



REQUEST FOR PROPOSALS

#2018-0004

VENDING MACHINE SERVICES

RFP #2018-0004 Vending Machine Services

The Muskogee Housing Authority (MHA) is accepting proposals for vending machine services for locations owned and/or operated by MHA in the city of Muskogee.

Proposals to be delivered via electronic mail to:

Blake Farris, Executive Director
blake@mhastaff.org

Deadline for Submission: July 31, 2018

Proposals received after the above cited deadline will not be considered.

- Please direct questions regarding this RFP to Blake Farris at blake@mhastaff.org.

Thank you for your interest.

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I. PROPOSAL

Definitions:	“MHA” -	Housing Authority of the City of Muskogee
	“Bidder” -	Business submitting a proposal to MHA

Purpose of the Request for Proposals:

The purpose of this Request for Proposals (RFP) is to invite businesses to submit proposals to supply, install, and service vending machines within the properties operated by MHA. The location and description of each property can be found in Attachment A.

II. Scope of Services

- A. Machines placed for service must be maintained in working condition by the vendor. All vending machines must accept coins and be equipped with a bill validator in order to accept bills. There will be no charge to MHA for the placement of the machines.
- B. There shall be no charge to MHA for the addition or removal of vending machines by the vendor.
- C. Each machine must be clearly marked with the vendor’s name, address, phone number and instructions for the request of repairs or refunds.
- D. Machines should maintain adequate stock. All expired products must be removed as soon as possible.
- E. Machines installed should be, to the greatest extent possible, energy saving machines so as to use the smallest possible amount of electricity or other utility. MHA will be responsible for supplying adequate power to the machines.
- F. MHA shall be held harmless as a result of any damage to equipment installed by the bidder and/or any liability arising from bidder’s installation and operation of equipment.

III. PROPOSAL TERMS

- A. MHA reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous to MHA regarding commission paid, quality of service, bidder’s qualifications and capabilities, and other factors which MHA may consider.
- B. Proposals must be signed by an official authorized to bind the bidder’s company for a period of at least 90 days. Failure of the successful bidder to accept the obligation of the contract will result in cancellation of the award.
- C. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the proposals may be adjusted to allow for revisions.
- D. Proposals must be prepared in a simple and concise manner.

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IV. PROPOSAL FORMAT

The proposal shall include all of the following information. Failure to include all of the required information will result in disqualification as a bidder.

- 1) The responding vendor's qualifications, years in business, and experience.
- 2) References: List three (3) references from current customers. Include name, contact name, and phone number or e-mail address.
- 3) Commission percentage paid to MHA from machine sales and the frequency and method of commission payment.
- 4) Machine type to be installed. Include brochures or other information on the equipment to be installed.
- 5) Projected pricing of vending products.
- 6) Provide sample reports that will be submitted to MHA detailing machine sales and commissions paid.

V. AWARD

Bidders will be evaluated on commission paid to MHA, quality of service, and bidder's qualifications and capabilities.

VI. CONTRACT TERM

The term of contract awarded will be for an initial period of twenty-four (24) months with the option to renew for an additional twenty-four (24) months. An exit provision that allows for cancellation of the contract with 30-day written notice must be included in any contract.

VII. COST OF PROPOSALS

MHA will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

ATTACHMENT A

LOCATIONS

Honor Heights Towers (300 North 40th Street)

200 Unit Elderly/Disabled High-Rise

Port City Acres (2103 North 36th Street)

100 Unit Family Duplex Development

Whispering Pines (2061 Carroll)

100 Unit Family Apartment Complex

Green Country Village (1518 South 5th Street)

100 Unit Family Duplex Development