

HOPKINS COUNTY PUBLIC SCHOOLS 2020-21 INVITATION TO BID

The Hopkins County Board of Education will receive sealed bids for **SOFT DRINKS & BEVERAGES VENDING** and services hereinafter described and specified, Bid **#2021SOFTDRINKS&BEVERAGESVENDING**. Bids will open on April 21, 2020 and must be received no later than 12:00 pm (Central Time) on May 5, 2020 at the office of the Hopkins County Board of Education, 320 South Seminary Street, Madisonville, Kentucky 42431.

The Hopkins County Board of Education reserves the right to reject any and all bids. The Hopkins County Board of Education reserves the right to award the order or orders to other than the low bidder if it is in the best interest of ultimate economy and standardization to do so. Bidders are to give unit prices, totals for each item, and combined bid if awarded all items specified. Awarded bid vendor may present the District with option to renew 120 days prior to contract end (June 30, 2021). The District has the right to renew and enter into additional two (2) one (1) year contract(s) under the stipulation that both parties agree upon terms with Board consent and approval for the consecutive year(s).

All services and/or equipment shall be delivered prepaid to the Hopkins County Board of Education, 320 South Seminary Street, Madisonville, Kentucky 42431. Any deviation from this shall be covered with each item in the specifications.

If the bidder intends to offer any discounts, the bid shall include any discount available or any payment plan that would be of benefit to the Hopkins County Board of Education. All such discounts will be considered as a part of the bid determining the lowest bid price.

The terms and conditions as set forth in all other sections in this bid document are considered as included within the requirements of this Invitation to Bid. All persons submitting a bid shall therefore be bound by the requirements of these documents and are entitled to inspect same upon request.

Reference to brand names is for identification purposes only and in no way is to be construed as an attempt for comparative purposes.

All bidders shall furnish descriptive literature showing specifications of materials as a part of their bid.

If any emergency arises and the successful bidder is unable to furnish any items required from this stock and/or within the specified time, the Hopkins County Board of Education reserves the right to purchase the necessary items from another source of supply.

When the bid is submitted, the bid number must be marked on the outside of the envelope and mailed or hand carried to the Hopkins County Board of Education at 320 South Seminary Street, Madisonville, Kentucky 42431. The Hopkins County Board of Education is not responsible for late mail or any delivery after the announced bid opening date and time. Please contact Eydie Tate, Director of Finance, at (270) 825-6000 with any questions pertaining to the bid process.

THIS CERTIFICATE MUST BE EXECUTED BY BIDDER

In compliance with this Invitation to Bid, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid is accepted within the time stipulated above, to furnish any of all of the items upon which prices are quoted and for which a contract is awarded by the Hopkins County Board of Education in accordance with the specifications apply at the price set opposite each item.

FIRM NAME _____ BY _____

FIRM ADDRESS _____ TITLE _____

GENERAL SPECIFICATIONS

The purpose of this Invitation to Bid is to establish a contract at firm unit prices for the purchase of soft drinks/beverages for Hopkins County Schools.

The Board will award contract for successful vendor(s) to service each of the locations listed below from a period of July 1, 2020 through June 30, 2021.

Hopkins County Schools covered under this bid consists of:

- 7 Elementary Schools (approx.. 450 enrollment each)
- 4 Middle Schools (approx.. 480 enrollment each)
- 2 High Schools (approx. 900 enrollment each)
- 1 Career and Technology Center
- Board Office
- Other locations including: Hopkins County Day Treatment, Bus Garage, Bus Complex

