



STATE OF NORTH CAROLINA

Stanly Community College

Request for Proposal #: 883-03032025

Vending Services

Date of Issue: March 3, 2025

Proposal Opening Date: March 24, 2025

At 10:00 AM ET

Direct all inquiries concerning this RFP to:

Shelley Osborne

Dean of Auxiliary Services

Email: sosbourne7501@stanly.edu

Phone: 704-991-0203



STATE OF NORTH CAROLINA

Request for Proposal

883-03032025

For internal State agency processing, including tabulation of proposals, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential, before the procurement file is made available for public inspection.**

**This page shall be filled out and returned with your proposal.
Failure to do so may subject your proposal to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at <https://vendor.ncgov.com/vendor/login>

Sealed, mailed responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA Stanly Community College	
Refer <u>ALL</u> Inquiries regarding this RFP to: Stanly Community College Attn: Shelley Osborne 141 College Drive Albemarle, NC 28001 <u>sosborne7501@stanly.edu</u> (704) 991-0203	Request for Proposal #: 883-03032025
	Proposals will be publicly opened: March 24, 2025
Using Agency: Stanly Community College Requisition No.:	Commodity No. and Description: 48110 Liquid Vending Machines

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor’s knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor’s entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this proposal, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		

Proposal Number: 883-03032025

Vendor: _____

PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

VALIDITY PERIOD

Offer shall be valid for at least one-hundred and twenty (120) days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

<p>FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on</p> <p>The attached certification, by _____.</p> <p style="text-align: center;">(Authorized Representative of Stanly Community College)</p>

Contents

- 1.0 PURPOSE AND BACKGROUND4**
- 1.1 CONTRACT TERM5**
- 2.0 GENERAL INFORMATION.....5**
- 2.1 REQUEST FOR PROPOSAL DOCUMENT5**
- 2.2 E-PROCUREMENT FEE6**
- 2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS6**
- 2.4 RFP SCHEDULE6**
- 2.5 PROPOSAL QUESTIONS6**
- 2.6 PROPOSAL SUBMITTAL7**
- 2.7 PROPOSAL CONTENTS8**
- 2.8 ALTERNATE PROPOSALS8**
- 2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS.....8**
- 3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS.....8**
- 3.1 METHOD OF AWARD8**
- 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION.....9**
- 3.3 PROPOSAL EVALUATION PROCESS.....9**
- 3.4 EVALUATION CRITERIA10**
- 3.5 PERFORMANCE OUTSIDE THE UNITED STATES10**
- 3.6 INTERPRETATION OF TERMS AND PHRASES.....10**
- 4.0 REQUIREMENTS11**
- 4.1 PRICING.....11**
- 4.2 COMMISSION11**
- 4.3 FINANCIAL STABILITY11**
- 4.4 HUB PARTICIPATION11**
- 4.5 REFERENCES11**
- 4.6 BACKGROUND CHECKS12**
- 4.7 PERSONNEL.....12**
- 4.8 PERSONNEL.....14**
- 4.9 VENDOR’S REPRESENTATIONS14**
- 4.10 AGENCY INSURANCE REQUIREMENTS MODIFICATION15**
- 4.11 LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS.....15**
- 5.0 SPECIFICATIONS AND SCOPE OF WORK15**
- 5.1 GENERAL16**

5.2 SPECIFICATIONS16

5.3 TASKS/DELIVERABLES17

5.4 PROJECT ORGANIZATION.....18

5.5 TECHNICAL APPROACH18

5.6 OPTIONAL VALUE-ADDED SERVICES.....19

5.7 CERTIFICATION AND SAFETY LABELS.....19

6.0 CONTRACT ADMINISTRATION.....19

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE19

6.2 CONTINUOUS IMPROVEMENT20

6.3 PERIODIC MONTHLY STATUS REPORTS.....20

6.4 ACCEPTANCE OF WORK.....20

6.5 DISPUTE RESOLUTION.....20

6.6 CONTRACT CHANGES.....20

7.0 ATTACHMENTS22

ATTACHMENT A: PRICING.....22

ATTACHMENT B: INSTRUCTIONS TO VENDORS23

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS.....23

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.....23

ATTACHMENT E: CUSTOMER REFERENCE FORM23

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR23

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION23

LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS.....23

1.0 PURPOSE AND BACKGROUND

Stanly Community College (SCC) is requesting qualified Vendors to submit proposals for vending services for beverages/snacks at designated areas on the campus of SCC.

