipment in City-owned facilities.

2.4 Reports

Proposer shall provide on a monthly basis, reports detailing gross retail sales by machine and location, a listing by each product's sales, and/or beginning and ending reading of transaction counters. The City reserves the right to audit the sales records and invoices pertaining to the City's account.

2.5 Machine Requirements

Current locations of vending machines are provided in Attachment A. The City may ask the vendor to add or remove machine locations as needs change. Any newly added machine would be subject to commissions paid to the City. Types of machines are to remain similar to what is currently in place unless other newer options are available and proposed. Machines must be clean in appearance and in good working order. Proposers are encouraged to visit all locations to become familiar with the physical conditions surrounding the areas and become acquainted with establishing operations in other areas.

Each proposer should submit with the proposal, descriptive literature with full illustrations and detailed specifications for each vending machine offered. Title to all equipment and product shall remain with the proposer.

2.6 Rates

Retail prices for products charged to City employees shall be comparable to those charged

for similar facilities within the general area while allowing the proposer to realize a reasonable profit.

It may be requested that healthy snacks be priced lower than regular snacks at all Police locations or for any other departments requesting healthy snacks.

2.7 Personnel

The proposer shall be responsible for providing qualified personnel to service and fill the machines on a regular basis. The proposer shall comply with all requirements of federal, state, and local laws. Proposers shall require their employees to observe all applicable rules and regulations and to exercise courtesy and consideration in their service to the City. Employees shall wear a uniform or identification badge to show they are employees of the vendor.

2.8 Stocking and Refunds

Restocking of machines shall occur on a regular basis during standard hours of operation at each City facility as submitted in the fee proposal. The contractor shall respond within 24 hours of request to any City request for restocking when it deems necessary. Proposer will also be responsible for all refunds. **A standard procedure for refunds should be submitted with the proposal.**

2.9 Implementation Timeframe

The City of Savannah desires for this project to be completed as quickly as possible. A detailed project timetable is to be provided by the contractor to the designated representative within 15 days of award. Installation of machines should be complete within 30 days of award.

2.10 Installation Requirements

The proposer shall be responsible for delivery and installation of all equipment to locations as determined at the beginning of the contract. Existing services of electricity supplied to the current vending areas, as well as custodial services, will be provided by the City. However, the proposer is expected to maintain all machines in a clean, sanitary and safe condition.

2.11 Maintenance and Service Response

The proposer is responsible for maintaining all equipment in good, working order. The proposer shall have trained competent repair persons available within 48 hours to repair broken equipment. The proposer should provide a description of guaranteed response time during all operating hours, including weekends and holidays and should provide phone numbers and contact persons at each machine location. **A monthly report detailing service calls at each location should be submitted to the City's designated representative.**

2.12 Ownership

All vending machines, unsold merchandise, money in vending machines, and supplies installed in City of Savannah facilities shall remain the sole property of the selected proposer. All personal property and machines of the proposer that are placed in City of

Savannah facilities are at the proposer's sole risk. The proposer releases the City of Savannah from any claims arising from the loss of or damage to the proposer's property.

2.13 Utilities

City of Savannah will provide access to existing, currently available electrical service to operate the proposer's vending machines. City of Savannah will not separately bill the proposer for utility usage. The proposer shall not hold City of Savannah liable for any interruptions or curtailment to utility services due to causes beyond its control, including, but not limited to City of Savannah's alteration, repair or improvement of premises.

2.14 Proposal Format

Proposals shall be submitted in the following format and include the following information:

- a) Detailed description of capabilities as requested
- b) Fee Proposal as detailed in Section III
- c) Proposed Schedule of Minority and Women-Owned Business Participation and Non-Discrimination Statement.
- d) Other requested submittals as stated

2.15 Basis of Award: Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Proposer's product line and equipment (30 points)
- b) References (30 points)
- c) Revenue to the City of Savannah (30 points)
- d) Local Preference (10 points)

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request interviews of any or all proposers as it deems necessary.

The City reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract. Submission of a proposal, however, constitutes the proposer's waiver of any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of the proposer.

2.16 Annual Contract: This proposal will result in the award of an annual contract. Discounts and prices offered are to be held firm for a period of one (1) year (12

months). This contract may be renewed for four (4) additional one (1) year periods at the same terms and conditions upon mutual agreement of the contracting parties.

2.17 Addenda: Vendor is responsible for determining and acknowledging any addenda issued in connection with this request for proposal. All issued addenda must be acknowledged in order for proposals to be considered.

