

REQUEST FOR PROPOSAL**PARKLAND COLLEGE****VENDING SERVICES**

Parkland College is requesting proposals from qualified vending services providers to manage and operate the vending services at Parkland College.

Please address your written proposals to Jim Bustard, X108, Parkland College, 2400 West Bradley Avenue, Champaign, IL 61821-1899. Please label your envelope "**RFP #2021-001 Vending Services**" to ensure timely delivery. RFPs must be received no later than **5:00 p.m. on Thursday, June 17, 2021**. Any RFP not received by said time and date will not be considered. RFPs sent by facsimile machine or e-mail will not be accepted.

The Board of Trustees of Parkland College reserves the right to reject all or any part of an RFP submitted, to waive any technicalities or informalities in the proposal, and to accept RFPs or combination of RFPs deemed most favorable to and in the best interest of the college after all proposals have been examined and evaluated.

Questions regarding the RFP's specifications may be addressed to Jim Bustard, at 217/351-2211 or by email at jbustard@parkland.edu or to Lauren Craig, at 217/351-2232 or by email at purchasing@parkland.edu.

Sincerely,



Chris Randles

V.P. of Administrative Services and Chief Financial Officer

INTRODUCTION

Parkland College is a non-residential Community College with a total enrollment of over 10,000 students both full and part time, in addition to full time and part time employees in excess of 700. The current breakdown of full time to part time students is 40% full time and 60% part time. The ratio of full time to part time employees is approximately 50% each.

The vending services program includes vending machine locations throughout the main campus and off-site locations. The vending services for the main campus are located in several different areas, predominantly in or near lounge and study areas on the ground floor. These locations are reserved for vending machines and generally have space for two (2) to five (5) machines. Current machines offer a wide variety of drink options, along with snack choices and in some cases hot coffee options.

The College's goal is to develop a strategic partnership to effectively and efficiently promote and manage our vending services program. Parkland College is looking for a supplier that offers innovative solutions for a wide variety of palates and budgets. The College seeks a supplier that recognizes the opportunity to grow participation with a college body of students, faculty and staff that have limited food choices in the immediate areas around the College and during off-time dining hours.

The College currently has a demand for a variety of vending options, with required drink options from multiple major drink companies. It would be required for a successful supplier to be able to provide these multiple drink company options as opposed to only providing one major drink company brand. The College has not previously used "fresh" food options in vending machines but would be open to discussions on how these items could be incorporated into vending options for customers.

GENERAL INFORMATION

1. Academic Calendar

The Parkland College academic calendar can be found at:

<https://www.parkland.edu/Main/Academics/Academic-Resources/College-Calendar>

2. Parkland College will not be responsible for any losses from operations or reimburse expenses incurred during operations.

BIDDER QUALIFICATIONS

Parkland College requires the following minimum criteria to be considered as the supplier of vending services:

1. Participating suppliers must be fiscally sound organizations that have been in business for a minimum of 10 years.
2. Suppliers must have a history of at least 5 years operating a high-volume vending program in higher education institutions.

STATEMENT OF WORK

1. General Services

The vending services contractor shall manage and operate in its name the vending services. The operation of these facilities for the purpose of vending food and beverages authorized by Parkland College is in accordance with the terms and conditions of the contract between Parkland College and the selected vending services contractor.

2. Service

The Supplier will conduct services in the best interest of Parkland College and will uphold the highest sales and service standards. Any changes to services offered, whether additions or deletions, must be approved in advance by the College.

3. Menu

The supplier shall incorporate multiple, national name brand food and drink items for sale in multiple locations. Local or "in house" brand items for sale must be approved in advance by the College.

4. Marketing

The supplier shall actively pursue sales opportunities through communication with the College and promotional efforts. The supplier shall develop, present and implement an annual marketing plan for all points of service, which shall be approved by the College.

