



West Plains R-VII School District
Request for Proposal (RFP)
Vending Services

1. Introduction

The West Plains R-VII School District ("District") is seeking highly qualified and experienced vendors to provide beverage and snack vending services at various locations within the District. This RFP outlines the District's requirements and seeks proposals from interested vendors for the provision of these services.

Notable Dates:

February 10, 2025 - RFP posted to website and newspaper - Bidding opens

March 14, 2025 - All questions and inquiries due

March 21, 2025 - Bids Due @ 12:00

March 21, 2025 - Bid Opening @ 12:00

April 15, 2025 - Scheduled Board Approval

August 1, 2025 - All vending machines and coolers should be in place for the 25-26 school year

2. Scope of Work

The scope of work includes, but is not limited to:

- Proposals should be made to the district for 2 year, 5 year, and 10 year contract options.
 - Included in the proposals should be any sales quotas expected by the company for each specific time period.
 - Included in the proposals should be any donations or other contributions that will be made by the Company for each contracted time period.
- Provision of Vending Machines:
 - Supply, install, and maintain a sufficient number of state-of-the-art vending machines (food and beverage) at designated locations within the District.
 - Ensure machines are clean, well-maintained, and in proper working order.
 - All machines should be in new, or like-new, condition.
 - Provide regular maintenance and repair services.
 - Number of vending machines and placement of vending machines will be determined and approved by district administration.
 - All updated vending machines, equipment, and coolers should be installed by August 1 for the coming year.
 - Current Vending:
 - South Fork Elementary: 1 Faculty Beverage & 1 Faculty Snack
 - West Plains Elementary: 1 Faculty Beverage & 1 Faculty Snack
 - West Plains Middle School: 1 Faculty Beverage & 1 Student Beverage; Multiple Concession Coolers at the Middle School Gym.

BOARD OF EDUCATION

Cindy Tyree, President

Reid Grigsby, Vice-President

Brian Mitchell

Sam Riggs

Christena Silvey Coleman

Jodi Purgason

Shealia Harper



- West Plains High School: 1 Faculty Beverage, 1 Faculty Snack, 2 Student Beverage; Multiple Concession Coolers in the High School Gym and Zizzer Stadium
- Southern Missouri Technical Institute: 1 Student/Faculty Snack, 2 Student Beverage
- Note: District will likely request additional vending machines to be supplied after the approval of a new vending services contract.
- Bulk products will be supplied for concession stands, athletic events, and other activities
- Annual scholarship program for high school students
 - Include terms, conditions, and amounts offered
- Product Selection:
 - Offer a variety of healthy and appealing food and beverage options that comply with all applicable federal, state, and local regulations, including the USDA's Smart Snacks in School program. Committed to making changes and adjustments to offerings at the district's request.
 - Provide a selection of healthy snacks, such as fruits, vegetables, whole grains, and low-fat dairy products. Willing to follow guidelines for offerings that school districts allow.
 - Offer a variety of beverages, including water, 100% fruit juice, and low-fat or non-fat milk.
 - Ensure all products are properly labeled and display accurate nutritional information.
- Pricing and Payment:
 - Establish competitive pricing for all products.
 - Implement a secure and efficient payment system, including the acceptance of cash, credit cards, and mobile payments.
- Inventory Management:
 - Maintain accurate inventory levels to ensure products are always available.
 - Implement a system for timely restocking of machines.
 - Daytime delivery to all locations
- Reporting:
 - Provide regular reports on sales data, inventory levels, and machine performance.
- Customer Service:
 - Provide excellent customer service to students, staff, and visitors.
 - Address any customer concerns or complaints promptly and efficiently.
 - Provide a company representative as a point of contact.

3. Proposal Requirements

Proposals must include the following:

- Company Information:

BOARD OF EDUCATION

Cindy Tyree, President

Reid Grigsby, Vice-President

Brian Mitchell

Sam Riggs

Christena Silvey Coleman

Jodi Purgason

Shealia Harper



- Company name, address, phone number, and website.
- Company history and experience in providing vending services, particularly in educational settings.
- References from other school districts or similar institutions. Length of service in each school district should be included.
- Proposed Services:
 - Detailed description of proposed services, including machine types, product selection, pricing, and payment options.
 - Proposed locations for vending machines within the District.
 - Maintenance and repair procedures.
 - Inventory management plan.
 - Customer service plan. How does the District go about putting in a request or service order?
 - Monetary contribution, including terms, to the district.
- Pricing and Commission Structure:
 - Detailed pricing information for all products.
 - Proposed commission structure for the District.
- Compliance:
 - Statement of compliance with all applicable laws and regulations, including the USDA's Smart Snacks in School program.
- Insurance and Liability:
 - Evidence of adequate insurance coverage.
- Length of proposed contract

4. Proposal Submission

Sealed proposals should be submitted in hard copy to:

Matthew Orchard

Attn: Beverage Vending Services

West Plains R-VII School District

610 E. Olden Street

West Plains, MO 65775

Proposals must be received by March 21, 2025 @ 12:00 p.m.

Proposals will be opened on March 21, 2025 @ 12:00 p.m. No decisions or approval will be made at that time.

BOARD OF EDUCATION

Cindy Tyree, President

Reid Grigsby, Vice-President

Brian Mitchell

Sam Riggs

Christena Silvey Coleman

Jodi Purgason

Shealia Harper



5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and Qualifications:
 - Company experience and expertise in providing vending services.
 - References and testimonials from other clients.
- Product Selection:
 - Quality and variety of food and beverage options.
 - Compliance with nutritional guidelines and regulations.
- Pricing and Commission Structure:
 - Competitiveness of pricing.
 - Fairness of commission structure.
- Customer Service:
 - Quality of customer service plan.
 - Responsiveness to customer concerns.
- Compliance:
 - Adherence to all applicable laws and regulations.

6. Contract Award

The District reserves the right to select the vendor that best meets the requirements of this RFP and offers the most advantageous terms and conditions. The District may reject any or all proposals.

7. Questions and Inquiries

All questions and inquiries regarding this RFP must be submitted in writing to Matthew Orchard, Director of Human Resources and Student Services at Matthew.Orchard@zizzers.org by March 14, 2025 @ 12:00 p.m.

8. Disclaimer

This RFP is for informational purposes only and does not constitute a solicitation or an offer to contract. The District reserves the right to modify or cancel this RFP at any time. The district also reserves the right to accept or reject any proposal.

West Plains R-VII School District
February 10, 2025

BOARD OF EDUCATION

Cindy Tyree, President

Reid Grigsby, Vice-President

Brian Mitchell

Sam Riggs

Christena Silvey Coleman

Jodi Purgason

Shealia Harper