



## Vision

We strive to cultivate an educational foundation that empowers students to realize their full potential, thrive as productive global citizens, ignite positive change, and create a more just and equitable world.

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TO: All Offerors

FROM: Lonita S. Broome, PhD  
Chief Financial Officer

DATE: March 31, 2025

SUBJECT: **Request for Proposals (RFP) No. 25-006 Vending Machine Services**

City Schools of Decatur (CSD) invites you to submit a proposal for approximately eleven (11) Vending Machine Services for snacks.

**Proposals are to be sealed, marked with the offeror's name and address, labeled RFP 25-006 Vending Machine Services, and delivered to:**

City Schools of Decatur  
**Elizabeth Wilson School Support Center**  
Attention: Kattina Abram  
125 Electric Avenue.  
Decatur, Georgia 30030

no later than **1:30 P.M. E.S.T., Thursday, April 24, 2025**. Submissions received after this date and time will not be considered. Having the wrapper or envelope postmarked by **Thursday, April 24, 2025**, does not meet the requirements of this Request for Proposals. Delivering the document to a commercial delivery service is also insufficient until the offer is received at the designated location.

The written requirements in this RFP shall not be changed or superseded except by a written addendum from the City Schools of Decatur. The City Schools of Decatur reserves the right to reject any proposals, waive any technicalities, informalities, or irregularities, and ultimately award a contract to the firm that is deemed to have presented the best and most advantageous proposals for the School District, resulting from an evaluation process using criteria outlined in Section III of this RFP.

Any questions regarding this RFP shall be submitted in writing to Kattina Abram via email at [csdpurchasing@csdecatur.net](mailto:csdpurchasing@csdecatur.net) no later than Tuesday, April 15, 2025, at 2 pm. Questions received after 2 pm on **Tuesday, April 15, 2025**, will not receive a response.

**PROPOSALS SHALL BE SUBMITTED IN A SEALED ENVELOPE AND MARKED "REQUEST FOR PROPOSAL NO. 25-006" ON THE OUTSIDE OF THE ENVELOPE, AS WELL AS THE DATE OF THE PROPOSAL OPENING. FOR IDENTIFICATION PURPOSES, THE OFFEROR'S NAME AND COMPLETE ADDRESS SHALL BE PRINTED OR TYPED ON THE OUTSIDE OF THE ENVELOPE.**

**VISIT OUR WEBSITE AT [www.csdecatur.net](http://www.csdecatur.net)**

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**Dr. Carmen Sulton**  
Chair

**Hans Utz**  
Vice Chair

**Tracey Anderson**  
Board Member

**James Herndon**  
Board Member

**Dr. Jana Johnson-Davis**  
Board Member

**Sophia D'Elena**  
Student Representative

**SOLICITATION NO. 25-006**

**REQUEST FOR PROPOSAL  
FOR**

**VENDING MACHINE SERVICES  
(SNACK ONLY)**

**FOR**

**CITY SCHOOLS OF DECATUR**

**CITY SCHOOLS OF DECATUR  
ELIZABETH WILSON CENTER  
PURCHASING DEPARTMENT  
125 ELECTRIC AVENUE  
DECATUR, GA 30030**

## TABLE OF CONTENTS

### REQUEST FOR PROPOSALS

|                                                                     |           |
|---------------------------------------------------------------------|-----------|
| <b>Section I - Request for Proposals, Overview &amp; Conditions</b> | <b>3</b>  |
| <b>Section II – Proposal Requirement</b>                            | <b>10</b> |
| <b>Pricing Submission Form</b>                                      | <b>13</b> |
| <b>Section III – Proposal Evaluation and Selection Process</b>      | <b>14</b> |
| <b>Appendix (s)</b>                                                 |           |
| <b>A. General Scope of Services</b>                                 | <b>16</b> |
| <b>B. Specifications</b>                                            | <b>19</b> |
| <b>C. Acknowledgment of Addendum Form</b>                           | <b>22</b> |
| <b>D. Reference Survey Form</b>                                     | <b>23</b> |
| <b>E. Vendor Business Information</b>                               | <b>25</b> |
| <b>F. Product Selection</b>                                         | <b>26</b> |
| <b>G. CSD Locations</b>                                             | <b>27</b> |
| <b>H. Contractor Security and Immigration Compliance Affidavit</b>  | <b>28</b> |
| <b>I. Debarment &amp; Suspension Certificate</b>                    | <b>31</b> |

## **SECTION I - REQUEST FOR PROPOSALS OVERVIEW AND CONDITIONS OVERVIEW**

City Schools of Decatur (CSD) requests qualified firms with professional experience in the setup and maintenance of vending machines services to submit proposals to provide all that is required for Vending Machine Services (Snack Only) Vending at various CSD Locations.

- Vending Machine Services shall include but are not limited to, providing vending machines, services and snacks. The services outlined shall be provided for approximately nine (9) locations and shall offer a variety of snacks to employees.

