

REQUEST FOR PROPOSALS

Vending Services

Mineral Area College is requesting proposals from qualified vendors to provide vending services including beverage and snack machines and food/beverage kiosks across campus facilities.

The College seeks a vendor partner capable of providing modern equipment, high-quality products, reliable service, and competitive financial returns to the College.

Section 1: General Information

Mineral Area College is a public community college located in Park Hills, Missouri, serving students across the region through academic programs, workforce training, and community engagement.

The College desires to establish a vending services program that provides:

- Convenient access to beverages and snacks
- High-quality products
- Modern vending technology
- Reliable service and maintenance
- Financial benefit to the College

The contract will be awarded to the vendor whose proposal provides the best overall value to Mineral Area College.

The College reserves the right to accept or reject any proposal, waive informalities, or negotiate terms in the best interest of the institution.

Section 2: Scope of Work

The selected vendor shall provide complete vending services, including:

- Furnishing vending machines and equipment
- Delivery and installation of equipment
- Product stocking and rotation
- Equipment maintenance and repair
- Cash collection and accounting
- Customer service and refund handling
- Commission payments to the College

The vendor shall provide all equipment and services at no cost to the College.

All machines must:

- Be modern and energy efficient
- Accept cashless payments including credit/debit and mobile pay
- Provide telemetry or remote monitoring capabilities
- Clearly display service contact information

The vendor will maintain machines in clean, sanitary, and fully operational condition at all times.

Section 3: Current Vending Locations

Mineral Area College currently maintains vending machines in several campus facilities.

This information is provided for vendor planning purposes. The College reserves the right to adjust machine locations and quantities during the contract period.

Academic Hall – First Floor

- Food and Beverage Kiosk
- 2 Beverage Machines
 - 1 Pepsi
 - 1 Coca-Cola
- 1 Snack Machine

Academic Hall – Second Floor

- 2 Beverage Machines
 - 1 Pepsi
 - 1 Coca-Cola
- 1 Snack Machine

Fine Arts Building

- 2 Beverage Machines
 - 1 Pepsi
 - 1 Coca-Cola
- 1 Snack Machine

Bob Sechrest Fieldhouse

- 1 Beverage Machine (Pepsi)
- 1 Snack Machine

Industry and Technology Center

- Food and Beverage Kiosk

Approximate Equipment Count

| Machine Type | Quantity |
|----------------------|----------|
| Beverage Machines | 7 |
| Snack Machines | 4 |
| Food/Beverage Kiosks | 2 |

These numbers are estimates and subject to change.

Section 4: Future Expansion Opportunities

Mineral Area College anticipates continued campus growth during the contract term.

Planned Facilities

The College currently has two new facilities planned that may require vending services.

The selected vendor should be prepared to install appropriate vending equipment once these facilities become operational.

Expansion in Existing Buildings

The College may determine that additional vending machines are needed in existing facilities.

The selected vendor must be able to:

- Evaluate potential vending locations
- Recommend appropriate machines
- Install equipment upon approval

All additional machines must:

- Meet the same standards required in this RFP
- Be installed at no cost to the College

The College reserves the right to:

- Add machines
- Remove underperforming machines
- Relocate machines

Section 5: Commission Structure

Compensation to Mineral Area College will be based on a percentage of gross vending machine sales.

For purposes of this agreement:

Gross sales are defined as the total amount of money collected from vending machines less refunds issued due to equipment malfunction or product delivery issues.

Mineral Area College requires a minimum commission of 50% of gross vending machine sales.

Vendors are encouraged to propose higher commission percentages and may include additional financial incentives such as:

- Annual revenue guarantees
- Signing bonuses
- Equipment upgrades
- Scholarships or donations
- Marketing support or campus event sponsorship

Proposals will be evaluated based on overall value to the College, including financial return, equipment quality, product selection, service reliability, and additional benefits.

Section 6: Beverage Contract Structure

Mineral Area College currently has beverage vending machines from more than one manufacturer across campus facilities.

As part of this Request for Proposals, vendors may propose either:

- A non-exclusive vending arrangement, or
- An exclusive beverage vending agreement in which one vendor supplies all beverage machines across campus.

The College is open to considering an exclusive beverage contract if the proposal demonstrates significant value to the institution.

Examples of value may include:

- Higher commission percentages
- Annual revenue guarantees
- Signing bonuses
- Scholarships or institutional contributions

- Event sponsorships
- Equipment upgrades or replacement commitments

The College reserves the right to determine whether an exclusive or non-exclusive arrangement best serves the interests of the institution.

