



# INVITATION FOR BID

SULLIVAN COUNTY COMPLEX  
5 Nursing Home Drive  
UNITY, NH 03743

## VENDING MACHINE SERVICES

RESPONSES ARE DUE NO LATER THAN

MARCH 10TH, 2020 AT 2:00 PM

AT ADDRESS ABOVE OR EMAILED TO:

Nichole Cassidy, Director of Community Development  
[ncassidy@sullivancountynh.gov](mailto:ncassidy@sullivancountynh.gov)

Sullivan County seeks bids from well qualified firms for:

**Service Description:** Provide a full-line vending service that offers favorably priced, quality food, snacks and beverages at Sullivan County Health Care (4 machines) and County Jail (3 machines) located at the address above. Provide the County staff with options to eat healthy foods and machines that accept credit card as well as cash. Provide vending services in a manner which will improve staff perception and participation. See Attachment A for specific requirements.

**Bidding Information:** Additional information about the requirements and this Invitation for Bid (IFB), including setting up an appointment to tour the project, can be provided by Nichole Cassidy who can be reached at 603-542-9511, extension 292 or [ncassidy@sullivancountynh.gov](mailto:ncassidy@sullivancountynh.gov) All requests for information and tours of the project must be completed no later than Tuesday, March 4, 2020.

### **Bidding Requirements:**

Responses to this Invitation for Bid must include the following information:

- Detailed proposed plan for vending machines, offerings, and service.
- Commission structure for payments to the County.
- 3 current references of customers.
- Anticipated start date after award of contract.

Vendors are expected to familiarize themselves with the site and scope before submitting a bid. The submission of a bid shall be deemed to represent that a Vendor has reviewed and is satisfied with the conditions to be encountered in performing the work.

Vendors are expected to be thoroughly familiar and comply with applicable laws, rules and regulations pertaining to the work required as part of this project. Vendors shall assume all costs and expenses associated with preparation and submission of a bid.

**Prices:** Prices are to remain in effect for a period of sixty (60) days from submission and are to remain firm once project is awarded to the successful Vendor.

**Project Award:** It is anticipated that the County will award this contract before April 31, 2020. The following factors will be considered as the basis for award of the bid, with priority to be determined solely by the County:

1. Contractor Qualifications, Experience, Reputation and References

2. Compliance with Invitation for Bid Requirements
3. Ability to Meet Service Requirements
4. Cost and Commissions
5. Exclusions and Limitations
6. Location of Business

Sullivan County reserves the right to accept or reject any bids and to waive any minor bid defects bid as may be in the County's best interest, and to request additional information from any bidder prior to issuing a notice of award or soliciting new bids. The County reserves the right to reject any and all bids in whole or in part, and to waive any informality or technical defects if, in Sullivan County's sole judgment, the best interest of Sullivan County will be served.

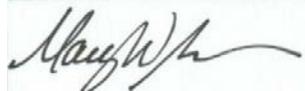
**Agreement:** Failure to execute a contract within 14 days of written notification from the County may constitute cause for cancellation of the bid acceptance and award.

**Indemnification of Owner:** To the fullest extent permitted by law, the Contractor shall protect, indemnify, save, defend and hold harmless the Owner and its officials, agents, volunteers and employees from and against any and all liabilities, obligations, claims, demands, damages, penalties, causes of action, loss of services, compensation, costs and expenses, including but not limited to reasonable attorney and paralegal fees, which the Owner and its officials, agents, volunteers and employees may become obligated by reason of any accident, bodily injury, death of a person or loss of or damage to tangible property, which may in any way arise directly or indirectly in connection with or out of the services performed by Contractor or anyone directly or indirectly employed by Contractor or any other person or company retained in any way to carry on all or any portion of the services necessary to abide by the terms of the Agreement, including but not limited to any negligent, intentional, or wrongful act or omission by the Contractor or its officers, employees, or agents.

**Insurance:** The Contractor shall secure and maintain general liability coverage in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, vehicle liability coverage for bodily injury and property damage in an amount of not less than \$1,000,000 combined single limit, and workers compensation coverage as required by state law. Contractor shall furnish to the Owner a Certificate of Insurance and an endorsement prior to commencing work, demonstrating that the County and its officials, agents, volunteers and employees are named as an additional insured on the general liability and automobile liability insurance coverage.

Sullivan County is aware of the time and effort required to prepare responses and invites contractors to let us know of any bidding requirements that are unclear and/or create difficulty in responding.

Sincerely,



Mary Bourque  
Director of Facilities and Operations

**Attachments**

Attachment 1 – Scope of Vending Services

## Attachment 1 – Scope of Vending Services

1. The County has snack and drink vending machines at two (2) locations on the Unity Campus – Sullivan County Health Care (200 employees) and Department of Corrections (50 employees). Each location operates seven days a week with three shifts:

Location	Address	Vending Machines
Sullivan County Health Care Staff Dining Room	5 Nursing Home Drive Unity, NH 03743	1 – Snack Machine 1 – Refrigerated Food Machine 2- Beverage Machines
Community Corrections Staff Break Room	103 County Farm Road Unity, NH 03743	1 – Snack Machine
Jail Staff Break Room	103 County Farm Road Unity, NH 03743	1 – Snack Machine 1 – Beverage Machine

2. All equipment shall be new or like new in condition and appearance. All equipment shall comply with all applicable Federal, State, and County regulations and safety codes. Food and beverages shall be of good quality, prepared and dispensed in conformance to all applicable Federal, State, City, and other health and sanitation standards.
3. The Contractor will deliver and install all requested machines at no cost to the County
4. The County shall provide to the Contractor building space and electricity, necessary for the operation of the vending machines without cost to the Contractor.
5. The Vendor shall provide a varied selection of products for sale. Refrigerated food machine should include hearty snack or meal options for employees. The Vendor shall not stock the machines with an overabundance of any one product. A minimum of eighty percent (80%) of the merchandise offered shall be well known commercial brands.
6. The Vendor agrees that all prices charged to the customer for vending merchandise will be competitive in price and portion with those charged for similar merchandise within the local area.
7. The Vendor shall provide and maintain an adequate supply of merchandise for dispensing. The Vendor shall completely fill all machines each visit unless approved otherwise.
8. The Vendor shall ensure that equipment is properly functioning at every visit. The Vendor shall provide an emergency service telephone number and contact person. The Vendor shall respond to service calls within twenty-four (24) hours of a call during weekdays and on an emergency only basis on the weekend. An out of service machine shall be brought back into service within five (5) working days from placement of service call.
9. If a machine is out of service more than four times in a two (2) month period due to a component malfunction, even if the Vendor has made a concerted effort to correct, repair or replace the malfunctioning component without correcting the problem, the Vendor will be asked to replace the

machine with a working unit. The Vendor shall take all reasonable measures to replace or repair critical components of the vending machine once a trend of valid malfunctions is noticed.

10. Machines shall be kept clean and in good working order at all times. All vending equipment and repairs for such equipment will be provided at the Vendor's expense. The Vendor shall be completely responsible for the cleanliness of all vending machines. All machines shall be cleaned once a month.
11. The Vendor shall be fully responsible for the equipment and the merchandise. The Vendor is responsible to carry insurance on the equipment if the Vendor so chooses. The County is not responsible for damaged or stolen equipment. In the event equipment is damaged or vandalized or merchandise is stolen the Vendor may elect not to provide vending services to that location without penalty.
12. All food items shall be fresh when delivered and stock shall be turned over on a regular basis to maintain a fresh supply.
13. All machines shall accept one dollar (\$1.00) bills at a minimum, return correct change, and should be able to accept credit or debit cards.