### **SCOPE OF WORK**

CSD is soliciting proposals from qualified vendors to provide eleven (11) vending machines (snack only) for nine (9) CSD locations. The services shall be for one (1) year beginning with the award of the contract **with four (4) one-year options for renewal**. CSD is seeking experienced vendors with a successful record for providing quality services of a similar size and scope. The ability to meet specifications, the quality of references, the percentage of commissions, and the best overall value to CSD will all be taken into consideration during the evaluation process.

Through this RFP process, CSD expects to identify a vendor who can provides a skilled and highly qualified team capable of successfully offering:

- Wide variety of snacks items that are reasonably priced.
- Quality and reliable vending machines that are of recent manufacture, meet ADA requirements, meet or exceed Energy Star standards, and that enhance the user experience.
- Provide consistent, high quality vending machine service with reasonable service schedule and response time to mechanical issues.
- Provide excellent customer service to CSD patrons and employees.
- Provide accurate and timely refunds to customers.
- Has experience providing vending machine service relative in size to the scope of work outlined in this RFP.
- Can provide references that affirm quality service of similar volume at other locations similar to CSD.
- Prompt removal of snacks prior to expiration.

## **PROPOSAL CONDITIONS**

### **1. ACKNOWLEDGEMENT OF ADDENDA and ADDITIONAL INFORMATION**

CSD will issue responses to inquiries and any other corrections or amendments it deems necessary in the written addenda issued before the proposal's due date. Offerors should not rely on any representations, statements, or explanations other than those made in this RFP, including the Appendix or any addendum. The last addendum will prevail when there appears to be a conflict between the RFP and any addenda issued.

### **2. AWARD**

CSD reserves the right to award this contract based on the lowest and best qualifying proposal, to one or more offeror and to the contractor that offers the best value to CSD.

### **3. ASSIGNMENT**

The successful offeror may not assign, sell, or otherwise transfer this contract without written permission of the City Schools of Decatur's Chief Financial Officer.

### **4. BACKGROUND CHECK**

Anyone that will be on CSD property is required to complete a background check through CSD Human Resource Department.

### **5. CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY**

The contractor certifies by execution of contract that it is not ineligible for participation in federal or state assistance programs under Executive Order 12549, "Debarment and Suspension". The contractor also certifies that they will notify CSD in writing immediately if contractor is not in compliance during the term of this contract.

### **6. CHANGE OF OWNERSHIP**

If your firm's ownership changes during the term of this contract, CSD must be notified in writing within ten (10) days, and a new declaration of relationships must be submitted immediately to the CSD Purchasing Department.

### **7. CHANGE OF SCOPE**

For all changes and/or additional work or materials exceeding the contract's requirements, a discretionary work request shall be executed and filed with CSD. When endorsed by the vendor and CSD, the discretionary work request shall become binding on both parties.

### **8. COMPENSATION**

Vendor shall propose monetary compensation to CSD.

**9. CONTACT WITH CSD STAFF**

Except for the submission of written questions directed to the Purchasing Department, as set forth in this RFP, any contact made by a proposer with CSD staff concerning this solicitation will result in immediate disqualification of said entity.

**10. CONTRACTOR AFFIDAVIT**

The Vendor will be required to execute a Contractor Affidavit and require its subcontractors to execute Subcontractor Affidavits in accordance with O.C.G.A. § 13-10-91 (Security and Immigration Compliance).

**11. COST INCURRED**

All expenses involved with the preparation of the proposals and any work performed in connection are the responsibility of the offeror(s).

**12. DEFINITIONS**

Bidder, Contractor, Offeror, Proposer and Vendor – The firm submitting the proposal and/or the firm awarded the contract.

**13. DURATION OF CONTRACT**

One year initial award and optional renewal terms of one (1) year.

**14. GENERAL SCOPE OF SERVICES (REFER TO APPENDIX “A”)**

**15. SPECIFICATIONS (REFER TO APPENDIX “B”)**

The vendor is expected to initial, respond and clarify to specifications as needed.

**16. INFORMATION TO OFFERORS**

**\*RFP TIMETABLE:**

The anticipated schedule for the RFP and contract approval is as follows:

|                                             |                                             |
|---------------------------------------------|---------------------------------------------|
| <b>RFP Available</b>                        | <b>Friday, March 28, 2025</b>               |
| <b>Deadline for submission of questions</b> | <b>Tuesday, April 15, 2025, at 2:00 PM</b>  |
| <b>Deadline for receipt of proposals</b>    | <b>Thursday, April 24, 2025, at 1:30 PM</b> |
| <b>Anticipated Contract Award</b>           | <b>June 2025</b>                            |

**17. LATE PROPOSALS, MODIFICATIONS, AND WITHDRAWALS**

Proposals and modifications received after the proposal's due date and time will not be considered. The City Schools of Decatur shall not be responsible for the premature opening of a proposal package that has not been adequately addressed, identified, and/or delivered to the proper designation.

**18. MINORITY BUSINESS POLICY STATEMENT**

The Board of Education of the City Schools of Decatur does not discriminate based on race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in employment practices, programs, activities, or student placement.

