

CITY OF CASA GRANDE, ARIZONA

REQUEST FOR STATEMENT OF QUALIFICATIONS

**Vending Machine Service for City of Casa Grande Facilities**

The City of Casa Grande requests Statements of Qualifications (SOQ) Vending Machine Services for City of Casa Grande Facilities.

Each response shall be in accordance with the SOQ instructions and scope of work package on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85122, where copies can be obtained by calling the City Clerk's Office (520) 421-8600, or a complete packet is available on the City's website: [www.casagrandeaz.gov](http://www.casagrandeaz.gov).

All responses must be submitted by 4:00 p.m. City time on Thursday, December 19, 2013 to the City Clerk, Remilie S. Miller at 510 East Florence Boulevard, Casa Grande, Arizona 85122. The responses will be evaluated in accordance with Section four of the SOQ.

Responses must be addressed to:

**Remilie S. Miller, City Clerk  
City of Casa Grande  
510 E. Florence Boulevard  
Casa Grande, Arizona 85122**

**THE ENVELOPE MUST BE BOLDLY MARKED:  
STATEMENT OF QUALIFICATIONS VENDING MACHINE SERVICES FOR  
CITY OF CASA GRANDE FACILITIES**

The City of Casa Grande reserves the right to waive any informalities or irregularities in this Request for Statement of Qualifications, or to reject any or all responses; to be the sole judge of the suitability of the materials offered, and to award a contract for the furnishing of the services it deems to be in the best interest of the City.

/s/ James V. Thompson  
City Manager

**REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR:  
Vending Machine Services for City of Casa Grande Facilities**

The City of Casa Grande in Arizona is soliciting Statements of Qualifications (SOQs) from qualified firms wishing to provide vending machine services as described in this Request for Qualifications.

**Section I – Project Description**

The City of Casa Grande is soliciting for a qualified Vending Service Contractor to provide Automated Vending Machine Services for specified facility locations. The successful Contractor shall furnish deliver, install and maintain the vending machine equipment and provide all necessary personnel, tools, equipment, product, and maintenance services to provide an efficient, effective operational Automated Vending Machine Service.

Installation shall include all electrical hook-up and testing procedures. All equipment, machinery, tools, supplies, or other materials necessary to install and operate the Contractor’s vending machines shall be furnished at the Contractor’s sole expense. During delivery and installation the Contractor will not alter City property without prior written approval on the City. The City of Casa Grande will provide electricity to power the vending machines.

Additionally, in lieu of paying the City of Casa Grande a monthly commission based upon a percentage of the gross sales or revenues from the vending machines, the successful Contractor shall offer food and drink choices at a discounted rate equal to the percentage to be paid in commission. In calculating gross sales or revenues, such amount shall be calculated based upon the total sales for vending machines located in public areas and no deductions, set-offs, or allowances will be made or permitted for goods or products which are spoiled or damaged.

**Section II – Scope of Services**

**General**

1. Contractor shall be responsible for all vending machine operations, including, but not limited to the following:
  - a. Stock all food items and beverages in all assigned areas
  - b. Provide all necessary equipment to properly and safely move products from one location to another
  - c. Deliveries will be made so as not to be in conflict with the operations of the City or the general public
  - d. Contractor shall deliver during normal working hours, Monday – Friday 8:00 A.M. to 5:00 P.M.
2. Contractor will operate in a manner that is both convenient and safe for City staff and the general public.
3. City reserves the right to issue rules and regulations governing the general provisions of operations so as to maintain a consistency of kind, quality and compatibility of food items and beverage service.

4. Contractor shall provide products and services of a quality and price consistent with those presently being offered in this region in similar facilities.
5. Contractor will be responsible for installation and maintenance of machines which shall be kept in working order, clean, sanitary and attractive. Machines can use 110 electric power but water and plumbing will not be allowed.
6. Contractor must maintain and repair equipment at no cost to the City of Casa Grande
7. Contractor will refund money to customers who deposit money in contractor-owned or leased vending machines provided under this contract and fail to receive the desired item in return due to stock outage, equipment malfunction or other reasons.
8. Contractor shall check for expired foods or drinks when stocking machines and replace any expired items with new product at no additional cost to the City.
9. At no time shall the Contractor allow any machine to be in a lower than 25% stock rate.
10. Each machine at each location will have a label providing Contractor name and phone number to call "For Service". The label shall be placed on the machine in an area easily viewable to customers.
11. Machines installed by the Contractor shall provide multiple options for payment (cash or credit card).

### **Approvals**

1. The City shall approve the installation of the vending machines with respect to location, size and content. The City of Casa Grande reserves the right to request machines be moved to other locations to meet the needs of the Facility.
2. The City of Casa Grande must approve the drink and snack selection prior to placing in the vending machines.
3. The City and Contractor may mutually agree to change machine locations, number of machines, the products, or product mix during the term of the Contract.
4. Contractor will remove from the premises any vending machine provided under this Contract found by the City to be inoperable, unsightly or otherwise objectionable. The Contractor shall take action within five (5) working days after receipt of notice and replace it with a machine that meets the City's needs.