Section 7: Proposal Submission

Proposals must clearly indicate whether they are for:

- Beverage Vending
- Snack Vending
- Both

Vendors must submit both an electronic copy and a hard copy.

Proposal Deadline

Proposals must be received no later than:

April 24 at 2:00 PM

Late submissions will not be considered.

The selected vendor must be prepared to install equipment and begin service prior to the contract start date of July 1, 2026.

Electronic Submission

Email proposals to:

Joe Gilgour
President
Mineral Area College

jgilgour@mineralarea.edu

Hard Copy Submission

Deliver to:

Joe Gilgour
President's Office
Mineral Area College

5270 Flat River Road
Park Hills, MO 63601

Envelope should be labeled:

“Vending Services Proposal – Mineral Area College”

Questions

Questions regarding this RFP should be directed to:

Joe Gilgour
Phone: 573-518-2146
Email: jgilgour@mineralarea.edu

Section 8: Proposal Evaluation

Proposals will be evaluated based on the following factors:

- Commission percentage offered
- Equipment technology and quality
- Product selection and pricing
- Service and maintenance plan
- Vendor experience and references
- Additional financial or programmatic benefits offered

The College may request vendor presentations prior to final selection.

Attachment A

Commission Response Form

Vendor Name: _____

Contact Person: _____

Phone: _____

Email: _____

Beverage Vending Commission

Commission Percentage:

_____ %

Annual Minimum Guarantee (if offered):

\$ _____

Snack Vending Commission

Commission Percentage:

_____ %

Annual Minimum Guarantee (if offered):

\$ _____

Payment Schedule

Monthly

Quarterly

Other: _____

Additional Financial Incentives

Authorized Signature: _____

Date: _____

Attachment B

Vendor Proposal Checklist

Vendors should include the following in their proposal:

- Company Profile and Experience
- Description of Equipment
- Payment Technology Capabilities
- Product List and Pricing
- Healthy Product Options
- Service and Maintenance Plan
- Completed Commission Response Form
- References from similar institutions
- Proof of insurance
- Description of additional incentives offered to the College

Section 9: Contract Term

The anticipated contract term for vending services will begin July 1, 2026.

The initial contract term is expected to be three (3) years, with the option for the College to renew the agreement for additional periods upon mutual agreement of both parties.

Mineral Area College reserves the right to terminate the agreement for:

- Failure to meet service expectations
- Failure to provide agreed financial payments
- Failure to maintain equipment in acceptable condition
- Any breach of contractual terms

Termination provisions and notice requirements will be outlined in the final agreement executed between the College and the selected vendor.

Section 10: Equipment and Technology Requirements

All vending machines installed under this agreement must meet modern operational and accessibility standards.

At a minimum, machines must include:

Cashless Payment Capability

Machines must accept:

- Credit and debit cards
- Mobile wallet payments (Apple Pay, Google Pay, or similar)

Telemetry / Remote Monitoring

Machines should include remote monitoring capabilities, allowing the vendor to track:

- Inventory levels
- Equipment malfunctions
- Cash levels

This technology helps ensure faster service response and improved product availability.

Energy Efficiency

Machines should be energy-efficient models designed to reduce electrical consumption.

ADA Accessibility

Machines must comply with ADA accessibility requirements, including appropriate placement of controls and payment interfaces.

Product Visibility

Machines should have clear product displays so customers can easily see product selections.

Service Identification

Each machine must display:

- Vendor company name
- Service contact phone number or email
- Instructions for reporting problems or requesting refunds

Section 11: Healthy Vending Options

Mineral Area College encourages vendors to provide a variety of product options, including healthier choices.

Vendors should include in their proposal:

- A list of healthy snack and beverage options
- Nutritional product information where available
- Options such as:
 - Low-sugar beverages
 - Water and zero-calorie drinks
 - Baked or reduced-fat snacks
 - Nut or protein-based snacks

The College does not require strict nutritional thresholds but encourages vendors to offer balanced product selections that support student wellness.

Section 12: Proposal Evaluation Criteria

Proposals will be evaluated using a weighted scoring system to determine the vendor providing the best overall value to the College.

| Evaluation Criteria | Weight |
|--|--------|
| Commission Percentage / Financial Return | 35% |
| Equipment Quality and Technology | 20% |
| Product Variety and Pricing | 15% |
| Service and Maintenance Plan | 15% |
| Vendor Experience and References | 10% |
| Additional Benefits to the College | 5% |

Additional benefits may include:

- Revenue guarantees
- Scholarships
- Marketing support
- Event sponsorship
- Equipment upgrades

The College may request vendor presentations or interviews as part of the evaluation process.