The City Schools of Decatur encourages Minority and Women Businesses to compete in the RFP process and encourages all businesses to provide for the participation of MBE/WBE businesses through partnerships, subcontracts, and other contractual opportunities.

**19. NO MINIMUMS GUARANTEED**

The contract does not guarantee any minimum level of purchases or use of services.

**20. NON-COLLUSION AFFIDAVIT**

By submitting a proposal, the offeror represents and warrants he or she has not directly or indirectly prevented or attempted to prevent competition by any means, has not prevented or endeavored to avoid anyone from submitting a response to this RFP by any means, and has not caused or induced another to withdraw a proposal for the work. Before commencing the work, the successful offeror must write an oath. By submitting proposals, the offeror represents and warrants no official, employee, or agent of the Owner or Authority has been offered, has accepted, or has been contracted to accept, either directly or indirectly, any part of the payer profit arising out of the contract(s) that may result from this RFP.

**21. NON-EXCLUSIVE RIGHTS**

The contract is not exclusive. During the term of this contract, CSD reserves the right to select other Contractors to provide services similar to those described in the request for proposals and the contract.

**22. PERFORMANCE EXPECTATIONS**

All such incidents must be disclosed if the vendor has had a contract terminated for default during the past five (5) years. "Termination for default" is defined as notice to stop performance due to the vendor's non-performance or poor performance, and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. Submit full details of all terminations for default experienced by the vendor during the past five (5) years, including the other party's name, address, and telephone number. Present the vendor's position on the matter. CSD will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered

CITY SCHOOLS OF DECATUR  
RFP 25-006 – VENDING MACHINE SERVICES

indicate that a selection of the vendor may jeopardize the completion of a contract resulting from this RFP. If the vendor has experienced no such termination for default in the past five (5) years, so declare. If the vendor has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, which termination occurred before completion of the contract during the past five (5) years, describe fully all such terminations, including the name, address, and telephone number of the other contracting party.

**23. PRODUCT SELECTION (REFER TO APPENDIX “F”)**

Provide a complete list of snacks and drinks that you propose offering including product names, descriptions, and weights. No pricing information is to be provided

**24. PROPOSAL SUBMISSION**

**One original (1), five (5) copies and (1) copy in electronic format on a USB flash drive** of the complete signed proposal package must be received by **Thursday, April 24, 2025, at 1:30 P.M. E.S.T.** Proposals must be submitted in a sealed envelope or container with the offeror's name, address, telephone number, the RFP number, and title:

**CITY SCHOOLS OF DECATUR**  
**Elizabeth Wilson School Support Center**  
**ATTN: Kattina Abram – Purchasing Department**  
**RFP 25-006 Vending Machine Services (Snacks and Drinks Only)**  
**125 ELECTRIC AVENUE**  
**DECATUR, GEORGIA 30030**

Hand-delivered copies may be delivered to the above address only between 8:00 a.m. and 4:00 p.m. ET, Monday through Friday. If used, offerors are responsible for informing any commercial delivery service of all delivery requirements and ensuring the required address information appears on the outer wrapper or envelope used by such a service. Submissions received after the said date and time will not be considered. Having the wrapper or envelope postmarked by **April 24, 2025**, does not meet the requirements of this Request for Proposal. Delivering the document to a commercial delivery service is also insufficient until the proposals are received at the designated location.

**25. PROPOSAL EVALUATION AND SELECTION PROCESS**

Proposals will be reviewed, and one or more proposals will be selected that, in the opinion of CSD, is most advantageous in meeting its needs. Evaluation will include compensation. CSD reserves the right to reject any and all proposals submitted, or where it may serve the best interest of CSD, to request additional information or clarification from those submitting proposals. At its sole discretion, CSD

CITY SCHOOLS OF DECATUR  
RFP 25-006 – VENDING MACHINE SERVICES

also reserves the right to waive any informalities or technicalities relative to any or all proposals. Where two or more vendors are deemed equal, CSD reserves the right to make the award to one of the vendors.

All Responses that meet qualifications will move forward to be reviewed by the evaluation committee. The evaluation committee will evaluate proposals using the point criteria below. Responses will be evaluated, scored, and ranked.

**POINT CRITERIA**

| <b>Category Points</b>        | <b>MAX POINTS</b> |
|-------------------------------|-------------------|
| Experience and Qualifications | 40                |
| Financial Information         | 10                |
| Product Selection             | 20                |
| References                    | 15                |
| Responsiveness                | 5                 |
| Pricing                       | 20                |
| <b>TOTAL POINTS</b>           | <b>110</b>        |

**26. REJECTION OF PROPOSAL**

CSD may reject any and all proposal packages submitted and reserves the right to waive any irregularities or informalities in any proposal packages submitted or in the proposal procedure. Proposals received after the said time or at any place other than the time and place stated in the notice will not be considered.