5. Prices

The supplier may only charge prices as approved by the College and must conspicuously display prices on items for sale. Supplier must submit an annual "market basket" price analysis that is detailed in measuring size and quality of comparable items. Annual market basket and price adjustment recommendations must be submitted, in full, no later than August 1st of each contract year for implementation on the following September 1st of each contract year, or the first full day of the fall semester.

6. Supplier Team

The supplier shall employ one single point of contact for the entire vending services account, including any area of service that is subcontracted by the supplier.

7. Point of Sale

The supplier shall maintain the Point-of-Sale equipment, which must have the ability to accept debit and credit cards. Proposers are encouraged to present electronic loyalty programs in their responses.

8. Guest Feedback

The supplier is required to have a formal system for conducting surveys to determine the satisfaction level of students, faculty and staff within College vending services. This analysis of information collected must occur once per year for every year of the contract. The results and action to be taken is to be submitted to the College within 30 days of the survey close.

9. Sustainability

The supplier shall be required to participate in all of the College's sustainability initiatives that relate to vending services.

Business Enterprise for Minorities, Females, and Persons with Disabilities

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq.* (the "Act"), it is the policy of Parkland College to foster and encourage the continued economic development of minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified as a minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority owned business or female owned or person with a disability owned business?

Yes ____ No ____

FORMAT FOR RESPONSE

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified. Please limit the inclusion of materials not specifically required. For items you feel must be shared, provide those materials as attachments and not part of the body of the response that follows the outline below.

Three (3) copies of the proposal shall be provided, one of which must be an original copy. The original copy shall be signed by vendor.

1. Executive Summary

Include an overview of the proposal pointing out highlights that indicate why your organization would be the best fit to provide vending services to Parkland College.

2. Organization Overview

Provide an overview of your organization including company history, size, and leadership organization. Included with this should be a detail of the financial stability of the organization.

3. References

Provide a list of three (3) references from higher education institutions where you currently provide similar services. Include contact names and contact information.

4. Vision for the Parkland College Vending Program

Provide an overview of how you propose to operate the existing outlets at Parkland College, including descriptions of points of service. You may provide schematic drawings if you propose to change existing physical facilities.

Describe how you will promote the vending service program at the College, along with how the vending services will be promoted. Include a marketing and communication plan for one year.

5. Items for Sale

Include a sample listing of items for sale in vending machines in at least two areas of the College. Sample listings should include portion sizes and prices.

6. Leadership/Team

Provide a leadership organizational chart that includes both support at the College as well as district and regional support (if applicable). List the office location of support.

7. Guest Feedback

Provide a sample plan for obtaining feedback from patrons in vending services. Outline methods and time frames for the feedback mechanisms.

8. Sustainability

Submit your company's position on Sustainability and ways you will implement sustainable initiatives at the College.

9. Health and Wellness

Include your company's position on Health and Wellness, including initiatives that convey nutritional information/education and related programs that you propose to include at the College.

10. Financial Terms

Indicate what, if any, rebate or commission you propose to submit to Parkland College for vending sales. Indicate any other financial terms, conditions, or requirements that your company would require outside of items previously listed in the RFP.

BID SUBMITTAL

Three (3) hard copies of the proposals are to be submitted to:

Mr Jim Bustard
RFP #2021-001 Vending Services
Parkland College
2400 W Bradley, X108
Champaign, IL 61821

RFPs sent by facsimile machine or e-mail will not be accepted.

RFP SCHEDULE

Release RFP: Tuesday, May 18, 2021

Tour of Facilities Available: Tuesday, June 1, 2021 – Friday, June 4, 2021

Please contact Jim Bustard at 217/351-2211 or jbustard@parkland.edu to schedule a tour

Questions due from Responders: Monday, June 7, 2021

Consolidated list of questions and responses to be distributed to Responders: Thursday, June 10, 2021

Deadline: 5:00 pm Thursday, June 17, 2021

Evaluate: Monday, June 21, 2021- Thursday, July 1, 2021

Notification of Award: Thursday, July 22, 2021