



## REQUEST FOR SEALED PROPOSALS FOR BEVERAGE VENDOR LOWNDES COUNTY SCHOOLS

The Lowndes County School System is soliciting sealed proposals for entering into a contract for beverage vendor services. For this RFP, we are soliciting proposals from vendors who have an established history in providing superior service and product to educational and business accounts in the South Georgia/North Florida area.

We are searching for a vendor who not only supplies a quality product, but who also provides service and support. The selected vendor must have an established full-time service staff in Georgia or North Florida, and this service staff must be trained and authorized to provide service for the proposed product line. The selected vendor must meet all the expectations and requirements in this packet.

Sealed, written proposals will be received by the school system at the time and place specified. Neither dating of the response nor placing in mail by this date will meet requirements. Proposals must be received by the date and time stated. The school system reserves the right to reject any and all bids, to waive any and all formalities, to accept the proposal that in its judgment will be in the best interest of the system, and to select the offer that Lowndes County Schools determines to be the best for the system.

Many factors will be considered when evaluating proposals. The proposal must demonstrate that the vendor has evaluated the unique needs and has proposed capacities and placement to be most cost-effective and efficient in meeting the specified needs. Price is important, but will not be the sole determining factor. Quality, training, service, and support are other very important considerations.

These proposals will be evaluated by administrators of the Lowndes County Schools. This group will make a recommendation to the superintendent as to which proposal(s) best meets the specified needs and which best satisfies the requirements detailed in this packet. While price is an important consideration, it will not be the sole determining factor in the selection of a solution. An established history in the education market and comparison of the vendors' service proposals will contribute to the selection of the solution. Each proposal will be evaluated on these bases and compared to all other proposals to determine a ranked order.

If there is a concern about whether a part of your proposal meets or exceeds the requirement, you may contact us with your proposal **WITHOUT** pricing no later than February 13, 2019. Questions and/or requests for additional information should be addressed to Ken Overman [kenoverman@lowndes.k12.ga.us](mailto:kenoverman@lowndes.k12.ga.us).

Respectfully,

Ken Overman,  
Assistant Superintendent  
[koverman@lowndes.k12.ga.us](mailto:koverman@lowndes.k12.ga.us)  
229-245-2250



## PROPOSAL REQUIREMENTS

As required by Board policy all proposals must be submitted as a sealed proposal. Proposal envelopes must be sealed and delivered to Ken Overman at 11:30 AM on Wednesday, February 20, 2019 on location at the Lowndes County Board of Education.

Envelopes should be returned to the attention of Ken Overman and marked "Beverage Vendor Proposals – February 20, 2019."

Unsealed proposals will be deemed unresponsive and rejected.

All proposals must be in ink. No pencil or erasures (including ink erasures) shall be permitted. Mistakes may be crossed out and correction inserted adjacent. Person signing the proposal summary form must initial corrections in ink.

An officer of the company must sign the proposal summary form and list the official firm or corporate name.

After the opening of the proposals the system may require up to thirty (30) working days for review before presenting a recommendation to the superintendent.

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### Requirements

1. A copy of the contract must accompany the proposal. Formal execution of the contract must be complete by June 3, 2019, to begin July 8, 2019.
2. Replace or repair beverage vending equipment, coolers and fountain equipment as needed and keep in good working order. Repairs or replacement of equipment will be at no cost to school system. Repairs, maintenance and re-stock should be addressed within 24 hours of reporting.
3. A financial contribution to the school system is requested at the beginning of each school year to be used at the Superintendent's discretion. Additional financial support is requested to support school programs, sponsorships, activities, clubs, scholarships, and athletic teams.
4. Product is to be donated on an annual basis to all schools with a minimum 3% increase each year of the contract. School population and designation (high, middle, or elementary) should be considered. Distribution of donated product will be at the discretion and request of the principal. Product is to be donated on an annual basis in support for the following:
  - i. Football games for the team home side, team visitor side, officials, and press box
  - ii. Lowndes High Georgia Bridgemen Band
  - iii. Field Days at each school

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Proposals Due Wednesday, February 20, 2019 at 11:30 a.m.

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5. Commissions on all full service vending machines from elementary and middle schools will be calculated and sent to the Lowndes County Board of Education. Lowndes High School vending machine commissions will be sent directly to Lowndes High School. Quarterly statements are to be provided to the Lowndes County Board of Education and Lowndes High School. Proposal should address how and when this process will be completed.
6. Concessions pricing for booster clubs, Parent Teacher Organizations, and related organizations endorsed by the school shall receive the lowest pricing available. All rebates shall be included in the lowest price.
7. Current stadium standards for serving patrons must be included in the proposal. This proposal must include fountain products served at all football games.
8. All stadium equipment must stay at current level and improved upon as industry standards and company technology improves. Stadium equipment will be duplicated on the visitors' side.
9. All proposals must include pricing and provisions for assisting School Nutrition Program.
10. A concession wagon must be provided and maintained for system use. Written and visual descriptions must be provided in the proposal.
11. The National School Beverage Guidelines must be adhered.
12. Guidelines must be detailed on the provision requirements and benefits of an exclusive contract with the vendor as a sole provider.
13. The Lowndes County School System will accept for review contracts and proposals which are 3 years and 5 years.

### **Warranty and Support**

We are seeking a quality product and service from a vendor with a reputation for reliability and superior performance, backed by a support staff that can respond promptly to service and product issues. The response time to a service call shall be within a 24-hour period.

With your proposal, you must include a statement of how problems will be resolved. Your statement must include, at a minimum:

- How will support requests be entered, whether through the web or through phone service representatives?
- What is the guaranteed response time to resolve a service issue?
- What is your guarantee on providing replacement comparable equipment as needed?