

REQUEST FOR PROPOSAL

TO PROVIDE

VENDING SERVICES

AT

**PLATTE COUNTY R3
SCHOOL DISTRICT**

PLATTE CITY, MO

March 21, 2022

**ALL PROPOSALS MUST BE RETURNED TO THE PLATTE COUNTY R3
SCHOOL DISTRICT ADMINISTRATIVE SERVICES CENTER
BY 2:00 P.M. ON April 13, 2022**

I. Introduction

The Platte County R3 School District, located at 998 Platte Falls Road, Platte City, MO 64079, is soliciting proposals for the operation of vending services within the District.

The vending service program should provide easily accessible, reasonably priced, fresh, contemporary food, beverage and snack products. While the RPSD wants to maximize revenues from the vending program, the program should provide nutritionally sound, reasonably priced products in line with the USDA's Smart Snacks in School Program (**Appendix B**).

<http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>

II. General Information and Conditions

- A. Requested information must be complete per instructions. **All proposals must be submitted to the Platte County R3 School District Administrative Office, Attn: Jay Harris, 998 Platte Falls Road, Platte City, MO 64079 no later than Wednesday, April 13 at 2:00 p.m. Proposals submitted after this time and date WILL NOT be considered. Proposals may be hand delivered, mailed or emailed by the date and time indicated above. Any emailed proposals must go to Jay Harris at harrisj@platteco.k12.mo.us**
- B. Proposals should include a list of vending accounts comparable to Platte County R3 in size and complexity. Please identify school district accounts under contract and submit a list of accounts in the Greater Kansas City Metro Area.
- C. The Platte County R3 School District retains the right, at its sole discretion, to accept or reject any proposal. All Machines referenced in these specifications must have timers that regulate the sale of products. The exact operational time of each machine will be determined by the Executive Director of Operations.
- D. All information received in response to this RFP shall become the property of the Platte County R3 School District.
- E. Upon selection of the Vending Contractor to manage the vending program in the Platte County R3 School District, a contract will be prepared to be executed by both parties. Proposals should include a draft contract for consideration. These specifications and the successful proposal will become part of the contract.
- F. Questions and additional information requested should be made to:
Dr. Jay Harris –Executive Director of Operations, Platte County R3 School District
998 Platte Falls Road
Platte City, MO 64079
(816) 858-5420
harrisj@platteco.k12.mo.us (email is preferred)

- G. Representatives from the Platte County R3 School District may desire to visit present operating locations serviced by finalist companies. Arrangements will be made as necessary to facilitate these visits.
- H. Dr. Jay Harris, Executive Director of Operation, is the contract administrator for all contractual matters pertaining to vending services.
- I. The Vending Contractor selected by the Platte County R3 School District shall manage the vending program as an independent contractor in performing its obligations. Nothing contained in the selection of Vending Contractor shall be construed to mean that Platte County R3 School District and Vending Contractor are joint venture's or partners.
- J. The initial contract term shall be from **July 1, 2022 – June 30, 2025**
The term of the contract may be renewable for two additional years based on mutual consent of both parties at the same terms and conditions set forth in this proposal.
- K. The specific machine requirements and locations are listed as **Appendix A** attached to these specifications.
- L. Proposals shall be evaluated on quality and appearance of the machines, pricing & commissions, marketing program, references, recommended product lines relative to the USDA's Smart Snacks in School program (Appendix B), use of state of the art equipment and operating policies and systems to ensure that the vending services stay at the leading edge with high customer satisfaction. This will be determined by the Platte County R3 School District once all the proposals are submitted. All commission shall be based on Gross Sales.
- M. All snack machines shall be ADA compliant, NAMA certified, safe & stable, multiple selection and must be clearly marked and identified as vendor's machines.

III. Program Specifications

Vending Contractor shall:

- A. Provide all services including equipment, vended products, supplies, service and support at the highest level of quality per standards of the industry.

