



Request for Information #2022075 – Fresh Food Vending Machine

1. INTRODUCTION

This Request for Information (RFI) is issued to obtain information on the Vendors that are capable and interested in installing and maintaining a fresh food vending machine in the County Administration Complex (1800 27th Street, Vero Beach, FL 32966).

The final location of the machine will be negotiated with the selected vendor.

Responses will be accepted through 2 p.m. on **August 3, 2022**. The provided **Response Form** (the last page of this document) should be completed and sent, along with the additional supporting documentation, via e-mail to purchasing@ircgov.com, with the subject "Response to RFI 2022075 – Fresh Food Vending." Should you prefer to provide your response in printed form, please mail or deliver one copy to Purchasing Division, 1800 27th Street (Room B1-301), Vero Beach, FL 32960.

A formal bid or request for proposals may be requested after the response period for this RFI ends. The Board of County Commissioners may also directly negotiate an agreement, should only one viable response be received.

2. REQUIREMENTS

Indian River County is interested in offering on site vending for fresh foods (not pre-packaged) at its administration complex.

The equipment must

- Require no oversight by County staff and be entirely maintained by vendor (with the exception that power will be provided by the County)
- Provide self-contained units for operation.
- Offer a variety of ingredients for buyers to customize their meal
- Accept credit cards or mobile payment



Response Form

Send to purchasing@ircgov.com

(please use Subject: "Response to RFI 2022075-Fresh Food Vending")

Responses accepted until 2 p.m. on 8/3/2022

Response Form – Fresh Food Vending Services

Vendor/Supplier Name: _____

Owner/Contact: _____

Email: _____ Phone Number: _____

Address: _____

Website: _____ Facebook: _____

Federal Tax ID: _____ SunBiz Registration: _____

DBPR Mobile Food Dispensing License Number(s): _____

Type of Food Provided: _____

Number of customizable items: _____

Vending Machine Manufacturer: _____

Other governmental agencies or locations at which your equipment is currently installed: _____

Frequency equipment is checked/serviced: _____

Location equipment is serviced from: _____

Attach to this form, the following **supporting documentation**:

- Detailed description of the vending system, menu, pricing, and how it will be operated and maintained
- Photos of the vending system
- Documentation of certifications, business license, etc.
- Sample agreement (if applicable)