



Marion Parks and Recreation
4500 North 10th Street
Marion, Iowa 52302



Marion Parks and Recreation
4500 North 10th Street
Marion, Iowa 52302

DATE: February 3, 2023

REQUEST FOR PROPOSAL: VENDING MACHINE SERVICES

NOTICE TO PROPOSERS: Sealed Proposals will be received at the Office of the City Clerk, until the time and date specified below:

ADDRESS PROPOSALS TO:

Marion Parks and Recreation
4500 North 10th Street
Marion, IA 52302

on or before the proposal opening local time (Central Time) and date specified below. Proposals shall be in a **sealed** envelope or container and clearly marked on the front **“Vending Machine Services, Request for Proposal.”**

FAXED or E-MAILED Proposals will not be accepted.

QUESTIONS: All questions and clarifications regarding this Request for Proposal must be submitted no later than 4:00 p.m. (Central Time), Wednesday, February 17, 2023, by e-mailing the following City of Marion representative. All questions regarding this project must be sent via e-mail to receive a response.

Karlene Hummel
Recreation Superintendent
khummel@cityofmarion.org
(319) 447-3590
M-F, 7:00 a.m. – 4:00 p.m.

No other City Representative should be contacted regarding this Request for Proposal. Any such unauthorized contact may cause the disqualification of the proposer from the procurement transaction.

PROPOSALS ARE DUE NO LATER THAN: 3:00 p.m. (Central Time), February 22, 2023.

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the proposer. Similarly, the City is not responsible for, and will not open, any bid responses which are received later than the date and time stated above.

SPECIFIC CONDITIONS AND INSTRUCTIONS TO THIS PROPOSAL

A. SCOPE:

The City of Marion is seeking proposals for vending products and services from experienced vending machine operators per the terms, conditions, and specifications, included in the Request for Proposal document. This Request for Proposal is intended to encourage vendors to clearly present how they would provide the required services, propose options for services or service enhancements and operate these services in a consistent and revenue positive manner.

B. HEALTHY FOODS INITIATIVE:

The City of Marion has an initiative at becoming a healthier, happier community that is committed to improving the quality of life. The selected vendor will provide healthy product alternatives for the City of Marion vending machines.

C. ENERGY CONSERVATION:

The City of Marion recognizes the importance of energy conservation. All vending machines installed under the proposed contract must be Energy Star compliant and/or utilize Energy Misers (Vending Miser) or compatible technology to reduce energy consumption.

D. CONTRACT TERM:

1. The term of this contract shall be from May 1, 2023 through April 30, 2025.
2. This contract may be renewed at the expiration of its term for three (3) additional years, with the mutual consent of the City and the successful proposer. Requests for proposed price changes after the initial term of the contract must be submitted in writing to the Purchasing Agent ninety (90) days prior to contract start date. The City reserves the right to accept or reject price increases, to negotiate more favorable terms, or to terminate without cost, the future performance of the contract.
3. Notice of intent to renew will be given to the contractor in writing, sixty (60) calendar days prior to the expiration date of the current contract. This notice will not be deemed to commit the City of Marion to a contract renewal.

- A. ADDRESSING OF PROPOSAL. Unless otherwise specified, faxed or e-mailed proposals will not be accepted. Proposal shall be submitted in a sealed envelope or box clearly marked on the front with proposal number and due date, and unless otherwise specified, addressed to:

Attn: Karlene Hummel – Pool Vending Machines
City of Marion
4500 10th Street
Marion, IA 52302

4. PROPOSAL DEADLINE. Proposer shall be responsible for taking whatever measures are necessary to ensure that the proposal reaches the office of the Recreation Superintendent or other specified agent on or before the local time and date specified. The City shall not be responsible for, and may not consider, any proposal delayed in the postal or other delivery service, or in the City's internal mail system, nor any late proposal, amendment thereto, or request for withdrawal of proposal received after the date specified. Proposals received after the time and date specified on the Request for Proposal will not be opened and will not be considered for award.

A written request for withdrawal of a proposal or any part thereof may be granted, provided the request is received in writing by the City prior to the specified proposal date.