Background:

Stanly Community College (SCC) was established in 1971 and serves Stanly and surrounding Counties. The main campus is located in Albemarle, NC with a multi-center campus in Locust, NC. SCC is a two-year open-door institution, offering both degree and non-degree programs. SCC serves a diverse body of students varying in age, ethnicity, academic preparedness and ambitions. SCC employs almost 200 full-time faculty and staff along with approximately 2,000 curriculum students and 2,300 continuing education students. SCC provides an excellent combination of transfer, business and technical programs, plus non-credit continuing education opportunities.

Current Vending Sites:

		<i>Machines on Site</i>			
Campus Location	Building Name	Snacks	Cold Food	Cold Drinks	Hot Drinks
Main Campus – 141 College Drive Albemarle, NC 28001	Patterson Bldg – 1 st Floor	X		X	
	Webb Student Center	X		X	
	Eddins Bldg – 1 st Floor	X		X	
	Whitley Technology Center	X		X	
	Morton-Moffit Cosmetology	X		X	
	Snyder Bldg – 2 nd Floor	X		X	
	AMIT – Bottom of hill, campus	X		X	
West Main – 1503 W. Main St, Albemarle NC 28001	BLET Building – 2nd Floor	X		X	
Crutchfield – 102 Stanly Pkwy, Locust NC 28097	Crutchfield Bldg – 1 st Floor	X		X	

Desired Vending Sites Not Currently in Place:

		<i>Machines on Site</i>			
Campus Location	Building Name	Snacks	Cold Food	Cold Drinks	Hot Drinks
Main Campus – 141 College Drive Albemarle, NC 28001	Trades Bldg – 1 st Floor, multiple areas	X		X	

The intent of this solicitation is to award an Agency Specific Term Contract.

1.1 CONTRACT TERM

The Contract shall have an initial term of three (3) years, beginning on the “Effective Date” of July 1, 2025. The Vendor will be under contract as of the Effective Date and can buy any products needed to complete this RFP. All equipment needed to complete the terms of this RFP is expected to be in place by August 4, 2025.

The State reserves the right to extend the Contract after the last active term.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement fee does not apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: <http://eprocurement.nc.gov/>.

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiation and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive.

2.4 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	State	March 03, 2025
Submit Written Questions	Vendor	March 10, 2025 at 1:00 p.m. ET
Provide Response to Questions	State	March 12, 2025 by 4:00 p.m. ET
Submit Proposals	Vendor	March 17, 2025 by 10:00 a.m. ET
Contract Award	State	April 2025
Effective Date	State	July 1, 2025

2.5 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the “Submit Written Questions” date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to sosborne7501@Stanly.edu by the date and time specified above. Vendors should enter “RFP # 883-03032025: Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

Reference	Vendor Question
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RFP Section, Page Number	Vendor question ...?
--------------------------	----------------------

Questions received prior to the submission deadline date, the State’s response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to *the electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

2.6 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor’s sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

[By Mail]

Mailing address for delivery of proposal via US Postal Service	Office Address of delivery by any other method (special delivery, overnight, or any other carrier).
PROPOSAL NUMBER: 883-03032025 Shelley Osborne Stanly Community College Dean of Auxiliary Services 141 College Drive Albemarle, NC 28001 sosborne7501@stanly.edu	PROPOSAL NUMBER: 883-03032025 Shelley Osborne Stanly Community College Dean of Auxiliary Services 141 College Drive Albemarle, NC 28001 sosborne7501@stanly.edu