**27. RFP DOCUMENTS**

The RFP documents consist of the following **Appendix (s)**:

- A. General Scope of Services**
- B. Specifications**
- C. Acknowledgment of Addendum Form**
- D. Reference Survey Form**
- E. Vendor Business Information**
- F. Product Selection**

**G. CSD Locations**

**H. Contractor Security and Immigration Compliance Affidavit**

**I. Debarment & Suspension Certificate**

**27. RFP QUESTIONS AND REQUESTS FOR INFORMATION**

Any inquiries regarding this RFP must be submitted in writing no later than **2:00 PM, E.S.T. Tuesday, April 15, 2025**, to Kattina Abram, City Schools of Decatur, 125 Electric Avenue, Decatur, GA 30030, or via email: [csdpurchasing@csdecatur.net](mailto:csdpurchasing@csdecatur.net). Questions will be answered in writing by addendum. Questions received after this time will not receive a response.

**28. TERMINATION FOR CAUSE**

CSD may terminate this agreement immediately if the vendor defaults in the performance of any term of this agreement.

**29. TERMINATION FOR CONVENIENCE**

CSD may terminate this agreement for its convenience at any time. If CSD terminates this agreement for convenience, the vendor will be paid for those services performed

**Respondent understands and accepts all Standard Terms and Conditions as it pertains to this Request for Proposal:**

---

*Authorized Signature & Title*

---

*Date*

## **SECTION II - PROPOSAL REQUIREMENTS**

Proposals shall not exceed twenty (25) typed pages. The font shall be no less than 11 points, and you may utilize double siding. All proposals shall include the information specified below **and in the following order, with individual tabs for each section and sub-section.**

**All proposals received will become a part of the official contract file and may be subject to disclosure.**

*CSD is a governmental entity subject to the Georgia Open Records Act ("ORA"). After the contract award, documents submitted to CSD in the bidding process are presumed to be subject to the ORA; however, documents that an offeror contends contain specific trade secrets may be marked as trade secrets. An offeror must submit and attach to the particular trade secret record an affidavit affirmatively declaring the exact information in the records that constitutes a trade secret, as defined by Georgia law. If the offeror attaches such an affidavit and if inspection or copies are requested under the ORA, CSD will contact the offeror to advise the offeror that said documents have been requested and will be produced if CSD determines they do not constitute trade secrets. The offeror shall have the time stated in the notice to seek legal remedy preventing the disclosure of the documents. If CSD has not received a valid judicial order or decree avoiding the disclosure of the documents, they will be disclosed in accordance with the time requirements contained in the ORA.*

### **A. EXPERIENCE AND QUALIFICATIONS**

All proposals should include the information outlined below in the following order and separated by tabs:

- 1. Cover Letter & Statement of Interest** – Provide a cover letter detailing your experience and background including a brief explanation why your firm or team is interested in this request for proposal.
- 2. Acknowledgment of Addenda** - Include completed Acknowledgement of Addenda form **Appendix "C"**
- 3. Technical Approach**
  1. Describe how you will service customers efficiently and consistently through the district
  2. Describe your process for promptly reimbursing customers.
  3. Describe any electrical or space requirement for vending machine.
  4. Describe machine capability for accepting credit cards.
  5. Describe your refund process.
  6. Describe your process on stocking machines.

#### **4. Business Information and Description**

1. Basic company information
2. Company name
3. Address & Zip code
4. E-mail address & Name of primary contact
5. Telephone number
6. Number of years in business
7. DUNN and BRADSTREET Number
8. **Vendor Business Information Form:** Include the completed form **Appendix “E”**

#### **5. Organizational Qualifications**

1. Describe the responder’s experience, capabilities, and qualifications for this service.
2. Provide a service experience history demonstrating at least three (3) years of experience in vending machine services.
3. Has the responder ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from doing business with the government?
4. **Debarment & Suspension Certificate** – Include the completed for **Appendix “I”**
5. **Contractor Security and Immigration Compliance Affidavit** O.C.G.A. §13-10-91. Refer to **Appendix “H”**

#### **6. Project Management and Operational Support**

1. Describe how the project will be organized and managed, include the anticipated use of subcontractors
2. Describe the resources necessary, including all machines and equipment to successfully deliver the service; and
3. Describe how service calls will be handled and provide response times for service calls.
4. Provide a schedule of routine service and replenishment.

#### **7. Proposed Scope of Work**

1. Identify the individuals who will be part of your team.
2. Include any outside personnel, such as subcontractors; and
3. Provide resumes for all team members and subcontractors.
4. Scope of Work Response **Appendix “A”**
5. Specifications Response **Appendix “B”**

#### **8. References**

1. Provide three (3) references for projects similar in size and scope to the project outlines in this RFP. Refer to Appendix “D”

## 9. Product Selection

Provide a complete list of snacks and drinks that you propose offering including product names, descriptions, and weights. No pricing information is to be provided.

## 10. Responsiveness to Submittal

## 11. Pricing (see Page 13)

## B. INSURANCE REQUIREMENTS

Upon Notice of Award, Respondents may submit this form to their insurance agent as this form contains requirements that may be non-standard in the insurance industry.

Respondent shall furnish City Schools of Decatur certificates of insurance as follows from companies acceptable to City Schools of Decatur.