5. RECEIPT OF PROPOSALS. Unless otherwise required by the Iowa Public Records law, during the process of negotiations, no proposals shall be handled so as to permit disclosure to competing Proposers of the identity of the Proposer with whom the City is negotiating or the contents of the proposal.

DETAILED SPECIFICATIONS

1. The Concessionaire shall furnish food and/or drink through vending machines to adequately serve the public that visit or use the facilities, and further always agrees that during the period of this Contract, the Concessionaire shall maintain sufficient equipment and merchandise to adequately serve the public.
2. The City of Marion agrees to provide space and utilities to the Concessionaire for operating said machines. All buildings in which the leased space is located shall be locked or unlocked at the discretion of the City of Marion.
3. Vending services shall be rendered during the timeframe and during the operating hours of the facilities respectively identified in Section V, unless granted an exception or otherwise directed in writing by the City of Marion. The Concessionaire shall stock machines prior to 10:00 a.m. during weekdays (Monday through Friday) and by noon on weekends or a schedule mutually agreed upon by each location's contact person. The City shall have the right to alter the operating hours of the facilities and shall give written notice to the Concessionaire.
4. The Concessionaire shall conform to the rules, regulations and ordinances of the City of Marion and the State of Iowa licensing requirements and agrees not to sell or have in said concession any alcoholic beverages, chewing tobacco, cigarettes, e-cigarettes, cigarette papers or condoms.
5. The Concessionaire will employ only competent and orderly employees, who will keep themselves neat and clean and will be courteous to all guests and patrons of the facility. The Concessionaire and his employees, while on the premises, will not use improper language, behave in a boisterous manner, or be guilty of any immoral, disreputable and unbecoming conduct, or otherwise objectionable activities. The Concessionaire employees shall wear visible identification that represents the vending service company.

If, in the opinion of the City, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the contract, threatens or uses abusive language while on City property, or is otherwise unsatisfactory, that employee shall be removed from all work under this contract. The City reserves the right to terminate the contract immediately under these circumstances.

6. Each vendor will provide the necessary expertise and workforce to oversee and perform the tasks to adequately operate a vending and food concession.

VENDING LOCATION

Marion Municipal Swimming Pool

Open: Memorial Day to the Sunday prior to schools beginning.

Type of Concession: Various machines in the "Pool Area" (two (2) 20 oz. bottle pop and one (1) snack machine) one (1) frozen vending for ice cream if possible. Vendor is required to provide and maintain in the concession area a \$1/\$5 change machine with a minimum \$500 capacity.

Scope: The City prefers new vending machines in the Concession Area that will be reliable, large capacity, appealing to the eye and arranged in such a manner to enhance the appearance of the room. Product dispensed from the machines will be chosen not necessarily for the highest potential sale but consideration given to a healthful product for users. The City Park Pool is open seven (7) days per week (weather permitting), with machine stocking seven (7) days per week.

PROPOSAL PAGE

Firms are to propose a monthly percentage fee, with a guaranteed flat monthly commission, per concession area, and pay whichever is greater each month. The City has provided a minimum monthly acceptable flat fee proposal and minimum commission per concession area.

Concession	Minimum Monthly Flat Fee	Minimum Monthly Commission Percentage
City Park Pool	N/A	_____%

Install new machines on or before May 15, 2023, if awarded contract. Installation schedule to be coordinated in advance and mutually agreed upon by both parties.

The undersigned proposer, having examined and determined the scope of the Request for Proposal, hereby proposes to provide the required travel, services, and goods and to perform the services as described in the proposal documents and to do all work at the prices set for herein.

The undersigned proposer states that this proposal is made in conformity with the specifications and qualifications contained herein. If there are any discrepancies or differences between any conditions of the vendor's proposal and the Request for Proposal prepared by the City of Marion, the City's Request for Proposal shall prevail.

The undersigned proposer certifies that this proposal is made in good faith and without collusion or connection with any other person or persons bidding on the contract.

Designated person(s) who can be contacted for information during the period of evaluation and for prompt contract administration upon award of the contract. Provide the following information:

Name: _____

Phone Number: _____

E-mail Address: _____

AUTHORIZED SIGNATURE

Name of Firm: _____

Name and Title of Representative: _____

Authorized Signature: _____

Address: _____

Date: _____

Phone: _____

E-Mail Address: _____