



SOLANO
COMMUNITY COLLEGE

**REQUEST FOR PROPOSALS
FOR
COMMUNITY COLLEGE
DISTRICT VENDING
SERVICES PROJECT #18-011**

Date: March 15, 2018

Solano Community College District
District Purchasing, Room 639
4000 Suisun Valley Road
Fairfield, CA 94534

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NOTICE TO PROPOSERS

The Associated Students of Solano Community College invites you to submit a proposal for Vending Services for a three-year contract term from July 1, 2018 through June 30, 2021.

A detailed Request for Proposal (RFP) for Vending Services is enclosed for your information. Please pay particular attention to the "Form of Proposal" that specifies the information required in your response. Attached at the end of the RFP is a diagram of the food/beverage service area (Fairfield main campus), including our Centers in Vacaville, Vallejo, and Vallejo Automotive Technology, a map of Solano College (Fairfield main campus), and the 2018-19 academic calendar. You may also want to visit our website at www.solano.edu for much more information about our college.

Two significant dates in the District's RFP:

- The proposal must be received no later than 2:00 pm on April 4, 2018.
- The Associated Students of Solano Community anticipates selection of the Vending Services contractor at the Governing Board of Trustees' meeting on May 16, 2018.

Selection will be made on information supplied in your proposal according to criteria listed under "Evaluation Criteria."

Any questions concerning the contents of this document should be e-mailed to Leslye Flores at leslye.flores@solano.edu. Any changes and notices related to this solicitation will be posted by the District on the Purchasing Department's website at <http://www.solano.edu/purchasing/rfp.php>. In the event this RFP is obtained through any means other than the District's direct distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

If you require additional information concerning the bid process, please contact Leslye Flores at leslye.flores@solano.edu.

Sincerely,

Leslye Flores
District Purchasing

INTRODUCTION

The Solano Community College District seeks proposals from qualified food and beverage contractors to provide vending services for a three (3) year term from July 1, 2018 to June 30, 2021, with an additional two (2) year renewal option. Continuing renewal and cancellation terms shall be negotiated with the successful vendor.

Solano Community College is a two-year higher education institution and is one of 114 colleges in the California Community College system. 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 Solano 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.

It is important to note that starting with this new contract, Solano Community College would like to provide a healthier option for students as well as a product that can satisfy the demand for sweets. Student experience is what is most important and Solano Community College would like to provide students with foods that will nourish their bodies so that they can be in top shape to perform in class.

The District expects Proposers to present a complete program for the management of its food service and to include verifiable examples of successful programs. In addition to prices, proposals should include a quality assurance program, promotional programs and ideas regarding décor, all in sufficient detail to allow the District to evaluate the intended operation from the standpoint of quality, costs and service.

INSTRUCTIONS TO PROPOSERS

No proposals shall receive consideration by the Solano Community College District (hereinafter "District") unless made in accordance with the following instructions:

1. Deadline for Receipt of Proposal:

Attn: Leslye Flores (District Purchasing)
Solano Community College, Building 600, Room 639
4000 Suisun Valley Road
Fairfield, CA 94534

No later than 2:00 p.m. on 4 April, 2018. Proposals must be in a sealed envelope marked "Proposal —Vending Service." The District suggests that proposals be hand delivered to ensure their timely receipt. Emailed proposals will not be accepted.

The District requests one (1) copy of the RFP that can be readily photocopied (no binding necessary).

No telephone or faxed proposals will be considered. Proposals received after the time for closing will be returned to the proposer unopened.

2. Requests for Information: Any questions relative to the proposal should be directed to the Office of the Finance and Administration, at the address specified for receipt of proposals.
3. Proposal Forms: Proposal must be submitted in the format shown in "Form of Proposal." Proposals in any other form will be considered informal and will be rejected. Conditional proposals will be not considered. Proposals should be clear and, if appropriate, properly indexed. Numbers should be stated in figures, typewritten, and the signatures of all individuals must be in long hand, and preferably in blue ink. The completed forms should be without alterations, or erasures. Proposals must be submitted with the proposer company's name and with authorized signature(s) in envelopes, clearly marked with the title (Vending Services) and closing date.
4. Execution of Forms: 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 must 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.