### Required Certificates:

#### Commercial General Liability Insurance Policy

Respondents shall procure and maintain a Commercial General Liability Insurance Policy, including products and completed operations liability and contractual liability coverage covering bodily injury, property damage liability, and personal injury. The policy or policies must be on any “occurrence” basis unless waived by the City Schools of Decatur. The policy shall include contractual liability coverage. The policy purchased by the Respondent must be issued by a company authorized to conduct business in the State of Georgia or by a company acceptable to City Schools of Decatur. The policy must include separate aggregate limits per project. Excess liability coverage may be combined with the base policy to obtain the limits listed below.

#### Limits

\$1,000,000 per Person

\$1,000,000 per Occurrence

#### Workers’ Compensation Insurance

Workers’ Compensation Insurance in accordance with applicable state laws with the following limits: **STATUTORY**

CITY SCHOOLS OF DECATUR  
RFP 25-006 – VENDING MACHINE SERVICES

**C. PRICING**

**REQUIRED SUBMITTAL: Place the completed commission form in a separate envelope from the Technical Submission and label it “Pricing Submission”.**

COMMISSION PERCENTAGE

| Year | DESCRIPTION                                                                                                                                     | COMMISSION |   |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------|---|
| 1    | Commission percentage (%) of gross vending machine sales to be paid to City Schools of Decatur. Gross vending machine sales do not include tax. |            | % |

CSD requires pricing to remain firm for the initial term of the contract. Failure to hold firm pricing for the initial term of the contract will be sufficient cause for CSD to declare non-responsive.

Unless otherwise noted, quoted prices will remain firm for the first 12-month period. If a percentage increase/decrease is included in the renewal options, please note this in the space provided and an explanation.

Renewal Option 1:   % Increase\_\_\_\_\_ %Decrease\_\_\_\_\_ Explanation\_\_\_\_\_

Renewal Option 2:   % Increase\_\_\_\_\_ %Decrease\_\_\_\_\_ Explanation\_\_\_\_\_

***Commission Percentage Payments are due the 15<sup>th</sup> of each month, made payable to City Schools of Decatur – LOCATION NAME (ex: Talley Upper Elementary)***

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Name & Title

***\*City Schools of Decatur will execute said agreement with the Commission Percentage alone.***

**REQUIRED SUBMITTAL: Place the completed commission form in a separate envelope from the Technical Submission and label it “Pricing Submission”.**

## **SECTION III – EVALUATION AND SELECTION PROCESS**

### **EVALUATION CRITERIA**

Based on the proposal format as outlined in Section II the evaluation criteria in order of importance are as follows:

#### **A. Technical Response**

**DO NOT INCLUDE ANY COSTS OF ANY KIND IN THE TECHNICAL RESPONSE**

##### **1. Experience and Qualification**

- Cover Letter and Statement of Interest
- Acknowledgment of Addenda
- Technical Approach
- Business Information and Description
- Organizational Qualifications
- Project Management and Operational Support
- Scope of Work and Specifications Response

##### **2. Financial Information**

##### **3. Product Selection**

##### **4. References**

##### **5. Responsiveness of Submittal**

#### **B. Cost Response**

- Sealed and Separate from Technical Response

### **PROPOSAL EVALUATION AND CONTRACT AWARD**

#### **A. Evaluation Committee**

An evaluation Committee comprised of representatives of CSD and others, as appointed by the CSD Superintendent, will select the vending machine services.

#### **B. Initial Written Submittal**

The Evaluation Committee will receive and review submittals in an effort to determine compliance with this RFP. Review of the proposal by Evaluation Committee members will be evaluated based on the evaluation points outlined in this RFP.

## **APPENDIX(S)**

- A. General Scope of Services**
- B. Specifications**
- C. Acknowledgment of Addendum Form**
- D. Reference Survey Form**
- E. Vendor Business Information**
- F. Product Selection**
- G. CSD Locations**
- H. Contractor Security and Immigration Compliance Affidavit**
- I. Debarment & Suspension Certificate**

## **APPENDIX A**

### **GENERAL SCOPE OF WORK**

#### **Scope of Work**

CSD is soliciting proposals from qualified vendors to provide eleven (11) vending machines, and services (snack only) for nine (9) CSD locations. The services shall be for one year, beginning with the award of the contract and for one (1) year options to renew. CSD is seeking experienced vendors with a successful record of providing quality services of a similar size and scope. The ability to meet specifications, the quality of references, the percentage of commissions or compensation and the best overall value to CSD will all be taken into consideration in determining the responsiveness of the submittals.

#### **Current Agreement:**

CSD does not have a current contract vending machine services for snacks.

#### **Objectives**

Through this RFP process, CSD expects to identify a proposal that provides a skilled and highly qualified team capable of:

- A wide variety of reasonably priced snack items.
- Quality and reliable vending machines that are of recent manufacture, meet ADA requirements, meet or exceed Energy Star standards, and that enhance the user experience.
- Consistent and high-quality vending service in CSD facilities with reasonable service schedule and response time to mechanical issues.
- Excellent customer service to CSD patron and employees.
- An accurate and timely refunds to customers.
- Experience providing snacks and vending machine sales and service relative in size to the scope of work outlined in this RFP.
- Can provide references that affirm quality service of similar volume at other locations similar to CSD.
- Promptly removal of snacks prior to expiration.