CAUTION: For proposals submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the State’s Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency’s purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a proposal via facsimile (FAX) machine, telephone, or email in response to this RFP shall NOT be accepted.**

- a) Submit two (2) **signed, original executed** proposal response, one (1) of photocopies, one (1) un-redacted copies on CD, DVD or flash drive and, if required, one (1) redacted (Proprietary and Confidential Information Excluded) copies on CD, DVD or flash drive of your proposal simultaneously to the address identified in the table above.
- b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.
- c) Copies of proposal files must be provided on separate read-only CD’s, DVD’s or flash drives. File contents **shall NOT** be password protected but shall be in .PDF or .XLS format and shall be capable of being copied to other sources.

2.7 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor’s submission of incomplete items, may result in the State rejecting Vendor’s proposal, in the State’s sole discretion.

Vendor RFP responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor’s agreement to comply with all instructions, terms and conditions, and attachments.
- b) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- c) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- d) Vendor’s Proposal addressing all Specifications of this RFP. (Project Organization Section 5.4 and Technical Approach Section 5.5]
- e) Completed version of ATTACHMENT A: PRICING
- f) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- g) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- h) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- i) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.8 ALTERNATE PROPOSALS

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: “Alternate Proposal # 883-03032025 [for ‘name of Vendor’]”. Each proposal must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this RFP are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

The following definitions, acronyms, and abbreviations are also relevant to this RFP:

- a) **SERVICES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State’s best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract(s) to a single Vendor, the State reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFP is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See the Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a proposal to this RFP, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor’s office); or private entity, if the communication refers to the content of Vendor’s proposal or qualifications, the content of another Vendor’s proposal, another Vendor’s qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor’s proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or inquiries directed to the purchaser named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct a One-Step evaluation of Proposals:

Proposals will be received according to the method stated in the Proposal Submittal Section above.

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. If negotiation is anticipated, cost and price shall become available for public inspection at the time of the award.. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor’s pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Upon completion of the evaluation process, the State will make award(s) based on the evaluation and post the award(s) to the State’s eVP website under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 EVALUATION CRITERIA

BEST VALUE: "Best Value" procurement methods are authorized by N.C.G.S. §§143-135.9 and 143B-1350(h). The award decision is made based on multiple factors, including: total cost of ownership, meaning the cost of acquiring, operating, maintaining, and supporting a product or service over its projected lifetime; the evaluated technical merit of the Vendor's offer; the Vendor's past performance; and the evaluated probability of performing the specifications stated in the solicitation on time, with high quality, and in a manner that accomplishes the stated business objectives and maintains industry standards compliance. The intent of "Best Value" procurement is to enable Vendors to offer and the Agency to select the most appropriate solution to meet the business objectives defined in the solicitation and to keep all parties focused on the desired outcome of a procurement. A ranking method of source selection will be utilized in this procurement using evaluation criteria listed in order of importance in the Evaluation Criteria section below to allow SCC to award this RFP to the Vendor(s) providing the Best Value and recognizing that Best Value may result in award other than the lowest price or highest technically qualified offer. By using this method, the overall ranking may be adjusted up or down when considered with, or traded-off against, other non-price factors.

EVALUTION METHOD: Narrative and by consensus of the evaluating committee, explaining the strengths and weaknesses of each proposal and why the recommended awardee(s) provide the best value to the State. All qualified proposals will be evaluated, and award made based on considering the following criteria listed in descending order of importance, to result in an award most advantageous to the State:

- Technical Approach (Section 5.5)
- Project Organization (Section 5.4)
- Vending Commission (Attachment A)

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State’s information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State’s business requirements and internal operational culture
- g) Particular risk factors such as the security of the State’s information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.6 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether

proposals should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State’s needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question and answer period in accordance with the Proposal Questions Section above.

