

PROVISO TOWNSHIP HIGH SCHOOLS DISTRICT 209
8601 W. Roosevelt Road
Forest Park, IL 60130
708-338-5956

June 14, 2017

To Whom It May Concern:

The Board of Education of Proviso Township High Schools District 209 is accepting Request for Proposals (RFP) for furnishing all equipment, materials, supplies, and labor to provide for the supply and service of snacks and/or coffee vending machines. This service will be for three high schools, Proviso East, Proviso West, and Proviso Math & Science Academy. RFP instructions and specifications are enclosed.

All proposals must be submitted to Proviso Township High Schools District 209 no later than June 27, 2017 by 10:00 a.m. Vendors can submit a single response for either beverage or snack vending services or vendors can submit a response for both services.

Please submit all questions to spalmer@pths209.org. All questions and responses will be forwarded to all potential proposers.

Sincerely,



Sharon Palmer
Director of Accounting

SECTION I: GENERAL INFORMATION

- A. Proviso Township High Schools District 209 is a 9-12 public school district consisting of three high schools with an enrollment of approximately 4,472 students. District 209 is located in Cook County and services parts or all of the following communities: Forest Park, Hillside, Maywood, Broadview, Melrose Park, Northlake, Stone Park, Westchester, Berkeley, and Bellwood.
- B. Terms of Contract
The District is seeking to enter into a three-year contract with a vendor(s) who will provide snacks and/or coffee vending for three high schools. This contract is subject to cancellation by either party by giving written notice to the other party not less than 30-days prior to the end of the contact period.
- C. Your RFP shall be made on the form provided.
- D. Unsigned or late Proposals will not be considered.
- E. Proviso Township High School District 209 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.
- F. Prices quoted shall include all charges for packing, transportation, and delivery to the school building or District Office as designated on the RFP.
- G. Questions shall be emailed to Sharon Palmer at spalmer@pths209.org
- H. Each RFP from a Contractor with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the company shall provide a drug-free workplace for all employees engaged in the performance of work under the contract and that the company is not barred from submitting a proposal on public contracts due to a violation of the Illinois Drug-Free Workplace Act. Each RFP from an individual must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that (he, she, it) shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she, it) is not barred from submitting a proposal on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The Certificates of Compliance with the Illinois Drug-Free Workplace Act are included within the RFP documents. The contract awarded shall be subject to suspension of payments or termination, or both, if it is determined that the proposer has made a false certification or that the proposer has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.

- I. Each RFP must be accompanied by a certificate regarding a sexual harassment policy certifying that the proposer has a written sexual harassment policy that includes: information that sexual harassment is illegal; defines sexual harassment under Illinois law; describes sexual harassment using examples; has an internal complaint process including penalties; informs employees of their rights under the Illinois Human Rights Act and the complaint process available through the Department of Human Rights and Illinois Human Rights Commission; states that anyone filing a complaint will be protected against retaliation.
- J. The Board of Education reserves the right to reject any and all Request for Proposals, to waive irregularities, and to accept the RFP, which is, considered to be in the best interest of the District. Any such decision shall be considered final.
- K. Any exceptions to these conditions or deviations from written specifications must be in writing and attached to the bid form.
- L. The signing of these RFP forms shall be construed as acceptance of all provisions contained herein.
- M. During the performance of this contract (whether or not Federal funds are involved) the Contractor agrees as follows:
 1. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, or national origin.
 3. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representative of the Contractors commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally assisted construction contracts, in accordance with the procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor or as otherwise provided by Law.
7. The Contractor shall include the provisions of paragraphs (A) through (G) in every subcontract or purchase order unless exempted by rules, regulations, or order of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agent may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

SECTION II: SPECIFICATIONS

A. Exclusive Contract

The successful vendor will have exclusive rights to all snack machine vending. Vendor shall install coin-operated machines in location mutually agreed upon by the vendor and the building administrator. The machines will be and shall remain the sole property of the vendor. Each school will provide adequate power for final connection where such facilities must be installed. Installation shall be coordinated with the building administrator. The successful company will be required to enter into a contract summarizing the terms and conditions of this RFP. The District currently owns rights to sell snacks through vending machines, food service program, and athletic activities. The machines must be serviced during normal business hours Monday-Friday 7:30am-4:00pm.

