



**REQUEST FOR INFORMATION (RFI)**  
**Vending, Coffee, Grab-and-Go, or Combination Services**  
**RFI #27-001**

**1. Objective**

Metro Technology Centers, District 22 of Oklahoma County, Oklahoma (“Metro Tech”), is issuing this Request for Information (RFI) to gather information from qualified vendors capable of providing vending machine services, coffee services, grab-and-go (fresh market) services, or a combination of these services across multiple Metro Tech campuses. The information collected through this RFI will assist Metro Tech in determining service models, scope, operational considerations, and specifications for a potential future competitive solicitation (RFP/ITB).

This RFI is for informational and planning purposes only and does not constitute a commitment by Metro Tech to issue a solicitation or award a contract.

**2. Background**

Metro Technology Centers is a career and technology education district established in 1979, serving high school and adult students through multiple campuses in the Oklahoma City area. Metro Tech seeks to enhance on-campus food and beverage offerings by evaluating modern, reliable, and flexible service solutions that support students, staff, and visitors.

Metro Tech is interested in exploring the feasibility of engaging one vendor to provide multiple services, but also may consider separate vendors by service type depending on responses and operational needs.

**3. Services Options under Consideration**

Vendors responding to this RFI may provide information on one or more of the following service options:

- Option 1: Vending Machine Services Only
- Option 2: Coffee Services Only
- Option 3: Grab-and-Go/Fresh Market Services Only
- Option 4: A Combination of Vending, Coffee, and/or Grab-and-Go Services

Respondents should clearly identify which option(s) they are addressing and may submit information for multiple options.

**4. Preliminary Scope of Services**

**4.1 Vending Machine Services**

Vending services may be provided at, but not limited to, the following campuses:

- Springlake Campus
- South Bryant Campus
- Aviation Campus

**General Expectations (for information purposes):**

Vendor provides, installs, maintains, services, and replaces vending machines at no cost to Metro Tech.

- Machines may accept cash and cashless payment systems and provide change.



- Equipment must be new or in like-new condition and comply with all applicable federal, state, and local codes.
- Vendor proposes product mix options, including healthy food and beverage selections.
- Service responsiveness, stocking frequency, and refund processes should be described.

#### **4.2 Coffee Services**

Coffee services may be provided at the following campuses:

- Springlake Campus
- South Bryant Campus
- Downtown Business Campus
- Aviation Campus

#### **General Expectations (for information purposes):**

- Vendor furnishes and maintains commercial coffee equipment connected to existing utilities.
- Vendor supplies coffee, consumables, and related products on a routine schedule.
- Equipment remains vendor-owned and is serviced at vendor expense.
- Vendor outlines available brands, service levels, and restocking methodology.

#### **4.3 Grab-and-Go / Fresh Market Services**

Metro Tech is also exploring interest in fresh market or grab-and-go concepts, particularly for campuses with limited traditional food service options.

#### **General Expectations (for information purposes):**

- Self-service or attended fresh food markets offering refrigerated meals, snacks, and beverages.
- Use of smart coolers, kiosks, or other unattended retail technology (if applicable).
- Product offerings focused on fresh, healthy, and convenient options.
- Description of space, electrical, data, and operational requirements.

#### **5. Combination Service Models**

Vendors capable of providing integrated or bundled service solutions (e.g., vending + coffee; coffee + fresh market; or all three services) are encouraged to describe:

- Operational efficiencies or cost advantages of a combined approach
- Account management structure
- Unified reporting, billing, and service support
- Flexibility to scale services by campus over time

#### **6. Requested Information from Respondents**

To support Metro Tech's evaluation, respondents are requested to provide the following information:

1. Company overview, years in business, and relevant experience
2. Service option(s) proposed (Options 1–4)
3. Description of equipment, technology, and product offerings
4. Service and maintenance model, including response times



- 5. Typical contract structures and term options (informational only)
- 6. Revenue-sharing, commission, or cost models commonly used (if applicable)
- 7. Utility and space requirements
- 8. Value-added or additional services available

**7. RFI Submission Instructions**

Responses to the RFI should be submitted electronically to:

**Metro Technology Centers – Purchasing Office**

Email: [bids@metrotech.edu](mailto:bids@metrotech.edu)

Submissions should clearly reference RFI #27-001 – Vending, Coffee, and Grab-and-Go Services in the subject line.

**8. Disclaimer**

This RFI does not obligate Metro Tech to issue a solicitation, award a contract, or pay any costs incurred in the preparation of responses. Information provided will be used solely for internal planning and may inform future competitive procurement documents.

**9. Schedule**

The following is the proposed schedule for this RFI. Metro Technology Centers will make every effort to adhere to this schedule.

<b>EVENT</b>	<b>DATE AND TIME</b>
Bid Release	May 21, 2026
Pre-Bid Meeting & Walkthrough for Vending	May 27, 2026, at 10:00 am CST
Pre-Bid Meeting and Walkthrough for Grab and Go	May 27, 2026, at 10:00 am CST
Vendor Questions Submitted	May 28, 2026, by 2:00 pm CST
Responses to Questions Submitted	May 29, 2026
Bid Closes at 2:00pm CST	June 3, 2026, by 2:00 pm CST
Oral and Samples Presentation Meeting	June 9 – 11, 2026
Selection Committee Evaluation	June 12, 2026
Board Meeting	June 23, 2026, at 5:30 pm CST
Notification of Award	June 24, 2026

**10. Inquiries**

All bidder inquiries and questions will be compiled, and Metro Technology Centers will provide its official response through a written Amendment to the bid to the bidders. **All amendments**



will be published on the Metro Technology Centers website at: <https://www.metrotech.edu/about/financial-services> within the *Purchasing Opportunities* section. No information, instruction or advice provided orally or informally by any Metro Technology Centers personnel, whether made in response to a question or otherwise in connection with this proposal shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this proposal. **Contact of any type with any Metro Technology Centers employee other than the Purchasing Agent regarding this bid is strictly prohibited.**