#### **Vendor Requirements**

1. Vendor shall provide minimum of three (3) references that illustrate three (3) or more years of successful experience providing vending services for an organization of similar size. Please use the References document attached in this RFP.

CITY SCHOOLS OF DECATUR  
RFP 25-006 – VENDING MACHINE SERVICES

2. Vendor must be licensed to do business in the State of Georgia.
3. The Vendor shall furnish all labor, management, equipment, services and snacks necessary for the efficient and sanitary operation of a public vending machine. The Vendor shall deliver, install, and remove equipment as requested at no cost to CSD. CSD retains the right to increase, decrease, or modify existing vending locations and facilities as it deems to be in CSD's best interest.
4. Ownership of each vending machine shall be retained by the vendor, who shall be responsible for the equipment at all times and in all respects. CSD shall neither own nor rent or lease the machines.
5. Vendor will abide by laws, regulations, codes, and licensing requirements of local, state, and federal origin pertaining to the servicing, maintenance, and operation of a public food vending company. The Vendor shall pay all federal, state, and local taxes chargeable to the vending service.
6. Vendor must maintain and otherwise perform cleaning of all equipment. Vendor is responsible for all damages to any CSD property resulting from Vendor's operation. Repairs to CSD property will be made at the Vendor's sole expense and require prior approval by CSD.

**Snack Food:**

1. Vendors should include in their submittal a full listing of all available vending products, including each brand name, product type, and proposed pricing for each item.
2. The vending products shall include packaged snack food items, such as crackers, chips, candies, nuts, cookies, pastries, and snack bars.
3. All items provided through vending machines shall be in first-class condition and "fresh" as determined by CSD. All snack food items shall be in packaging marked with expiration dates. The vendor shall have a restocking schedule for each machine that guarantees the maintenance of fresh items. The vendor shall refund the full purchase price to any patron who purchases an expired (out-of-date) item.
4. The initial snack food selections will be approved by CSD and vendor, but will be subject to change according to need and/or popularity. A final list with mutually

CITY SCHOOLS OF DECATUR  
RFP 25-006 – VENDING MACHINE SERVICES

agreed upon products will be submitted to CSD at the beginning of the contract period and after any agreed upon changes.

5. CSD and vendor will agree upon a restocking plan for each location (including days of week and approximate arrival times) which may be revised based on need. The successful Vendor's schedule shall be flexible enough to provide stocking to meet supply and demand.
6. If CSD staff notices a machine to be mostly empty, an email will be sent to the vendor's contact person and a delivery to replenish the machine is to be done the next business day.
7. All advertising, signage, and menus, etc., must be approved by CSD purchasing department or designee.

**APPENDIX B**  
**SPECIFICATIONS**

**Vending Machines: \_\_\_\_\_ (Initial and provide response and/or clarification)**

1. All machines shall be of the appropriate type for the kinds of snack foods being offered. All vending equipment shall be the latest or current state-of-the-art equipment.
2. Vendors must supply machines capable of accepting bills and credit cards.
3. The vendor must supply machines capable of dispensing a variety of items, not limited to a single type or brand.
4. Machines shall be adequately equipped with a non-resettable counter for recording all sales by each machine.
5. The vendor is responsible for all refunds associated with the sales of vending machine items.
6. Upon completion of installation, the successful vendor shall provide a list of equipment and locations and certify that each unit is in proper working order.
7. Vendor shall maintain all vending machines in good working order.
8. CSD reserves the right to require the Vendor to replace or remove any machine which may be unacceptable or unsafe. Vending machines must be removed within five (5) business days of notice to Vendor for contract completion/cancellation, nonpayment of commissions, for machine malfunctions not corrected within two (2) days of notification, or at the discretion of CSD.
9. ADA Requirement: All vending machines and associated parts must meet current ADA standards, including, but not limited to, the requirement that all operable parts meet the required reach ranges between 15" and 48" above the finish floor.

CITY SCHOOLS OF DECATUR  
RFP 25-006 – VENDING MACHINE SERVICES

**Vendor's Personnel and Services: \_\_\_\_\_ (Initial and provide response and/or clarification as needed)**

1. Vendor shall service machine within 3 days of customer notification. Maintenance shall include regular and ongoing cleaning of each machine and the immediate area around each machine.
2. The vendor will employ staff commensurate with high standards of K-12.
3. The Successful Vendor must supply contact information so that machine malfunctions may be reported immediately. Machine repairs shall be made within 72 hours of a service call.

**Pricing: \_\_\_\_\_ (Initial and provide response and/or clarification)**

1. Items sold in the vending machines shall be priced reasonably and competitively.
2. Price structures may be revised through a written request and mutual agreement to keep pace with inflation.