B. Sub-contracting

The vendor shall not sub-contract any portion of the vending service. It is the intention of the District to enter into one contract with a single vending company.

C. The RFP shall be submitted in an envelope properly marked with the title, "Vending Services for Beverages and/or Snacks" and must be received no later than Tuesday, June 27, 2017, at 10:00 a.m.

D. All vending for District 209 is to meet all regulations established by the USDA. Any changes in the USDA's regulations will alter the specifications established in this RFP. If any changes occur, modifications of the specified items to be vended may be necessary. District 209 considers these to be minimum standards and the use of more stringent and/or specific guidelines is at the option of the District. In all cases, items to be vended must comply with the regulations found in 7 CFR 210 and 220 in chapter I, Section 305.15 of the Illinois Administrative Code adopted October 21, 1983.

E. Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with section 204 of the Child Nutrition and WIC reauthorization Act of 2004.

F. The District is seeking a "full-service" program that includes the following components:

- The installation and maintenance of all vending machines and components. Any machine that requires refrigeration is to be "energy star" rated. District 209 will absorb the energy cost of all machines. Please provide a description of the height, width, depth and weight of each machine. Include the product volume of each machine.
- All machines are to accept paper money, coins, and/or credit cards and must be able to return the appropriate change, when needed. Be sure to indicate whether other payment options are available such as "Apple pay."

- Snack machines located in the student cafeteria must be on a timer so that they can be turned on and off without manual labor
- The inventory, delivery and replacement of product at sufficient intervals needed to avoid any “sold out” indicator messages
- The manual filling of product into all of the vending machines
- Collection of the money and financial accounting of the sales and profit by each machine on a monthly basis

G. Our student and employee population is as follows:

Proviso East has a student population of approximately 1,792. There are currently two snack machines and no coffee machines. We would like to increase the snack machines to a total of four and add two coffee machines.

Proviso West has a student population of approximately 1,940. There are currently four snack machines and no coffee machines. We would like to retain four snack machines and add two coffee machines.

Proviso Math & Science Academy has a student population of approximately 740 and has two snack machines and one coffee machine. We would to retain the current count of both machines.

The District employs approximately 550 employees.

- H. The vendor shall be responsible for obtaining all required permits, licenses and bonding to comply with applicable municipal, school district, state and federal laws and regulations, and shall be responsible for payment of all applicable taxes, including but not limited to sales, business privilege, property, and beverage taxes.
- I. All machines must be kept attractive, clean and properly sanitized on the interior.
- J. The vendor shall maintain all machines in proper working order. Each machine must have day and night trouble call numbers prominently displayed. All trouble calls should be handled within time periods acceptable to the building administrator. Village registration stickers (if required) must be displayed.
- K. Vendor shall provide a local account representative with all contact information
- L. Vendor shall provide and maintain a change fund in the business office of each building for issuing refunds when the machine malfunctions. Printed forms shall be provided by vendor to document refunds.

- M. All machines will be of the same general shape and style. Machines will be the newest models and will be new or like new as judged by the building administrator. Machines shall be lined up and bolted together wherever possible. The installation shall be safe and secure in all respects.
- N. All electrically operated machines shall be equipped with counters which may be used to validate sales. At any time, the entire accountability systems and procedures of the vendor as if pertains to the District account, shall be open to inspection at the request of the business manager. Commission check reports shall indicate monthly meter reading by machine number where possible, and itemize gross sales and commission by machine. Commission checks are due no later than the 15th of each quarter, payable in four (4) equal installments. Commission bid as a percentage of total gross sales will not be accepted.
- O. Selling price of products shall be mutually agreed upon during the negotiation of the final terms and conditions. Market driven increases in product cost to the vendor will be reviewed as requested.
- P. The vendor shall provide a list of reference contacts that include at least three Illinois public school districts.
- Q. The vendor shall provide a summary of the recommended products. Include a listing of the products, sales prices, and profit margins to District 209.
- R. Provide a listing of any “incentives” that will benefit the education program at Proviso Township High School District 209.
- S. The building administrator shall, upon request, have the opportunity to inspect the exterior, interior, and operating mechanism of all machines with a representative of the vendor.
- T. The vendor shall pay all federal, state, and local taxes and permit fees.
- U. The following exclusions are made to the exclusive rights of the successful vendor.
1. Coffee pots are allowed in administrative areas of each building.
 2. The cafeteria is open for breakfast and lunch and sells competitive items.
 3. School and student operated snacks bars and activity groups sell competitive items.
 4. Concession stands (Student activity & Booster club) are open at selected events and may sell competitive items.
- V. Theft and Damage
The vendor will be responsible for all theft or damage to machines, the storerooms, or their contents. To avoid the temptations of theft, it is strongly recommended that excess monies not be stored in the machines. Each school will make every effort to assist in

