



**LUZERNE COUNTY COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
SNACK VENDING SERVICE**

Section I. INTRODUCTION

Luzerne County Community College is seeking proposals from qualified Companies to provide and service snack vending machines. This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies. The RFP establishes minimum requirements a Company must meet in order to be eligible for consideration as well as information to be included in the Company's proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company will be made based on LCCC's evaluation and determination of the relative ability of each Company to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company History and Organization
- 2 Cost Proposal and Invoicing
- 3 Insurance
- 4 References

LCCC is not obligated to accept the highest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

Section II. SUBMISSION OF PROPOSALS

Responses to this RFP are due by Noon on Friday, April 5, 2024. Late submittals will be rejected. All proposals are to be sealed and addressed to:

Luzerne County Community College
Purchasing Director, Mr. Len Olzinski
521 Trailblazer Drive
Nanticoke, PA 18634
Phone 570-740-0370
Email lolzinski@luzerne.edu

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to Brian Kravits, Food Services Chef at 570-740-0671 or bkravits@luzerne.edu.

Section III. CONTRACT TERM

The term of this contract shall be for a three (3) year period, commencing on July 1, 2024, and continuing for three (3) consecutive years thereafter, unless terminated by either party with thirty (30) days written notice. There is an option to renew for an additional two (2) years upon mutual written agreement until June 30, 2029.

Section IV. SCOPE OF SERVICES

The Company shall provide and service approximately 19 snack vending machines. The machines shall be located on the Main Campus, 10 machines (Buildings 3, 4, 5, 7, 9, 10, 12, and 14); Public Safety Training Institute , 1 machine; Joseph A. Paglianite Culinary Institute, 1 machine; Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center, 1 machine; Berwick Center, 1 machine; Greater Susquehanna Center, 1 machine; Hazleton Center, 1 machine; Pittston Center, 1 machine, Scranton Center, 1 machine; and Wilkes-Barre Center, 1 machine. No beverages are to be dispensed from any vending machines. Two (2) change machines are needed on the Main Campus.

The commission rate you are willing to pay should be based on a percentage of sales. A minimum 10% commission rate or suitable rebate program is expected to be paid to the College monthly.

Section V. INSTRUCTIONS

Responding Companies must address the following subjects in their proposal:

1. Company History and Organization

Provide a brief company history. Explain ownership and include brief biographical information regarding the personnel who would be directly responsible for the service.

2. Cost Proposal and Invoicing

Provide commission rate you are willing to pay. Commission rate should be based on a percentage of sales. A minimum 10% commission rate or suitable rebate program is expected to be paid to the College monthly.

3. Insurance

The successful bidder shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance in the amount of \$1,000,000 listing the College as additional insured
- Automobile Liability

Include a copy of Certificate of Insurance including limits with the response.

4. References

Provide at least three (3) client references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person and contact number.