4.1 PRICING

Proposal price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor’s proposal. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

4.2 COMMISSION

Vendor agrees to pay SCC a commission based on sales made through the vending machines. Commissions received after the 15th are subject to a 5% late filing penalty. Late filing for two (2) consecutive months or for three (3) months within any 12-month period is deemed sufficient grounds to terminate the contract. The Vendor will provide the College with copies of all required sales tax reports.

4.3 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor’s financial stability.

4.4 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State’s Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.5 REFERENCES

Vendor shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. The State may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor’s performance has been satisfactory. The information obtained may be considered in the evaluation of the Proposal.

4.6 BACKGROUND CHECKS

Any personnel or agent of Vendor performing Services under any Contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so requested by the State.

Vendor's response to these requests shall be considered a continuing representation, and Vendor's failure to notify the State within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.

4.7 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor's proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.7.1 GENERAL INFORMATION

It is the policy of the State to provide a safe environment for State Government employees to work. Due to the Contract requirements, the State requires criminal background checks of awarded Vendors, including but not limited to: owners, employees, agents, representatives, subcontractors, and all personnel of their respective companies. All costs and expenses associated with criminal background checks are the responsibility of the Vendor.

The following requirements must be met:

- a) Criminal background checks shall be current and completed within ninety (90) days of the Contract effective date.
- b) The criminal background check shall include a social security verification/check, felonies, misdemeanors, and traffic records covering a minimum of the last seven (7) years for all states and countries where the individual has resided. The criminal background check information shall be first thoroughly reviewed by the Vendor and then sent to the Contract Administrator for review and approval. Out of state searches shall be required for persons living in the state of NC for fewer than seven (7) years. Fingerprint background checks may be required in some instances depending on the facility requirements.
- c) A criminal background check on the awarded Vendor and its employees shall be provided by the Vendor prior to Contract effective date. Copies of the original criminal background check shall be sent to the Contract Administrator for evaluation. In some cases, badging cannot take place until after the evaluation and approval of the Vendor's criminal checks.
- d) When a new employee or individual is identified to perform Services on this Contract, the Vendor shall provide the Contract Administrator with a criminal background check before the individual can be approved for work. Persons without approved criminal background checks shall not be allowed to work in the relevant buildings until proper documentation is submitted and approved.
- e) The State may require the Vendor to exclude the Vendor's employees, agents, representatives, or subcontractors based on the background check results. Discovery that one or more employees have convictions does not disqualify the Vendor from award.

- f) Additionally, the State may use The North Carolina Department of Public Safety Offender Public Information or similar Services to conduct additional background checks on the Vendor's proposed employees.

4.7.2 BACKGROUND CHECK REQUIREMENTS

As part of Vendor's criminal background checks, the details below must be provided to the State:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including but not limited to fraud, misappropriation or deception, of Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project of which Vendor has knowledge, or provide a statement that Vendor is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a statement Vendor is aware of none;
- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge, or provide a statement that there are none.
- e) Any **civil litigation**, arbitration, proceeding, or judgments pending against Vendor during the three (3) years preceding submission of its proposal herein, or provide a statement that there are none.

4.7.3 BACKGROUND CHECK LIMITATIONS

Any individual representing the Vendor, who:

- a) In his/her lifetime, has been adjudicated as a habitual felon as defined by GS 14-7.1 or a violent habitual felon as defined by GS 14-7.7, shall not be allowed to work in buildings occupied by State Government employees.
- b) During the last seven (7) years has been convicted of any criminal felony or misdemeanor sexual offense or a crime of violence shall not be allowed to work in buildings occupied by State Government employees.
- c) At any time has an outstanding warrant or a criminal charge for a crime described in (b) above shall not be allowed to work on State property.
- d) The Vendor must ensure that all employees have a responsibility to self-report to the Vendor within twenty-four (24) hours any arrest for any disqualifying offense. The Vendor must notify the Contract Administrator within twenty-four (24) hours of all details concerning any reported arrest.
- e) Upon the request of the Contract Administrator, the Vendor will re-screen any of its employees, agents, representatives, and subcontractors during the term of the Contract.
- f) Vendor's responses to these background check requests shall be considered a continuing representation, and Vendor's failure to notify the State within thirty (30) days of any criminal charge, investigation, or proceeding involving Vendor or its then-current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.
- g) If there are problems or delays with performance associated with the completion and compliance with this background check requirements, any Vendor's performance bond could be used to complete these Services.