- B. Provide new, state-of-the-art equipment, approved by appropriate Federal, State and local regulatory agencies; i.e.: NSF, UL, and Platte County Health Department as well as NAMA certified.
- C. Deliver all perishable food products to the District and transport same to vending locations in a safe and sanitary manner. Vendor shall comply with all federal, state and local laws and regulations regarding the sale and storage of food, beverages, and supplies.
- D. Stamp all vended products with a final sale date and not offer those products for sale after their expiration date as stamped.
- E. **Ensure that all personnel can be identified with proper identification and sign in at the main office of each building that is serviced.**
- F. Submit recommended selling prices for all products to be vended along with an approval process for any price adjustments during the term of the contract.
- G. Submit product menus with brand names and size of all products to be sold as well as plan-o-grams of recommended product by machine. ALL ITEMS MUST CONFORM TO THE USDA SMART SNACKS IN SCHOOLS PROGRAM.
- H. Submit examples of programs currently in use at other districts to achieve the goals of the Platte County R3 School District's Wellness Program. Menus and systems to identify healthy products in the machines are important aspects of the program. What is the VENDING Contractor's system to ensure compliance with these specifications?
- I. Submit a vend refund policy and procedure.
- J. Employ and supervise sufficient labor and management for the efficient operation of the vending services. The Platte County R3 School District reserves the right to approve any vendor personnel assigned to the district.
 - a. All Vending Contractor personnel shall comply with federal, state and local regulatory agency requirements pertaining to food handling procedures and in no way endanger the health or welfare of the School District and community.
- K. Be responsible for complete and thorough regular sanitation of all vending and support equipment.
 - a. The Platte County R3 School District reserves the right to inspect the vending equipment interiors as well as exteriors with a representative of the Vending Contractor at any time during the course of normal district service to ensure the quality of sanitation.

- L. Provide all necessary permits and licenses for equipment at Platte County R3 School District as a cost of operation.

- M. Service all machines as often as necessary to maintain appropriately stocked machines at all times. This will likely mean two or three days of service per week at the High School and Middle School and once weekly at the Elementary Schools, and the Administration Building.

- N. Provide mechanical service and repair within 24 hours of notification to the Vending Contractor.
 - a. Maintain a service call request and completion log.

- O. Agree to the following Discrimination Clause:
 - a. That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, sex, age, physical disability or national origin discriminate against any individual who is qualified and available to perform the work to which the employment relates; and

 - b. That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, sex, age, physical disability or national origin.

- P. Insurance Requirements:
 - a. Agree to provide the following required insurance, provided by companies authorized to do business in the State of Missouri, which includes but is not limited to:

<u>Coverage</u>	<u>Policy Limit</u>
Worker's Compensation	Statutory
General Liability, including products for injury or death	\$2,000,000
Property Damage – each accident	\$2,000,000
Excess Liability	\$2,000,000

- b. The policy naming the District as an additional insured shall:
 - 1. Be an insurance policy from an A.M. Best rated “secured” or better, State of Missouri admitted insurer
 - 2. Provide for 30 days’ notice of cancellation
 - 3. State that the organizations coverage shall be primary coverage for the District, its Board, employees and volunteers
 - c. The contractor agrees to indemnify the District for any applicable deductibles.
 - d. The contractor is to provide the District with a certificate of insurance, evidencing the above requirements have been met **prior** to commencement of work or use of facilities.
- Q. Provide monthly operating statements to the Platte County R3 School District that include but not limited to:
- a. Sales by Location
 - b. Total Sales
 - c. Commission by Product
 - d. Total Commission
- R. Pay commissions to the Platte County R3 School District by the **20th day** of each month for sales of the preceding month.
- S. Maintain accurate records of sales by machine with meter readings. The contractor is responsible for reconciliation of vending machine data and the Platte County R3 School District is authorized to audit the Vending Contractor’s books and records to substantiate the basis of payments to the Platte County R3 School District.
- T. Submit a proposed contract with this RFP for consideration under the terms and conditions herein.
- U. Provide a recommended annual donation from Vendor to Platte County R3 School District for exclusive rights to provide vending services to District.