### **Machine Items**

1. Drinks should include Water, Juice, Soft Drinks and Sports Drinks. Snacks should include some healthy alternatives such as baked chips, granola bars, etc.
2. The City of Casa Grande has the right to request changes to products in vending machines if products are not suitable for the facility.

## Desired Locations of Vending Machines

<b>Vending Machine Project</b>				
<b>Location</b>	<b>Employee</b>		<b>Visitor</b>	
	<b>Soda</b>	<b>Snack</b>	<b>Soda</b>	<b>Snack</b>
City Hall	1	1	-	-
City Hall B	-	-	1	1
City Courts	-	-	1	1
Communication	1	1	-	-
Airport	-	-	1	1
Waste Water	1	1	-	-
NOC	1	1	-	-
NOC Fueling	1	-	-	-
SOC Fueling	1	-	-	-
Library	-	-	1	1
<b>Total</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>4</b>

Total Soda: **10**

Total Snack: **8**

### **Section III – Initial Evaluation Phase – Initial Selection List Designated**

The initial evaluation phase will be conducted by a Selection Committee. Three firms will be selected for final negotiations based upon the Selection Committee's review.

### **Section IV – Evaluation Criteria/Required SOQ Information**

The solicitation will be awarded to the most responsible/responsive Contractor providing the best qualifications and deemed to provide services in the best interest of the City.

The evaluation of the Statement of Qualifications will be based on, but not limited to, the following:

- 1. Experience and Qualifications of the Vending Company**
- 2. Service availability and its proximity to Casa Grande**
- 3. Conformance to specifications**
- 4. Past Performance Under Other State, County and/or Local Contract**

*Do not include any fees, prices, man-hours or other cost-related information in the SOQ.*

### **Section V – Submittal Requirements**

Interested and qualified Contractors shall submit an original plus five copies (total of six) of the Statement of Qualifications, prepared in accordance with this document by **4:00 P.M. on December 19, 2013.**

Sealed submittals shall be mailed/delivered to:

Remilie S. Miller, City Clerk  
510 E. Florence Blvd.  
Casa Grande, AZ 85122

**Submittals shall be clearly marked: “Statement of Qualifications, Vending Machine Services, City of Casa Grande Facilities”**

The City reserves the right to reject Statements of Qualification for any reason including, but not limited to:

- Failure to submit SOQs by the specified deadline
- Failure to provide the specified number of originals/copies of the SOQ
- Failure to ensure that submittal is received at the specified location
- Failure to provide requested information

Questions pertaining to the selection process or contract issues should only be directed to:

Steven Turner  
Project Manager  
City of Casa Grande  
510 E. Florence Blvd.  
Casa Grande, AZ 85122  
(520) 421-8661  
[steven\\_turner@casagrandeaz.gov](mailto:steven_turner@casagrandeaz.gov)

***Interested firms and their representatives are cautioned, on penalty of disqualification, to refrain from direct or indirect contact for the purpose of influencing the selection process with any person who may play a part in the selection process.***

### **Section VI – Final Negotiations**

Upon designation of the Final List, the City of Casa Grande will commence negotiations with the highest-placed firm on the List. The negotiations shall include compensation and other contract terms and conditions that the City of Casa Grande considers to be material to the success of the project. If the parties are unable to reach mutually-acceptable terms, negotiations may continue with the next-most qualified firm in sequence until a tentative agreement on terms is reached or until the submissions of those included on the List have been rejected.

### **Section VII – Anticipated Schedule for Contractor Selection**

The following tentative schedule has been identified for this project and may be changed at any time at the sole discretion of the City. Interested firms must be available as required on dates specified.

- RFQ issued 11-26-13
- RFQ responses due (on or before) 12-19-13

- Final list designated (on or before) 01-06-14
- Final negotiations complete (on or before) 01-10-14

**Section VIII – Pre-Submittal Site Visit**

An optional Pre-Submittal site visit can be scheduled by contacting the Project Manager. The purpose of this site visit is to familiarize potential respondents with the context of the Project and to address any questions about the Request for Qualifications.

**Section IX – General Information**

**1. Distribution of RFQ’s.** Copies of the RFQ can be obtained from:

City of Casa Grande  
 City Clerk’s Office  
 510 E. Florence Blvd  
 Casa Grande, AZ 85122  
 (520) 421-8600  
 www.casagrandeaz.gov

**2. Changes/Amendments to RFQ.** The City of Casa Grande shall not be held responsible for oral changes or amendments to the RFQ. All changes or amendments to this RFQ shall be in the form of an addendum which shall be furnished to all registered holders of the RFQ.

**3. Rights Reserved.** The City of Casa Grande expressly reserves the following rights if determined, in the City’s sole discretion, to be in its interest:

- To reject any or all SOQ’s
- To withhold any award pursuant to this RFQ
- To terminate the RFQ process at any time
- To reissue the RFQ
- To extend the time for submission of SOQ’s with notice of registered holders of the RFQ
- To request additional information from any or all respondents to the RFQ.
- To Amend the Schedule for Contractor Selection as set forth in Section VII of this RFQ.

**4. Costs of Preparation.** All costs for preparation, submission and/or delivery incurred by respondents to the RFQ are the sole responsibility of the respondent and will not be paid, in full or in part, by the City of Casa Grande.