5. Withdrawal of Proposals: Proposals may be withdrawn by the proposers to the time fixed for the opening of proposals, but may not be withdrawn for a period of forty-five (45) days after the opening of proposals. A successful proposer shall not be relieved of the proposal submitted without the District's consent.
6. Addenda or Bulletins: Any addenda or bulletins issued during the proposal process shall form part of the specifications issued to proposers for the preparation of their proposals and shall constitute part of the Contract Documents.
7. Site Visit and Oral Presentation: District staff and students may visit sites of the proposers. Proposers will be given at least twenty-four (24) hours' notice of the visit. The proposers may be requested to give an oral presentation to the District staff and students at the site visit.
8. Basis of Award: Each proposer shall submit, as part of their proposal, complete specifications and detailed descriptions of the services and items they propose to supply under this contract. The District's decision as to the award of the contract will be based on the specific actions and qualifications of the proposer. Award shall be made to the responsible Proposer whose proposal is determined to be the most advantageous to the District based on the evaluation factors set forth in the solicitation. Food prices, although a consideration, will not be the sole determining factor.
9. Award of Contract: The contract is anticipated to be awarded within ninety (90) calendar days after opening proposals to the most responsive proposer subject to the approval of the Associated Students of Solano Community College. The time for awarding the Contract may be extended by the District with the consent of the most responsive proposer.
10. Execution of Contract: The successful Proposer shall, within ten (10) calendar days of notice of award of the contract, sign and deliver to the District the executed contract along with the bonds and certificates of insurance required by the Contract Documents. In the event the Proposer to whom an award is made fails or refuses to execute within ten (10) calendar days from the date of receiving notification that the contract has been awarded to the proposer, the District may award the work to the next most responsive Proposer, or may reject all proposals

and call for new proposals. The contract and other documents are subject to the approval of the District and its legal counsel.

REQUEST FOR PROPOSAL TIMELINE

1.	Issue Request for Proposal	15 March 2018
2.	RFP is open	15 March 2018
3.	Mandatory Campus Walk-Through	28 March 2018
4.	Deadline to Submit Bid	4 April 2018 by 2:00 pm
5.	Proposals Evaluated by the ASSC RFP Committee	4 April 2018
6.	RFP Committee Make Recommendation to ASSC	11 April 2018
7.	ASSC Meeting — Action Item	17 April 2018
8.	Governing Board of Solano College – Approval and Award	16 May 2018
9.	Commencement of Services	1 July 2018

PROPOSER QUALIFICATIONS AND REQUIREMENTS

Proposals are being solicited from firms that are in the business of providing services as listed in this Request for Proposal. Proposals shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of the proposal.

1. Provide up to or possibly more than 40 different vending machines across all campus locations (Fairfield, Vacaville, and Vallejo).
2. Provide maintenance, signage, electrical connections (on future/new locations), and adequate filling service to reasonably preclude "sell-outs."
3. Provide all the materials, labor, and transportation for the conversion and improvement of any additional (non-existing at time of contract/future) locations agreed upon by both the Contractor and the District.
4. Keep the facilities in a clean and wholesome condition free from objectionable noises, odors, or nuisance, and comply with all Federal, State, and local health and fire statutes, ordinances, and District policies.
5. Maintain all equipment to ensure efficient services.
6. Be held responsible for any damage to District's property resulting from actions of the vendor, or its contractors, agents, or suppliers.
7. Prominently post prices and refund directions at all times. Prices must be consistent with the local market and local operations as agreed.
8. Provide and be responsible for any security equipment to be used. The use of security equipment will be at the sole discretion of the contractor.
9. All vending machines shall meet Section 504 of Federal Handicapped Requirements in that all controls are located between two feet and four feet from ground level.
10. Description of the internal accounting program including:
 - a. Method of recording, checking, and reporting sales.
 - b. Method and frequency of reporting/remitting commissions.

11. Complete statement illustrating organization, financial resources, and other resources sufficient to provide necessary backing to recruit personnel, establish and operate a food service operation in the magnitude described in these specifications.
12. Insurance: Provide evidence of insurance coverage at the time of proposal submission, Certificate of Coverage must be provided by awardee, prior to contract execution, naming the District as an additional insured on Contractors policy and indicating the following minimum coverages:

<u>Types of Insurance</u>	<u>Limits of Liability</u>
Commercial General Liability	\$1 million Each occurrence \$1 million Products/Completed Operations \$3 million Aggregate
Business Automobile Liability	\$1 million Per Occurrence

Contractor shall obtain and keep in force during the term of this Agreement, for protection of the College 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 this Agreement, and shall deliver a certificate evidencing such coverage's to the College within ten (10) days after the execution of an Agreement. These policies shall name Solano 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. The contractor shall provide to the District written approval from the contractor's insurance carrier that it agrees with the provisions of the section.

13. Workers' Compensation Insurance: Since the manager and all food service personnel are contractor employees, a certificate must be provided to the College certifying that contractor carries Workers' Compensation Insurance in the amounts required by state and local statute.

