



REQUEST FOR PROPOSALS – 2022 -01 VENDING MACHINE CONTRACT

The Township of Essa (the "Owner") invites proposals for the supply, installation, stocking, and maintenance of vending machines within various facilities owned and operated by the Township of Essa for a three-year term. September 1, 2022, to July 1, 2025.

All contract documents are available through the Township of Essa essatownship.on.ca. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid. Questions regarding specifications can be directed to Jason Coleman, Manager of Parks, and Recreation at 705 -424-9917.

An onsite meeting for all interested parties to determine suitable vending locations will be held on Wednesday July 6, 2022, at 10 am. Beginning at the Angus Recreation Centre followed by the Administration Centre and then Thornton Community Centre if required.

Proposals will be accepted up to **2:00 p.m. (local time), July 12, 2022**

Proposals must be sealed in an opaque envelope, clearly marked with the name and delivered to:

Jason Coleman
Township of Essa
5786 County Road 21
Utopia, ON, L0M 1T0
Telephone: (705) 424-9917 Ext 141

It is the sole responsibility of the Proponent to ensure that its proposal is received at the above location and by the time stipulated. Proposals received after the stipulated time will be rejected and returned to the Proponent unopened. Faxed proposals are not acceptable and will be rejected. The Township reserves the right to accept or reject all or any proposal and to waive any informality, incompleteness, or error in any proposal.

All proposals received by the Township of Essa Administration become the property of The Corporation of the Township of Essa and as such are subject to the Municipal Freedom of Information and Protection of Privacy Act.

SPECIFICATIONS

1. Introduction

The Township of Essa is looking for a contractor to provide vending machines in Township owned facilities to enhance the experience of patrons using Township facilities. This RFP is being issued in response to requests for access to food and drink in facilities at all times of the day, afternoon, evening throughout the entire calendar year. The successful contractor will be responsible for installation of all required equipment, re-stocking during operating hours and any damage or maintenance costs incurred. Once awarded, the successful contractor will be required to determine patterns of use and ensure all vending machines are regularly stocked and do not become “sold out” or show “not available” for any products, within reason, throughout the term of the three-year agreement. The Township of Essa will meter the utility usage for all machines and the cost of utilities will be billed back to the contractor.

2. Scope of Work:

At a minimum the contractor will be required to provide:

- Angus Recreation Centre- 1 cold drink machine, 1 snack machine or 1 combo machine
- Thornton Community Centre - 1 cold drink machine, 1 snack machine or 1 combo machine
- Admin Centre- 1 cold drink machine, 1 snack machine or 1 combo machine

3. Submission Requirements:

Proposals **must include**:

Bid Form, Pages 1-3 (page 4 included for convenience only) - all bids must include all information listed in this Section to be considered.

- Resume (if individual proponent) or: Company/Organization Profile:
 - Profile: An overview of contractor’s services and relevant experience; including any team/staff members you intend to dispatch to Township facilities.
- Contractor Acknowledgement Form, including Conflict of Interest disclosure. The possibility of actual or perceived conflict of interest or lack of independence will be considered. If, in the opinion of the Township of Essa a reasonable person would perceive there to be a conflict of interest or lack of independence on the part of the Proponent, the proposal will be rejected.
- Contractor Code of Conduct.
- The proposed fee structure as a percentage of gross sales, excluding taxes, for sales generated while acting as the vending machine operator.
- A sample menu showing the proposed food and beverage choices and pricing including a plan to incorporate healthy food options into the menu.
- Power requirements/usage per machine (ie: 200 Volt plug in required).
- Terms and conditions, if any.
- The proposal must be received at the closing location by the specified closing date and time, delivered in an opaque envelope and clearly marked “**RFP 2022-01 Vending Machines**”.
- The proposal must be signed by a person authorized to sign on behalf of the Proponent.
- The proposal must be in English.

4. Value Added Options

Proposals may include additional services the bidder feels will enhance the customer experience while in Township facilities. Acceptance of value-added options, including additional machines with merchandise other than food or beverages, will be at the sole discretion of the Township.

5. Evaluation

Proposals will be assessed based on the following criteria, listed in order of importance:

- Ability to provide the minimum number of vending machines identified in the scope of work section.
- Ability to provide healthy food choices.
- Fee Structure proposed.
- Accessibility such as interact options.
- Previous/current customer references.

Only the information contained in the proposal will be used to evaluate the proposal. There will not be an opportunity to make a presentation to the Township beyond the information contained in the proposal.

6. Rejection of Bids

- The Owner has the right, in its sole discretion, not to award a Contract and has the right to reject any or all proposals (including the lowest Bid) without giving any reason for doing so.
- The Owner has the right, in its sole discretion, to evaluate any or all proposals on any basis it considers desirable, including the overall cost of the proposal in relation to the Owner's budget for the Work, the ability of the Bidder or Bidders to perform the Work, the finances or credit-worthiness of the Bidder or Bidders, and any experience of the Bidder or Bidders in performing work of a kind comparable to the Work.
- Unless otherwise provided in the RFP, the Owner is entitled, in its sole discretion, to waive any informality, incompleteness or error in any proposal.
- The Owner may, but is not required to, in its sole discretion, reject any proposal which is conditional or obscure in any respect or does not conform strictly with the requirements of the Contract Documents.