**Commission: \_\_\_\_\_ (Initial and provide response and/or clarification)**

1. The vendor shall pay CSD a percentage of gross sales before taxes on all vending machines during the contract term. The vendor shall state the commission (percentage of sales) to be paid to CSD on the attached commission form page 13.
2. Vendor shall keep a separate log per location and issue commission payment to the individual location.
3. The vendor must include with the commission fees a detailed report of sales by vending machine, including vendor machine location, machine number, gross sales by week, total sales amount, commission rate, and commission total.
4. The vendor is responsible for licenses, fees, etc., and shall not deduct such from the firm fixed commission fee owed CSD.

**Services Provided by CSD: \_\_\_\_\_ (Initial and provide response and/or clarification)**

1. CSD will provide space and all utilities; however, CSD cannot guarantee an uninterrupted supply due to power failure, etc. The Vendor shall assume any cost of loss due to the above.

2. In the event of an emergency, the CSD reserves the right to move any unit.

**Inspections & Audits: \_\_\_\_\_ (Initial and provide response and/or clarification)**

1. Vendor agrees that each time vending machines are restocked, serviced, or otherwise attended by vendor, CSD and/or its designee may conduct a vending count to record the number of sale items in the vending machines prior to and/or following any restocking.
2. CSD shall have the right to make periodic audits and inspections of the vendor's records of gross receipts at any reasonable time without notice. Such audits may include but are not limited to, inventory control at all applicable locations, vending food service personnel accounting controls, methods of recording, checking, and reporting sales, route and internal control of cash handling, internal audit, accounting, and cash collection, commission statements, etc.
3. Safety, sanitation, and maintenance of the machines are essential. If the vendor fails to meet minimum quality requirements in CSD's judgment, a thirty-day written notice of probation will be issued. If, after this probation, the vendor continues to fail to comply with the addressed quality standards, the contract may be immediately terminated for cause.
4. The vendor shall not assign or transfer this concession or any right or privilege granted hereunder without the prior written consent of CSD. If the vendor is adjudged bankrupt, a receiver is appointed to or for the vendor, or the vendor makes any assignment for the benefit of creditors, CSD may, at its option, terminate this contract.

CITY SCHOOLS OF DECATUR  
RFP 25-006 – VENDING MACHINE SERVICES

**APPENDIX C**

**Acknowledgment of Addendum Form**

The Offeror has examined and carefully studied the Specifications and the following Addenda, receipt of all of which is hereby acknowledged:

|              |  |       |  |                |                |
|--------------|--|-------|--|----------------|----------------|
| Addendum No. |  | dated |  | Acknowledgment |                |
| Addendum No. |  | dated |  | Acknowledgment | <i>Initial</i> |
| Addendum No. |  | dated |  | Acknowledgment | <i>Initial</i> |
| Addendum No. |  | dated |  | Acknowledgment | <i>Initial</i> |
|              |  |       |  |                | <i>Initial</i> |

Offerors must acknowledge any issued addenda. Submittals that fail to acknowledge the offeror's receipt of any addendum would result in the rejection of the submittal if the addendum contained information that substantively changes the Owner's requirements

CITY SCHOOLS OF DECATUR  
RFP 25-006 – VENDING MACHINE SERVICES

**APPENDIX D**  
**Reference Survey Form**

**Offeror:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Name:** \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Offeror's scope included: \_\_\_\_\_ Design / Pre-Construction Phases

\_\_\_\_\_ Construction – Post Construction

Please rate the Offeror's performance from 1-5 on the following issues by circling the appropriate number where one indicates that you least agree with the statement and 5 indicates that you most agree with the statement.

|                                                   | <b>Disagree</b> |   |   |   |   | <b>Agree</b> |
|---------------------------------------------------|-----------------|---|---|---|---|--------------|
| <b>Completed work on time:</b>                    | 1               | 2 | 3 | 4 | 5 | N/A          |
| Construction Manager                              |                 |   |   |   |   |              |
| <b>Completed work within budget:</b>              | 1               | 2 | 3 | 4 | 5 | N/A          |
| Construction Manager                              |                 |   |   |   |   |              |
| <b>Provided timely and accurate information:</b>  | 1               | 2 | 3 | 4 | 5 | N/A          |
| Construction Manager                              |                 |   |   |   |   |              |
| <b>Worked well with Owner's staff:</b>            | 1               | 2 | 3 | 4 | 5 | N/A          |
| Construction Manager                              |                 |   |   |   |   |              |
| <b>Communicated Design Intent effectively:</b>    | 1               | 2 | 3 | 4 | 5 | N/A          |
| Construction Manager                              |                 |   |   |   |   |              |
| <b>Ensured Quality materials and workmanship:</b> | 1               | 2 | 3 | 4 | 5 | N/A          |
| Construction Manager                              |                 |   |   |   |   |              |
| <b>Would use Firm or Team again:</b>              | 1               | 2 | 3 | 4 | 5 | N/A          |
| Construction Manager                              |                 |   |   |   |   |              |

**CITY SCHOOLS OF DECATUR**  
**RFP 25-006 – VENDING MACHINE SERVICES**

Completed by: Name (Printed): \_\_\_\_\_

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

EMAIL Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your assistance.