EVALUATION CRITERIA

Contractor is required to provide references within the last three (3) years from community colleges or schools or other long-term clients. The bid should demonstrate successful completion of similar work, and clearly indicate that the qualified Contractor is capable of satisfactory performance of the proposed contract. Contractor must bid on this document as specified to be considered for the award. The college is awarding the following contract:

Award of a single contract which provides for beverage and food vending machine services.

The Board reserves the right to reject any or all bids at any time prior to the execution of contract acceptable to the Board and without penalty. The Board also reserves the right to waive any irregularities and award the contract to the party that it deems to be in the best interest of the District. The District may cancel this bid in whole or part at any time.

- A. Bids will be evaluated at the sole discretion of the District on a number of factors, including but not limited to:
 - 1. The percentage commission of retail sales to be given to the District as a result of operations as well as any other contributions to be made to the District.
 - 2. The Contractor's ability to satisfy the requirements and detailed specifications of the bid.
 - 3. The Contractor's financial stability, past experience, overall reputation, expertise and qualifications, variety and, price competitiveness.

- B. Should it become necessary to revise any part of the bid, pertinent amendments will be provided to all vendors who replied to the bid within the parameters of the deadlines and requirements.

- C. The contents of the proposal of the successful bidder will become contractual obligations of the bidder if the District takes acquisition action in reliance thereon. Failure of the successful bidder to accept these obligations in a purchase agreement, purchase order, delivery order, or similar acquisition contract may result in terminations of the contract.
- D. Contractor should detail any unique services not requested in this bid that can or will be offered to the campus community, which the bidder believes should be considered in the evaluation of a response.

PROPOSAL OF TERMS AND CONDITIONS

1. Term: The term of contract will be for three (3) years beginning from July 1, 2018 to June 30, 2021.

2. Commission:

Contractor is to recommend the retail price(s) of food and beverage in the response. Contractor is to specify the percentage of the retail price(s) of food and beverages to be paid to the campus as a commission. The commission is to be paid monthly and accompanied by a report detailing commission per serial number and location of each vending machine. Following any removal or replacement of vending units, Contractor will provide the campus with a notice of serial numbers and location within 15 days of move.

The vendor agrees to pay _____% commission on gross sales from all sources of operation.

3. Insurance Information:

The Contractor will provide the names of insurance and bonding companies and the names, titles, and telephone numbers of contacts with bid. The contractor will provide all appropriate insurance coverage include workers' compensation, comprehensive product liability, body injury and property damage liability of not less than \$1,000,000 for injury or death of any one person and \$1,000,000 per occurrence. The successful contractor may be

required to provide a 100% Faithful Performance Bond to be kept in effect for the duration of the contract.

4. Timing:

Contractor will respond with confirmation of intent within 10 days of award of bid. Full vending service per this bid must be in place no later than July 1, 2018.

5. Marketing:

Contractor will specify proposed signage, marketing plan with proposed activities, objectives, and frequency with the understanding that the District must approve changes.

6. Termination:

The District may, at any time, for any reason Terminate this contract and compensate only for service rendered to the date of termination without penalty. Written notice by the District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by Contractor or no later than three days after the day of mailing, whichever comes first.

7. Permits/Licenses:

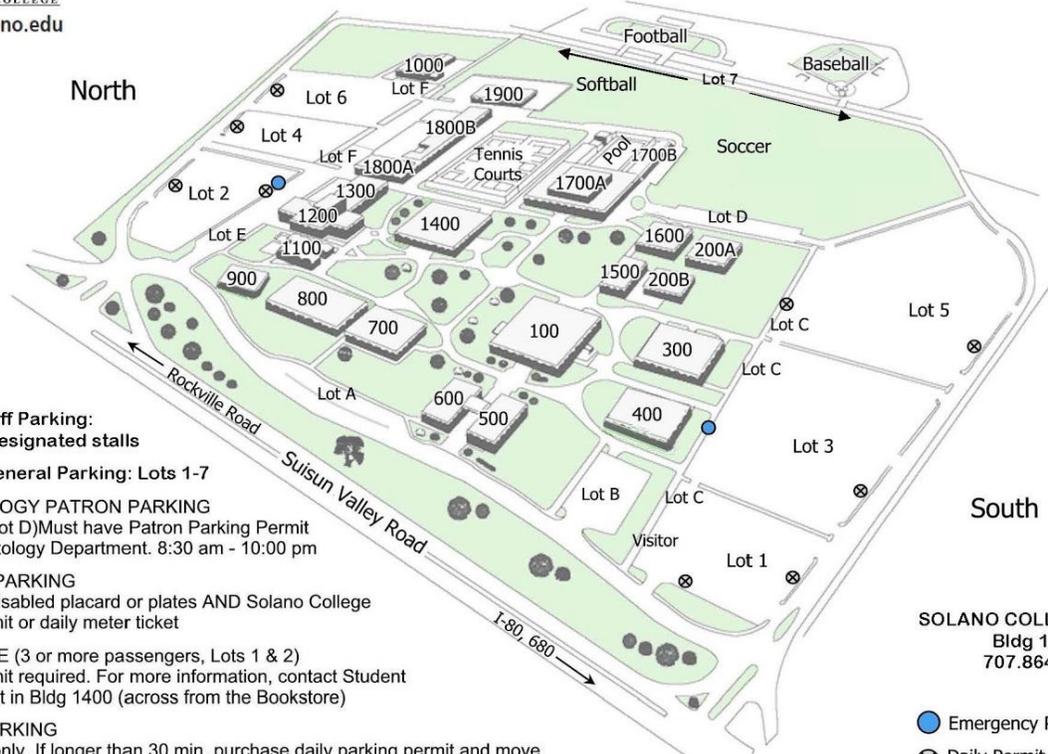
Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this contract.