4.7.4 DOCUMENT REQUIREMENTS

Required documentation to be submitted prior to date Contract is effective and for performing any Services on State property shall include:

- a) A cover letter by the Vendor on company letterhead with a list of the full names matching a required government issued photo ID, addresses, and birth dates of each person representing the contracting company.
- b) Vendor shall also provide a photocopy of the required State or Federal government issued picture ID or Driver License.
- c) A letter on company letterhead is not acceptable proof in itself but can be used to further clarify information on the criminal background check submitted. All documentation shall be submitted at the same time. Submit documents which are clear and legible.
- d) Background checks consisting of:
 - 1. Original unaltered criminal background check from the organization providing the background check.
 - 2. The background check provider’s company name, company mailing address, and contact phone numbers.
 - 3. The full name of the individual, which matches the government issued photo ID.
 - 4. The current address of individual being checked.
 - 5. The date the criminal background check search was conducted.

4.7.5 VENDOR BACKGROUND CHECK AGREEMENT

Vendor agrees to conduct a criminal background check per the specifications above in this section on all employees proposed to work under this Contract, at its expense, and provide the required documentation to the State in order to perform Services under this Contract:

YES NO

4.8 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor’s proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.9 VENDOR’S REPRESENTATIONS

If Vendor’s Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor’s proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.10 AGENCY INSURANCE REQUIREMENTS MODIFICATION

1. [Important: The insurance requirements set forth in the North Carolina General Terms and Conditions, *Insurance* paragraph, are minimal requirements. Risk assessment should be conducted based on the non-exclusive factors listed below AND DOCUMENTED IN THE OFFICIAL AGENCY FILE using the P&C provided form. Increased insurance requirements should be set forth below. Add any specialized insurance coverage the Agency desires that are specifically relevant to the Goods or Services procured. (e.g., cyber insurance, Errors and Omissions, etc.)] *Potential for damage to State property or property of a third party,*
2. *Potential for bodily injury to State employees or third parties,*
3. *Whether Vendor will transport State property, clients, or employees,*
4. *Use of a vehicle to accomplish the work or to travel to or from State locations,*
5. *Anticipated physical contacts of the Vendor with the State,*
6. *Anticipated number and activity of Vendor personnel within the State, and*
7. *Any other unique considerations that could result in harm, bodily injury, or property damage.*

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- Small Purchases
- Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- Contract value in excess of \$1,000,000.00

4.11 LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

Federal law prohibits recipients of federal funds, whether through grants, contracts, or cooperative agreements, from using those funds to influence or attempt to influence (lobby) a federal official in connection with obtaining, extending, or modifying any federal contract, grant, loan, or cooperative agreement. Further, federal law requires that applicants for federal funds certify:

- that they abide by the above restriction;
- that they disclose any permissible (non-federal) paid lobbying on the Federal Awards being applied for; and
- that such certification requirements will also be included in any subawards meeting the applicable thresholds.

Vendors must complete and submit the CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and the OMB STANDARD FORM LLL when responding to this solicitation.

5.0 SPECIFICATIONS AND SCOPE OF WORK

The purpose of this solicitation is for proposals to supply beverages, snacks, and food items to SCC students, employees, and campus guests. The Work shall consist of furnishing all labor, materials, equipment and services, incidental for the completion of work as described herein. All items not specifically mentioned in the specifications, but which obviously are required per industry standard to make the job complete, shall be included automatically.

****Exception to exclusivity –** The on-campus cafeteria hot food service provider, bookstore, and Café will be allowed to sell beverages and snack food items.