IV. Platte County R3 School District Shall:

- A. Provide all utilities necessary for the operation of vending and support equipment. These utilities shall be brought to the wall area behind the machines. Vendor will provide for all utility connections to the equipment.
- B. Provide all trash containers and central collection for boxes, containers and trash generated by the Vending Contractor as a result of servicing the vending equipment.

V. VENDING COMMISSION BREAKDOWN

- A. All commissions will be paid monthly and documentation must accompany the commission check with CLEAR justification as to how the commission was generated by machine. Examples of this monthly commission report MUST be submitted with this proposal.
- B. Please indicate your commission on each machine on the attached list.

APPENDIX A

Building	Student Enrollment and/or Staff Count	Pop Machines	Snack Machines	Location of Machines Recommended
Compass Elementary	78 staff	1	0	Teacher's Lounge
Pathfinder Elementary	72 staff	1	0	Teacher's Lounge
Siegrist Elementary	91 staff	1	0	Teacher's Lounge
Barry School	72 staff	1	0	Teacher's Lounge
Platte City Middle	685 student 88 staff	2	1	Great Hall and Teacher's Lounge
Platte County High School	1277 student 158 staff	4	6	North Cafeteria, South Commons Area, Paxton Commons and Teacher's Lounge
Northland Career Center	418 student 52 staff	1	1	Main Hall and Teacher's Lounge
District Education Center	63 staff	1	1	Transportation Warehouse

The Platte County R3 School District reserves the right to add or reduce machines as they deem appropriate under this agreement.

We would like only the minimum necessary vending machines for the faculty/staff break rooms for optimizing electrical efficiency to our district.

APPENDIX B

Nutrition Standards for All Foods Sold in School

Food/Nutrient	Standard	Exemptions to the Standard
General Standard for Competitive Food.	<p>To be allowable, a competitive FOOD item must:</p> <ol style="list-style-type: none"> (1) meet all of the proposed competitive food nutrient standards; and (2) be a grain product that contains 50% or more whole grains by weight or have whole grains as the first ingredient*; <i>or</i> (3) have as the first ingredient* one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); <i>or</i> (4) be a combination food that contains at least ¼ cup fruit and/or vegetable; <i>or</i> (5) contain 10% of the Daily Value (DV) of a nutrient of public health concern (i.e., calcium, potassium, vitamin D, or dietary fiber). Effective July 1, 2016 this criterion is obsolete and may not be used to qualify as a competitive food. <p>*If water is the first ingredient, the second ingredient must be one of items 2, 3 or 4 above.</p>	<ul style="list-style-type: none"> • Fresh fruits and vegetables with no added ingredients except water are exempt from all nutrient standards. • Canned and frozen fruits with no added ingredients except water, or are packed in 100% juice, extra light syrup, or light syrup are exempt from all nutrient standards. • Canned vegetables with no added ingredients except water or that contain a small amount of sugar for processing purposes to maintain the quality and structure of the vegetable are exempt from all nutrient standards.
NSLP/SBP Entrée Items Sold A la Carte.	Any entrée item offered as part of the lunch program or the breakfast program is exempt from all competitive food standards if it is sold as a competitive food on the day of service or the day after service in the lunch or breakfast program.	
Sugar-Free Chewing Gum	Sugar-free chewing gum is exempt from all competitive food standards.	
Grain Items	Acceptable grain items must include 50% or more whole grains by weight, or have whole grains as the first ingredient.	
Total Fats	Acceptable food items must have ≤ 35% calories from total fat as served.	<ul style="list-style-type: none"> • Reduced fat cheese (including part-skim mozzarella) is exempt from the total fat standard. • Nuts and seeds and nut/seed butters are exempt from the total fat standard.