## APPENDIX E

### VENDOR BUSINESS INFORMATION

1. Vendor Information: \_\_\_\_\_
2. Home Office Address: \_\_\_\_\_
3. Business Address: \_\_\_\_\_
4. Website Address: \_\_\_\_\_
5. Name, Title, Address, Telephone Number, and Email Address of the person to be contacted concerning the proposal:  
\_\_\_\_\_
6. If Applicable, Name of the Parent Company:  
\_\_\_\_\_
7. Home Office Address, Telephone Number, and Website Address of the Parent Company:  
\_\_\_\_\_
8. Describe the parent company's relationship with the Vendor:  
\_\_\_\_\_
9. If applicable, does the person signing the proposal have the authority to sign contracts and binding documents on behalf of the vendor?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
10. Name(s) of companies that will share significant and substantive responsibilities with the Vendor in performing the scope of services under the Contract:  
\_\_\_\_\_

**APPENDIX F**  
**PRODUCT SELECTION**

CITY SCHOOLS OF DECATUR  
RFP 25-006 – VENDING MACHINE SERVICES

**APPENDIX G**

**CSD LOCATIONS**

| LOCATION      | ADDRESS                 | No.# | CONTACT PERSON     |
|---------------|-------------------------|------|--------------------|
| Wilson Center | 125 Electric Ave        | 2    | Kattina Abram      |
| ECLC          | 917 S McDonough Street  | 1    | Cynthia Andrews    |
| DHS           | 310 N. McDonough Street | 2    | Saadia Foy         |
| Winnona Park  | 510 Avery Street        | 1    | Cathy Sikes        |
| Westchester   | 738 Scott Blvd.         | 1    | Amanda Brantley    |
| FAVE          | 101 Fifth Avenue        | 1    | Shronda Edwards    |
| Oakhurst      | 175 Mead Road           | 1    | Kizzy Terry Bryant |
| Beacon        | 220 W. College Avenue   | 1    | Exenia Russell     |
| Clairemont    | 155 Erie Avenue         | 1    | Kattina Abram      |

**Respondent understands and accepts CSD locations as it pertains to this Request for Proposal:**

---

*Authorized Signature & Title*

---

*Date*

## APPENDIX H

### SECURITY AND IMMIGRATION COMPLIANCE AFFIDAVIT

#### CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. 13-10-91, and attests **under oath** that:

(1) the individual, firm, or corporation (“Contractor”) which is contracting with the CSD Board of Education has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in

O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(2) Contractor’s correct user identification number and date of authorization is set forth herein below.

(3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City Schools of Decatur Board of Education, unless at the time of the contract said subcontractor:

- (a) is registered with and participates in the federal work authorization program;
- (b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
- (c) agrees to provide Contractor with notice of receipt and a copy of every sub subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

**CITY SCHOOLS OF DECATUR  
RFP 25-006 – VENDING MACHINE SERVICES**

**CONTRACTOR AFFIDAVIT AND AGREEMENT (Page 2)**

The contractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification to the City Schools of Decatur Board of Education at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

(4) Contractor further agrees to and shall provide City of Decatur Board of Education with copies of all other affidavits or other applicable verification received by Contractor (i.e.: sub-subcontractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

|                                                    |                       |
|----------------------------------------------------|-----------------------|
| EEV/Basic Pilot Program User Identification Number | Date of Authorization |
|----------------------------------------------------|-----------------------|

\_\_\_\_\_  
If an applicable Federal work authorization program as described above is used other than the EEV/Basic Pilot Program, please identify the program.

|                                |      |
|--------------------------------|------|
| Company Name / Contractor Name | Date |
|--------------------------------|------|

|                                              |      |
|----------------------------------------------|------|
| BY: Signature of Authorized Officer or Agent | Date |
|----------------------------------------------|------|

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

Notary Public  
My Commission Expires: \_\_\_\_\_

CITY SCHOOLS OF DECATUR  
RFP 25-006 – VENDING MACHINE SERVICES

**SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A. 13-10-91 (b) (3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation that is engaged in the physical performance of services under a contract with (City Schools of Decatur) on behalf of the primary contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period, and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. The subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_, 2025 in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

CITY SCHOOLS OF DECATUR  
RFP 25-006 – VENDING MACHINE SERVICES

**APPENDIX I**

**DEBARMENT AND SUSPENSION CERTIFICATE**

Federal Executive Order (E.O.) 12549 “Debarment” requires that all Vendors/Contractors receiving individual awards using federal funds and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document, you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at <https://sam.gov/content/home>.

This certification is required by Uniform Guidance Federal Regulations implementing Executive Orders 12549 and 12689, pursuant to 2 CFR Part 200.214 and 2 CRF Part 180.

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within three years preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with the commission of any of the offenses enumerated in Paragraph (2) of this certification; and,
4. Have not within three years preceding this contract had one or more public transactions terminated for cause or default?

Where the Vendor/Contractor cannot certify any of the statements in this certification, the Vendor/Contractor shall attach an explanation to this certification form.

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Legal Vendor/Contractor Name

---

Signature of Authorized Representative

---

Date

---

Printed Name and Title of Authorized Representative