The Vendor shall perform all services as an independent Vendor and may not assign or subcontract any of its right or obligations under this Agreement in whole or in part. No acts performed or representation made, whether oral or written, by Vendor with respect to third parties shall be binding with the College. Any attempted assignment under this agreement shall be void and of no effect.

In no case should services be below the minimum standards provided commercially. Further, all terms must meet any applicable Occupational Safety and Health Act (OSHA) requirements and all American and Disabilities Act (ADA) requirements.

5.1 GENERAL

Stanly Community College is seeking a Vendor to provide vending services. The Vendor shall provide all the management, vending service personnel, office supplies, office and vending equipment, materials, technical support, training, systems, and effort necessary for the management of vending services at a level of quality acceptable to the College.

The College has an enrollment of approximately 4,300 students, with about half of those students attending classes across three (3) different physical locations and eight (8) different buildings. SCC aims to extend vending services to the new Trades Building once it is completed.

5.2 SPECIFICATIONS

The successful Vendor(s) agrees to upgrade and/or maintain the current aesthetics of the vending service surroundings in order to make the vending machines more appealing, attractive and marketable.

The Vendor shall furnish all machines, supplies, materials, equipment, and vending products. The Vendor agrees to provide personnel, delivery service, repair, labor and parts necessary to keep all vending machines in top operating condition along with an adequate supply of quality vending products at all times. (MINIMUM OF ONE (1) REFILL VISIT PER WEEK).

During each visit the vendor agrees to go to the Business Office to provide refunds for any customers who have reported losing money in vending machines. The Vendor must provide cash to the Business Office for the purpose of refunds for faulty vending machine operations. The Business Office will document all refunds and provide information to the Vendor.

The Vendor shall post instructions on each machine for reporting machine malfunctions and obtaining refunds (where, when, etc.) The vendor agrees to honor all valid requests for refunds in a prompt, courteous manner.

Variety of Products: The machines should be stocked with a variety of snacks and/or beverage selections, including items for the health-conscious consumer. Healthy and nutritious snacks should be included in the list of vending products the company plans to provide, if awarded the contract.

SCC will designate and maintain suitable space for vending and related equipment, including lighting and electrical power. The vendor agrees to exercise care in keeping these services at a minimum, and shall comply with established energy conservation practices, regulations and policies to conserve the use of electricity.

SCC shall maintain utility services and make every effort to avoid interruption of services. In the event any utility service must be interrupted for repair or modification, SCC shall provide the vendor with as much advance notice as possible. SCC shall take reasonable steps to restore service promptly but shall not be responsible for any loss or delay sustained by the vendor resulting from such interruptions from any cause.

The Vendor shall be responsible for whatever connections are necessary for equipment hook-up. SCC shall provide services at existing outlets for the convenience of the vendor. Any modification to existing outlets required or requested shall be at the vendor's expense and requires prior approval by SCC.

The Vendor shall be solely responsible for maintenance and repair of all machines. Repairs are expected to be completed within 24 hours of the call in, Monday – Friday. Equipment not operable within 48 hours of notification shall be replaced with comparable equipment until the original equipment is restored to service. A sufficient supply of "Out of Service" signs must be provided for each facility.

Without defacing SCC facilities, the Vendor shall post or display all necessary permits, license and price regulations required under the agreement and by law in an appropriate manner agreed to by SCC.

SCC reserves the right to request replacement of any machine, which is found to be in unsatisfactory working condition or that deteriorates in appearance (badly scratched, damaged, dented, rusted, etc.), with a machine of higher quality and performance.

The Vendor shall incorporate industry improvements on the original installed equipment and subsequent installations, where deemed feasible by SCC and mutually agreed upon by SCC and the Vendor.

As the need arises, SCC reserves the right to increase the number of machines operated during the period of the agreement with additional machines operating under the same terms and conditions of the original agreement. In the event that usage declines, SCC reserves the right to reduce the number of machines at no penalty to SCC. SCC will notify the vendor in writing in either situation.

The Vendor shall keep all vending machines as well as the area in the immediate vicinity of machine clean and free of spillage and waste.