Food/Nutrient	Standard	Exemptions to the Standard
		<ul style="list-style-type: none"> • Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the total fat standard. • Seafood with no added fat is exempt from the total fat standard. <p>Combination products are not exempt and must meet all the nutrient standards.</p>
Saturated Fats	Acceptable food items must have < 10% calories from saturated fat as served.	<ul style="list-style-type: none"> • Reduced fat cheese (including part-skim mozzarella) is exempt from the saturated fat standard. • Nuts and seeds and nut/seed butters are exempt from the saturated fat standard. • Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the saturated fat standard. <p>Combination products are not exempt and must meet all the nutrient standards.</p>
Trans Fats	Zero grams of trans fat as served (≤ 0.5 g per portion).	
Sugar	Acceptable food items must have $\leq 35\%$ of weight from total sugar as served.	<ul style="list-style-type: none"> • Dried whole fruits or vegetables; dried whole fruit or vegetable pieces; and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard. • Dried whole fruits, or pieces, with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, tart cherries, or blueberries) are exempt from the sugar standard.

Food/Nutrient	Standard	Exemptions to the Standard
		<ul style="list-style-type: none"> Products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the sugar standard.
Sodium	<p>Snack items and side dishes sold a la carte: ≤ 230 mg sodium per item as served. Effective July 1, 2016 snack items and side dishes sold a la carte must be: ≤200 mg sodium per item as served, including any added accompaniments.</p> <p>Entrée items sold a la carte: ≤480 mg sodium per item as served, including any added accompaniments.</p>	
Calories	<p>Snack items and side dishes sold a la carte: ≤ 200 calories per item as served, including any added accompaniments.</p> <p>Entrée items sold a la carte: ≤350 calories per item as served including any added accompaniments.</p>	<ul style="list-style-type: none"> Entrée items served as an NSLP or SBP entrée are exempt on the day of or day after service in the program meal.
Accompaniments	Use of accompaniments is limited when competitive food is sold to students in school. The accompaniment must be included in the nutrient profile as part of the food item served and meet all proposed standards.	
Caffeine	<p>Elementary and Middle School: foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances.</p> <p>High School: foods and beverages may contain caffeine.</p>	
<i>Beverages</i>		
Beverages	<p>Elementary School</p> <ul style="list-style-type: none"> Plain water or plain carbonated water (no size limit); Low fat milk, unflavored (≤8 fl oz); Non fat milk, flavored or unflavored (≤8 fl oz), including nutritionally equivalent milk alternatives as permitted by the 	

Food/Nutrient	Standard	Exemptions to the Standard
	<p>school meal requirements;</p> <ul style="list-style-type: none"> • 100% fruit/vegetable juice (≤ 8 fl oz); and • 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤ 8 fl oz). <p>Middle School</p> <ul style="list-style-type: none"> • Plain water or plain carbonated water (no size limit); • Low-fat milk, unflavored (≤ 12 fl oz); • Non-fat milk, flavored or unflavored (≤ 12 fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements; • 100% fruit/vegetable juice (≤ 12 fl oz); and • 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤ 12 fl oz). <p>High School</p> <ul style="list-style-type: none"> • Plain water or plain carbonated water (no size limit); • Low-fat milk, unflavored (≤ 12 fl oz); • Non-fat milk, flavored or unflavored (≤ 12 fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements; • 100% fruit/vegetable juice (≤ 12 fl oz); • 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤ 12 fl oz); • Other flavored and/or carbonated beverages (≤ 20 fl oz) that are labeled to contain ≤ 5 calories per 8 fl oz, or ≤ 10 calories per 20 fl oz; and • Other flavored and/or carbonated beverages (≤ 12 fl oz) that are labeled to contain ≤ 40 calories per 8 fl oz, or ≤ 60 calories per 12 fl oz. 	