7. Additional Information

- Except as expressly and specifically permitted in the RFP, no Bidder shall have any claim for any compensation of any kind whatsoever, because of participating in the RFP, and by submitting a bid, each bidder shall be deemed to have agreed that it has no claim.
- Throughout the term the Township will retain the right to provide if determined, or subcontract, similar services such as concessions in locations that have been approved for vending machines.
- The successful bidder will be required to provide a report annually showing sales figures and commissions paid for each site.
- The Township will not be responsible for any set-up, installation, or additional communication/ power requirements.
- It is the sole responsibility of the bidder to determine current site conditions and vending machine requirements.

- The successful bidder will be required to provide and maintain throughout the term the following documentation, which must be submitted prior to the issuance of a contract.
 - WSIB Certificate
 - \$5,000,000 general commercial liability insurance naming the Township as additionally insured.

RFP 2022-01- Vending Machine

CONTRACTOR ACKNOWLEDGEMENT FORM (Required with Bid Submission)

Company: _____

Contact: _____

Address: _____

_____ **Postal Code:** _____

Phone: _____ **Cell Number:** _____

Fax: _____ **Email:** _____

As an authorized representative of _____, by my signature below I acknowledge: *Company Name*

- All employees, subcontractors and representatives of the company will operate in compliance with all applicable federal, provincial, and municipal occupational health and safety regulations, laws and bylaws. My company and its employees are qualified to do this work. References will be provided upon request.
- The successful bidder must provide the required documents no later than one week after notification of the award of the contract. Failure to do so may result in the contract being awarded to a bidder who can meet the requirements.
- Except as expressly and specifically permitted in this RFP, no proponent shall have any claim for any compensation of any kind whatsoever, because of participating in the RFP, and by submitting a bid, each bidder shall be deemed to have agreed that is has no claim.
- I have provided information regarding my company and staff that may lead to a real or perceived conflict of interest, including:
 - Information regarding company representatives, managers, and staff, (and members of their immediate families) who are a member of the Council of the Township of Essa or in a senior management capacity with the Township of Essa. "Immediate family" is defined as an individual's spouse and those dependent on the individual or the individual's spouse, whether related or not.
 - Any other information that should be provided to the Council that may influence the consideration of the proposal.
 - If no conflict exists, I have so indicated on the bid form in the space provided.

Conflict of Interest Information - Please mark below the appropriate response:

Provided on a separate sheet:	No conflict exists for my company:
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Company Representative (signature)

X _____
Name & Title: _____ (please print)

Township of Essa

CODE OF CONDUCT – CONTRACTORS (Required with Bid Submission)

The relationship between Township employees and representatives of contractors providing service to the Township is critical to achieving the goals and objectives of the Corporation of the Township of Essa

In providing the highest level of service possible, it is essential that all representatives of the Contractor work together with Township staff in a co-operative and congenial manner, always respecting established lines of authority.

The efficiency of Township operations and the image the Corporation presents to the public may be influenced by any breakdown in the relationship between the Contractor’s representatives and Township employees. Therefore, the Contractor’s representatives are expected to convey a friendly, approachable, positive, and helpful attitude to Township employees and to be honest, trustworthy, reliable, dependable, and punctual in all workplace activities.

Contractors unable to demonstrate an ability to meet this standard may be disqualified from the bidding process. Successful bidders subsequently failing to meet this standard should expect termination of any contractual relationship with the Township.

I have read and agree to comply with the above Code of Conduct:

Company Representative (signature)

X _____

Name: _____

Title: _____

Township of Essa
BID FORM 2022-01 Vending Machines

Company:	Contact:
Date:	Phone:
Address:	Email:

Description	**Price
Percentage of gross sales that will be paid as commission to the Township of Essa in exchange for space in Township facilities to locate vending machines, as described in the Specifications, Section 1 and 2, of RFQ 2022-01.	%

* * Prices must include all applicable fees, levies and charges except taxes

REFERENCES – Please provide contact information for two most recent/current clients for services similar in scope and value to the work specified in the RFQ. Provision of this information constitutes consent for the Township to contact the references.

Company Name:	Phone:	Email:
Nature & duration of contract:		
Contact:		
Company Name:	Phone:	Email:
Nature & duration of contract:		
Contact:		

*Company Representative (signature)

X _____

Name: _____

Title: _____

Township of Essa
BID FORM 2022-01 Vending Machines

Insert resume and/or company profile here (including overview of corporate service and experience, and brief profile of any staff members intended to service Township of Essa facilities.

Insert menu options and pricing, including plan to include healthy food options

Insert power and other technical requirements here, if any. (ie: power supply, phone line for interact, etc)

Insert terms and conditions if any

Insert value added options, if any (*Optional)