It is understood and agreed that SCC shall not be liable or held responsible for damage or destruction to any of the vending machines or their contents, caused by fire, theft, shortages or vandalism. These items are deemed the sole responsibility of the vendor.

5.3 TASKS/DELIVERABLES

- A. Vendor Responsibilities - The Vendor must describe in its proposal how it will meet the following requirements:
- 1) The Vendor shall be responsible for providing vending machines in good working order, all duties directly related to purchasing and vending items, and maintaining an adequate inventory of drinks, snacks, and food items.
 - 2) The Vendor shall be responsible for purchasing all food and drink items and stocking vending machines.
 - 3) The Vendor shall be responsible for the purchase of any non-food items and will be required to obtain their own vendor account based on the Vendor's credit terms. The Vendor shall be responsible for all phases of vending services, quality control, inventory control, and human resources management (hiring, training, development, dismissal, etc.). The Vendor shall ensure that the vendor's machines are clean, modern, and appealing to customers.
 - 4) The Vendor must collect funds from all vending machines.
 - 6) The Vendor is responsible for immediately notifying the College's maintenance staff of any repairs and maintenance that need to be made to the facility, including for the continued high-quality service of vending machines.
 - 7) The Vendor will provide those background checks described in Section 4.5 Background Checks for each employee who will work on the SCC campus in completion of this RFP before they start working for the Vendor. This responsibility exists for the Vendor for the duration of the contractual agreement.
- B. Standards of Operation- The Vendor shall describe in its proposal how it shall operate the College's Vending Services in a manner which meets or exceeds the following requirements:
- 1) The Vendor shall provide quality service to students, faculty, staff, and guests through efficient and effective operations and nutritious and appealing food and beverages. The Vendor shall provide the College with standards of operation, management, and support services of the best quality available in the vending service industry.
 - 2) The Vendor shall provide a variety of items in the vending machines. Vending machines will be provided by the Vendor. Vending items should be reasonably priced and shall not exceed popular prices prevailing at other colleges and at businesses in the community. Machines in the Webb Student Center must be machines that are compliant with Americans with Disabilities Act (ADA). A list of proposed vending items, with estimated prices, must be included in the proposal. Vendor shall describe in their proposal the type and condition of the proposed vending machines to be used in the service of this contract.
 - 3) The Vendor shall maintain excellent communication with the College's point of contact once quarterly or as requested by SCC.
 - 4) All communications and files shall be maintained by the Vendor in an organized manner. All records must be retained by the Vendor, and accessible to SCC for a minimum of five (5) years plus the current contract year. SCC reserves the

right to audit any aspect of the vending contract, as performed by the Vendor. The Vendor shall keep full, timely and accurate records in accordance with generally accepted accounting practices.

- 5) The Vendor shall demonstrate environmental and energy awareness and responsibility by minimizing waste in any form. The Vendor shall adhere to federal, state and College recycling guidelines.
- 6) The Vendor shall maintain an attractive appearance and excellent sanitation of the College's vending service, areas and equipment, to meet or exceed all applicable state and local standards and requirements.
- 7) The relationship of the Vendor to the College shall be that of an independent contractor. The College shall have no direct supervision of employees of the Vendor and any communication of employee matters shall be through the designated representatives of the Vendor and the College. The Vendor shall operate as a separate entity.
- 8) Tobacco-free Workplace—Stanly Community College prohibits the use of all tobacco products by faculty, staff, students, visitors and contractors. All employees of vendors are to be notified of and expected to comply with this policy.