solving cases of theft or damage. Under no circumstances will the school or the District be responsible.

W. Access

The district reserves the right to limit access to the machines.

X. Duty Person

The awarded company must furnish an attendant to stock machines, remove money, and provide refunds.

Y. Nutrition Guidelines for Foods Available in Schools During the School Day:

Student will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture in the food service areas during the meal periods. All vendors must comply with our wellness policy and initiatives.

Z. SERVICE FREQUENCY

Two empty columns shall indicate a need for service.

SITE INFORMATION:

Proviso East High School
807 South 1st Avenue
Maywood, IL 60153

Proviso West High School
4701 W. Harrison St.
Hillside, IL 60162

Proviso Math and Science Academy
8601 W. Roosevelt Road
Forest Park, IL 60130

REQUIRED PROPOSAL ELEMENTS

1. In order to be responsive to this Request for Proposal, the vendor must design their proposals around the General Specifications and the Evaluation Criteria.
2. At a minimum, the proposal must include the following:
 - a. All items in the General Specifications must be addressed as completely as possible.
 - b. Supporting documents as needed.
 - c. An original, signed proposal, one unbound copy.
 - d. The proposal including the amount of commission. The vendor must provide its proposed commission offered for all vended snack products to be sold.
 - e. List and price of various snack products.
 - f. Price of snacks with commission and price of products without commission.
 - g. Sample monthly report
 - h. Minimum number, type and quality of vending machines to be provided.
 - i. The maximum number of hours to complete repairs, or if necessary, to replace vending machines that are out of service, in whole or in part, following notification by any District personnel. The maximum shall not exceed 72 hours.

EVALUATION CRITERIA

1. Annual payments
2. Commissions
3. Product Pricing
4. Programs that support of District initiatives.

Other Information

Vendors shall not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, or disability. All vendors must be licensed to conduct business in the State of Illinois and must pay Illinois prevailing wages.

Within each building, there are vending machines that are specifically for staff and others that are accessed by students. Vending machines that are accessed by students are to include only "healthy" snacks. Vending machines designated for employees may include healthy and as well as other snack options.

The administrative staff will make a recommendation to the Board of Education for approval at the monthly meeting to be held on July 13, 2017. Machines and product are to be installed on or after August 1, but prior to August 7, 2017.

RFP FORM

TO: Business Office
Proviso Township High Schools
8601 West Roosevelt Road
Forest Park, IL 60130-2532

FROM: _____
(Name of Company)

District Commission of Gross Earnings Year One	\$ _____
District Commission of Gross Earnings Year Two	\$ _____
District Commission of Gross Earnings Year Three	\$ _____
Total Estimated Annual Commission for three years	\$ _____

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of RFP due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

_____ Name	_____ Signature
_____ Title	_____ Email Address
_____ Company Address	_____ City, State, Zip Code
_____ Telephone Number	_____ Date

(Individual Vendor)

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (Individual Vendor), does hereby certify pursuant to Section 4 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.314) that (he, she) will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Individual Vendor

By: _____
Signature

Date

(Vendors With 25 or More Employees)

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (Vendor), having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.313) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and further certifies that (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Vendor

By: _____
Signature

Title

Date

**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

_____ (Contractor), does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act (775 ILCS 5/2-105)* that (he, she, it) has a written sexual harassment policy that includes, at a minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (6) direction on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

Vendor

By: _____
Signature

Title

Date