

CITY OF BELEN



RFP Number-2010-01

FOR

“Vending Service”

OPENING DATE: November 3, 2010 time 10:00 A.M. MST

“IMPORTANT”

BID MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE BID NUMBER
AND “Vending Service” CLEARLY INDICATED ON THE
BOTTOM LEFT HAND SIDE OF THE ENVELOPE

GENERAL CONDITIONS

As required by 13-1-111 NMSA 1978, the City of Belen is requesting competitive sealed proposals for professional services.

Proposals deposited with the City may be withdrawn or modified prior to the time set for opening of proposals.

The opening of proposals shall be conducted in private in order to maintain the confidentiality of the contents of all proposals during the negotiation process. Upon reviewing the Proposal, top qualified offers may be contacted for additional qualifying information in the form of a formal presentation.

Negotiations may be conducted with all responsible Offerors who submit proposals found to be reasonably likely to be selected for award.

The award shall be made to the responsible Offeror or Offerors whose proposal is most advantageous to the City of Belen, taking into consideration the evaluation factors set forth in the request for proposals. The award of a contract for professional services may be made based upon criteria which does not include price.

The City will open and evaluate all proposals; determine the need for, and conduct any negotiations; and make a final recommendation to the City Council for award of the contract.

The City reserves the right to reject any or all proposals and to waive any technicalities at its option when in the best interest of the City of Belen.

COOPERATIVE BID: By submitting a bid the vendor agrees to allow other municipalities or other authorized governmental agencies to purchase from this bid.

RENEWAL: The City of Belen reserves the right to renew the service for three (3) years (4 years total). The City of Belen reserves the right to renew or issue a new Request for Proposal (RFP) without explanation or cause.

I. INTRODUCTION

The City of Belen is requesting proposals for exclusive rights to beverage/snack vending services for the City of Belen. Qualified firms should submit five copies of the Proposal no later than **November 3, 2010 at 10:00 am MST** to the Office of the Purchasing Officer located at 100 S. Main Street, Belen, New Mexico 87002.

Proposals will be reviewed and ranked in private by an Evaluation Review Committee. A recommendation will then be made to the Belen City Council for award to the most responsible vendor whose proposal is determined to be the most advantageous to the City of Belen. It is possible that the City Council or the RFP committee will request an oral presentation of your proposal.

A proposal may be modified by a contractor prior to the deadline for submission of proposals. The sealed envelope shall be marked "Proposal for Vending Service"

A proposal may be withdrawn prior to the deadline for submission of proposals by delivering written notice to the person listed above. Once the City of Belen accepts a proposal and notifies the successful vendor, the proposal will be considered a contract and may be withdrawn or canceled only with the approval of the City Purchasing Officer.

II. BACKGROUND

The City of Belen has many building locations around the community.

III. PURPOSE

The purpose of this Request for Proposal is to develop a partnership with a beverage and/or snack service provider. The partnership will include exclusive rights for beverage and snack service/machines in city buildings.

IV. CITY INFORMATION

The City of Belen has several buildings around the community that have vending machines for beverages and snacks. These facilities include but are not limited to City Hall, Police Department, Fire Station, Park and Recreation Facilities, and Public Works Facilities.

V. THIS SECTION NOT USED

VI. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of these specifications, he/she may submit a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of these specifications will be made in writing. Failure on the part of the prospective vendor to receive a written interpretation prior to closing time for acceptance of proposals will not be grounds for withdrawal of a submitted proposal.

VII. VENDOR QUALIFICATIONS

Proposing vendors shall be duly licensed and approved vending beverage/snack products and shall comply with all applicable requirements of duly constituted regulatory authorities. With its proposal, each vendor shall include documents of any such certification(s) required.

VII. CONTRACT/SERVICE AGREEMENT

The selected and approved (by the City Council) proposal will be considered a legal contract for all services as proposed. Failure by the vendor to fulfill the contract and service agreements in full may result in the voiding of the entire vending contract.

VIII. EVALUATION RESPONSE PROCESS

Letter of Transmittal should include at least the following information:

- (1) Date of the proposal;
- (2) Name, address and telephone number of proposer, including e-mail address;
- (3) Name and telephone number of primary contact for the proposer;
- (4) A signature of the proposer or of any officer or employee who certifies that he or she has the authority to bind the proposer;

- (5) A statement that the proposer, if awarded the contract, will comply with the contract terms and conditions set forth in this RFP;
- (6) A statement that the proposer's proposal is valid for ninety (90) days after the deadline for submission of proposals.

The responsible contractor whose proposal is most advantageous to the City of Belen shall be selected to perform the services. The weight to be given to each of the evaluation factors is set forth below. The inclusion of cost as a factor is not intended to require City of Belen to select the lowest cost proposal.

A. 20 points - Proposers financial stability and history

Is the company sound from a financial standpoint? Can they fulfill their commitment in terms of service? Do they have a record of good service either with the City of Belen or other government agencies?

B. 10 points - Experience in providing all of the vending services required

How long has the company been in the vending business? Can they provide all of the services requested?

C. 20 points - Availability of service technicians and support

How available is the service? How soon can they respond to a service call? Does the vendor do the service or do they subcontract the service out to another company?

D. 10 points - Merits of the vendor's proposal

Can the vendor provide all of the services requested at a quality level? Which proposal serves the needs and interests of the City of Belen?

E. 40 points - Cost/Value

Is the proposed product pricing within reasonable limits? Will the customers be receiving a good value for the dollar?

IX. TERMS OF PROPOSAL

Terms of proposal are for 2 year with the option to renew each year for 2 additional years making the total contract period 4 years for exclusive vending rights for all beverages and snacks. Renewal after the initial two years will be at the discretion of the City of Belen. The City of Belen reserves the right to request new proposals at the end of each the initial two years and each renewal year thereafter.

X. THIS SECTION NOT USED

XI. VENDING REQUIREMENTS FOR CITY PROPERTY

All equipment placed on City of Belen properties must be of **modern design** and must be kept clean, sanitary and well maintained. It must meet or exceed all safety requirements as applicable. Placement of vending machines must be approved by the Purchasing Officer and City Manager or their duly appointed representative. Additional electrical service may be requested by the vendor but any changes or additions to electrical service will be the sole discretion of the City of Belen.

XII. OTHER CITY AREAS VENDING SERVICES

The City of Belen will retain a percentage of gross sales. This will be determined by the proposals submitted by each vendor. We are interested in establishing uniform product pricing and commission percentages throughout the City of Belen.

XIII. NOT USED

XIV. NOT USED

XV. REJECTION OR CANCELATION OF PROPOSAL

The City of Belen reserves the right to cancel this RFP at any time and for any reason. Any and all proposals may be rejected in whole or in part when it is in the interest of the City of Belen to do so. The City of Belen shall not be responsible for the payment of any costs incurred by the contractor in the preparation or submission of a proposal. The issuance of the RFP, the receipt of proposals or the selection of a firm or individual in no manner obligates the City of Belen to the eventual purchase of services. This process is solely at the discretion of the City of Belen and may be terminated without penalty or obligation at any time prior to the signing of a written contract.

XVI. QUESTIONS

Questions concerning the procurement process should be directed to the Purchasing Agent at (505)966-2740