ATTACHMENT 1



Fairfield Map

4000 Suisun Valley Road, Fairfield, CA, 94534, (707) 864-7000



Faculty/Staff Parking:
 Lots A-F, Designated stalls

Student/ General Parking: Lots 1-7

COSMETOLOGY PATRON PARKING
 (West side Lot D) Must have Patron Parking Permit
 from Cosmetology Department. 8:30 am - 10:00 pm

DISABLED PARKING
 Must have disabled placard or plates AND Solano College
 parking permit or daily meter ticket

RIDE SHARE (3 or more passengers, Lots 1 & 2)
 Special permit required. For more information, contact Student
 Development in Bldg 1400 (across from the Bookstore)

VISITOR PARKING
 30 minutes only. If longer than 30 min, purchase daily parking permit and move
 vehicle to regular parking lot. No Faculty/Staff or Student parking allowed.

CHILD CARE PARKING
 15 minutes, drop off/pickup only. If longer than 15 min, purchase daily parking permit
 and move vehicle to regular parking lot. No Faculty/Staff or Student parking allowed.

SOLANO COLLEGE POLICE
 Bldg 1800B
 707.864.7131

- Emergency Phone
- ⊗ Daily Permit Dispenser
 \$1 bills/small change



Solano Community College District 2018-19 Academic Calendar

SUMMER 2018

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FALL 2018

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SPRING 2019

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

LEGEND

SUMMER 2018	
June 4 – August 2	
Six-week Session --	June 11 – July 19
Eight-week Session --	June 11 – August 2
Nine-week Classes --	June 4 – August 2
FALL 2018	
August 13 – December 16	
Flex Day (Optional)	August 9
Flex Day (Required)	August 10
Flex Day (Optional)	October 9
Finals Week	December 10-16
SPRING 2019	
January 14 – May 23	
Flex Day (Optional)	January 10
Flex Day (Required)	January 11
Flex Days (Optional)	March 12-13
Evening Class Finals Begin	May 16
Finals Week	May 17-23
Commencement	May 23, 2019
Flex Day (Optional)	
Flex Day (Required)	
No Classes	
State Mandated Holiday	
District Holiday	

NUMBER OF INSTRUCTIONAL DAYS (M-F)

	M	T	W	Th	F	Total
Fall 2018	15	16	16	16	16	79
Spring 2019	15	16	16	17	15	79

FINAL EXAMINATION DAYS (M-F)

	M	T	W	Th	F	Total
Fall 2018	1	1	1	1	1	5
Spring 2019	1	1	1	1	1	5

FLEX DAYS

Fall 2018	3
Spring 2019	4
TOTAL	7

WEEKEND CLASS DAYS INCLUDING FINALS

	Sat	Sun
Fall 2018	16	16
Spring 2019	16	16

HOLIDAYS

	State Mandated	Declared by SCCD
Independence Day	July 4 (W)	
Labor Day	September 3 (M)	September 1-2 (S-Su)
Veterans Day (observance)	November 12 (M)	
Thanksgiving Day	November 22 (Th)	November 23-25 (F-Su)
Winter Break		December 20 – January 2 (Th-W)
Martin Luther King, Jr. Day	January 21 (M)	
Lincoln Day	February 15 (F)	February 16-17 (S-Su)
Washington Day	February 18 (M)	
Spring Break		April 15 (M) – 21 (Su)
Memorial Day	May 27 (M)	- 51 -

ATTACHMENT 3

REFERENCES	
Proposer shall provide a minimum of three (3) College/University Customer References with three (3) or more years' experience with the Proposer.	
REFERENCE #1	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	
REFERENCE #2	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	
REFERENCE #3	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

(ATTACH ADDITIONAL SHEETS IF REQUIRED OR DESIRED)