2.18 Copies: One (1) unbound, printed and signed original and two (2) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

2.19 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.

2.20 Minority/Woman Business Enterprise Goals: The City of Savannah **has not** established an **M/WBE goal** for this project.

2.21 Qualifications: Each vendor shall submit a summary of their qualifications and experience and provide detailed description of required qualifications.

- a) **Each proposer shall furnish with its proposal a list of at least five (5) accounts of comparable size which it is now serving within the general area.**
- b) **Proposers shall give the name of the company, the number of employees serviced, and the name of an individual within the company who may be contacted for reference.**
- c) **Proposers must show proof of having a warehouse within a 100 mile radius of Savannah.**

2.22 Schedule: Each proposer shall submit a proposed time schedule for the project.

2.23 Fees: Proposer shall submit fees based on the detailed listing in Section III of the RFP.

2.24 Insurance: Insurance and Certificate of Insurance Requirements

A. Commercial General Liability :

Liability insurance shall be provided on an “occurrence“ basis

The Mayor and Aldermen of the City of Savannah shall be named as the Certificate Holder.

Endorsements:

Waiver of Subrogation in favor of the Mayor and Aldermen of the City of Savannah.

Thirty (30) day notice of cancellation.

Primary limits shall be: \$1,000,000 Each Occurrence (BI/PD)

B. Automobile:

The Mayor and Aldermen of the City of Savannah shall be named as the Certificate Holder

Endorsements:

Waiver of Subrogation in favor of the Mayor and Aldermen of the City of Savannah.

Thirty (30) day notice of cancellation.

\$1,000,000 limit

C. Workers Compensation:

The Mayor and Aldermen of the City of Savannah shall be named as the Certificate Holder.

Include all coverage required by law

Employer's liability

\$500,000 each accident

\$500,000 each employee (disease)

\$500,000 policy limit (disease)

Endorsements:

Waiver of Subrogation in favor of the Mayor and Aldermen of the City of Savannah.

Thirty (30) day notice of cancellation.

Other Items Required

- No exclusions for subcontractors. The City recommends the contractor obtain certificates of insurance from sub-consultants, however, the contractor will ultimately be responsible for any gap in coverage or lack thereof.
- All insurance carriers in the policy/Certificate of Insurance (COI) are required to have an AM Best Rating of A-, IX or better
- The City of Savannah is not responsible for any of the property used in or owned by consultant
- All deductibles in the coverage are the responsibility of named insured on policy
- Any modifications to specifications must be approved by the City.

SECTION III

FEE PROPOSAL

I have read and understand the requirements of this request for proposal RFP Event # and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.

Respond to all three (3) pricing plans below.

PRICING PLAN	Fixed Commission or Rate
Option 1	Monthly Fixed Percentage _____ %
Option 2	Monthly Fixed sum \$ _____ + Fixed Percentage _____ %
Option 3	Monthly Flat Rate \$ _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____

Area Code

EMAIL: _____

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS RFP:

ADDENDUM # _____

DATE _____

**INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):
CHECK ONE:**

_____ NON-MINORITY OWNED

_____ AFRICAN AMERICAN

_____ HISPANIC

_____ WOMAN (non-minority)

_____ ASIAN AMERICAN

_____ AMERICAN INDIAN

_____ OTHER MINORITY Describe _____

NON-DISCRIMINATION STATEMENT

The prime contractor / bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted. Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has **not** been certified is **not** qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____ Event No. _____

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, **conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.** The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE.** Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal.** It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the M/WBE Office **will be reviewing your company’s subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.

ATTACHMENT A

CURRENT VENDING MACHINE SITE ADDRESSES

Facilities Maintenance	702 Stiles Ave.
Central Warehouse	1100 W. Gwinnett St.
Vehicle Maintenance	6900 Sallie Mood
Sanitation-Southside	6900 A Sallie Mood
SPD Precinct 1	102 E. Lathrop
SPD Precinct 4	Oglethorpe Mall
SPD Precinct 5	54 Johnny Mercer Blvd.
SPD Headquarters	323 E. Oglethorpe
Liberty St. Garage	Liberty and MLK
City Hall	2 E. Bay Street
Broughton Municipal Bldg.	132 E. Broughton St.
Gamble Building	6 E. Bay Street
Development Services	2203 Abercorn St.
City of Savannah Internal Affairs	601 E 66 th St.