LUZERNE COUNTY COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
FOOD VENDING SERVICE

Section I. INTRODUCTION
Luzerne County Community College is seeking proposals from qualified Companies to provide and service food 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 3:00 p.m. on April 5, 2016. Late submittals will be rejected. All proposals are to be sealed and addressed to:
Luzerne County Community College
Purchasing Director, Mr. Len Olzinski
1333 S. Prospect Street
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 Sheldon Owens, Director of Food Services at 570-740-0609 or sowens@luzerne.edu.

Section III. CONTRACT TERM
The term of this contract shall be for a three (3) year period, commencing on July 1, 2016 and continuing for three (3) consecutive fiscal years thereafter, unless terminated by either party with thirty (30) days written notice with a renewal option to June 30, 2021.

Section IV. SCOPE OF SERVICES
The Company shall provide and service approximately 25 food vending machines. The machines shall be located on the Main Campus, 17 machines; Corporate Learning Center, Wilkes-Barre Campus location, 2 machines; The Joseph A. Paglianite Culinary Institute, 2 machines; Health Science Center, 2 machines; Berwick Center, 1 machine; Hazleton Center, 1 machine. No beverages are to be dispensed from any vending machines. Two (2) change machines are needed on the Main Campus. 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 service rates for vending service as described in Section IV and service rates for any additional services.

**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.