VENDORS RESPONSIBILITIES

- A. The successful vendor(s) shall provide and install all necessary vending equipment needed to implement this service agreement.
- B. The successful vendor(s) shall maintain equipment as needed by each individual school site. This service is to include add/delete machines and change of location within a school.
- C. The successful vendor(s) must agree to add/delete school locations (due to school closings and new school locations, etc.)
- D. The successful vendor(s) shall be responsible for all service and repair within 24 hours after notification.
- E. A contact person and telephone number shall be provided and must be operational between the hours of 7:00am and 5:00pm to insure Hopkins County Schools can report service/maintenance problems in a timely manner.
- F. Vendor(s) must agree to donate promotional and incentive items already in our schools.
- G. Successful vendor(s) shall furnish annual usage reports of products sold by school location by product. These reports will cover the period from July 1 to June 30 and are due by July 15.
- H. Vendor(s) must agree to open multiple accounts within a school.
- I. The successful vendor(s) must deliver products to the school on time (minimum) each week. Deliveries shall be made on weekdays between the hours of 8:00am and 3:00pm. If sales warrant, the vendor shall make additional deliveries at the request of the school principal.
- J. Vendors must agree to provide full service vending to all locations.

HOPKINS COUNTY SCHOOLS RESPONSIBILITIES

- A. Hopkins County Schools shall furnish without cost to the vendor all utilities and facilities reasonable and necessary for the efficient performance of this agreement, including but

not limited to the following; Hot and cold water, lights and electric current. Hopkins County Schools will, at its own cost, install such utility outlets as may be requested at the areas designated for vending equipment.

- B. Hopkins County Schools shall provide building maintenance and janitorial services without cost to the vendor to keep the vending area in a safe and clean condition as part of the normal cleaning program.

VENDING EQUIPMENT

- A. All equipment must meet the standards of health as set by Local, State, and Federal requirements.
- B. All bids are to be accompanied by catalog pictures and specifications including the manufacturer and model number.
- C. All equipment (accessible to students) shall be equipped with timers.
- D. All equipment shall be equipped with meter/counters to record all sales.
- E. All equipment must have change-making devices (bill changers).
- F. Equipment location will be indicated by each school principal during an initial on-site inspection visit.
- G. Any expansion of service must be authorized in writing by Hopkins County School administration.
- H. Damage, theft, or vandalism to vending machines shall not be the responsibility of Hopkins County Schools, but shall be assumed responsibility of the successful vendor(s).
- I. All equipment shall be serviced and maintained as often as deemed necessary. Vendor must do a periodic washing and sanitizing to ensure sanitary conditions and acceptable appearance.
- J. All equipment must be installed/operational by no later than July 15, 2020.

SPECIFICATIONS

- Successful vendor(s) would have exclusive rights to all elementary, middle, high, and special schools.
- Vendor(s) will provide a complete line of product and equipment as required in the general specifications.
- Vendor(s) will service/maintain equipment on an as needed basis.
- Product shall be delivered to each school location as frequently as required to maintain acceptable stock levels to prevent loss of revenue due to stock outs.
- Vendor(s) shall be responsible for filling machines and collecting all monies.
- Vendor(s) shall re-distribute revenue to school locations on a monthly basis.

CRITERIA FOR AWARD SHALL BE DETERMINED BY DEMONSTRATED ABILITY TO PERFORM NEEDED SERVICES, LOWEST CAST/PRODUCT PRICE, HIGHEST FRANCHISE REVENUE AND INCENTIVE PRODUCTS.

**HOPKINS COUNTY BOARD OF EDUCATION
320 SOUTH SEMINARY STREET
MADISONVILLE, KY 42431**

Invitation to bid soft drink vending for July 1, 2020 through June 30, 2021

BID FORM

1. 12 ounce cans of product \$_____ per case

2. Bottle drinks:
 - a. 12 ounce \$_____ per case
 - b. 20 ounce \$_____ per case
 - c. Two liter \$_____ per case

3. Total percentage of commission to school: _____% of sales

NAME OF VENDOR: _____

ADDRESS OF VENDOR: _____

NAME OF REPRESENTATIVE PREPARING BID: _____

AUTHORISED SIGNATURE: _____

PHONE: _____

DATE: _____