C. Work Space

- 1) The Vendor shall not utilize College space other than the space assigned to the Vendor without the College's advance written approval. The Vendor agrees to use the premises only for operation of the College's Vending Service.
- 2) The Vendor must exercise extreme care in the use of the facilities and shall be responsible for any damages caused to the premises by any agents or employees of the Vendor. The Vendor shall not make any alterations, additions, roof penetrations, or improvements to the premises nor install any equipment, other than portable equipment, without the express written consent of the College's point of contact. Following the expiration or termination of the agreement, the Vendor must leave the premises in the same condition as now exists with reasonable wear and tear excepted.
- 3) All proposed capital improvements must be submitted to and approved in writing by the College. Capital improvements are at the vendor's expense, unless otherwise agreed to in writing by the College. Any capital improvements can only be removed if the area is repaired, returned to original condition, and approved by the College as original condition; otherwise, any additional installations shall become the property of Stanly Community College.
- 4) The College will provide, as part of the contract, the following:
 - a. Electricity
 - b. Existing light fixtures. Should Contractor need additional lighting in an area they shall contact the Contract Lead in writing. The cost of requested additional lighting will be at the expense of the Contractor. Any additional installations can only be removed if the area is repaired, returned to original condition, and approved by the College as original condition; otherwise, any additional installation shall become the property of the College.
- 5) The College provides Security for the overall campus on a daily and nightly basis.

5.4 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.5 TECHNICAL APPROACH

Vendor's proposal shall include, in narrative, outline, and/or graph form the Vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

5.6 OPTIONAL VALUE-ADDED SERVICES

Vendors may provide Value-Added Services along with description and pricing offered on the ATTACHMENT A: PRICING WORKBOOK. During the award process, the State has the option to negotiate the services being offered. Please be advised that any value-added services offered are optional and will not be included in the bid evaluation process; however, they may be taken into consideration at the State's discretion. The State does not imply or intend that any value-added service will be deemed acceptable.

5.7 CERTIFICATION AND SAFETY LABELS

Any manufactured items and/or fabricated assemblies provided hereunder that are subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization *acceptable to govern inspection where the item is to be located*, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes.

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the State a contract manager. The contract manager shall be the State's point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

Contract Manager Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State's point of contact for customer service-related issues.

Customer Service Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

6.2 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.3 PERIODIC MONTHLY STATUS REPORTS

The Vendor shall be required to provide monthly status and sales reports to the designated Contract Lead on a monthly basis, by the 15th of the following month. This report shall include, at a minimum, information concerning gross sales for the period and the computation of the commission to be paid to Stanly Community College. The reports should detail the performance of each machine located on the SCC campus. These reports shall be well organized and easy to read. The Vendor shall submit these reports electronically using the format required by the Purchasing Agency. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

Within twenty (20) business days of the award of the Contract the Vendor shall submit a final work plan and a sample report, both to the designated Contract Lead for approval.

6.4 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Administrator.

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.5 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.6 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be through the contract administrator.

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE
FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT A: PRICING

Complete and return the Pricing associated with this RFP, which can be found in the table below:

THIS PAGE MUST BE SUBMITTED AS A PART OF YOUR PROPOSAL

Vending Services and Products to be provided (Attach additional pages if needed)

Proposed Vendor Machine Products Package/Size (oz.)	Recommended Vending Price

Total Proposed Commission %	
Beverage Vending Contract	%
Snack Vending Contract	%
Beverage and Snack Vending Contract	%

Value Added Services to SCC

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:

<https://ncadmin.nc.gov/formnorth-carolina-instructions-vendors032023/download?attachment>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:

<https://www.doa.nc.gov/form-north-carolina-general-terms-and-conditions-11-2023/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:

<https://www.doa.nc.gov/pandc/onlineforms/form-hub-supplemental-vendor-information-9-2021/download>

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:

<https://ncadmin.nc.gov/media/15503/open>

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:

<https://www.doa.nc.gov/pandc/onlineforms/form-location-workers-09-2021/download>

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:

<https://www.doa.nc.gov/pandc/onlineforms/form-certification-financial-condition-09-2021/download>

LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

The Certification for Contracts, Grants, Loans, and Cooperative Agreements and the OMB Standard Form LLL are separate documents that can be found at the following link:

<https://ncadmin.nc.gov/documents/vendor-forms>

***** Failure to Return the Required Attachments May Eliminate
Your Response from Further Consideration *****