

ATTACHMENT A

RFP SECTION 2 SCOPE OF WORK (Continued)

VENDING SERVICES MANAGEMENT

PART ONE

VENDING BEVERAGES SERVICES

2.19.1 BACKGROUND

Please refer to **Section 2.19.20** for the detailed information on current vending machines in service across St. Mary's College of Maryland's campus; located at 12 buildings there are approximately 26 vending machines in service operation by the current Contractor.

2.19.2 SCOPE AND DESCRIPTION OF WORK

Contractor shall provide all labor, materials, supplies equipment and products to provide beverage vending services to the College. Contractor shall provide a varied selection of quality, nationally recognized brand-named non-alcoholic beverages that include a significant percentage recognized as primarily healthy, nutritious and having low sugar/salt content. Machines shall dispense 12, 16 or 20oz cans or plastic bottles. Contractor shall be responsible for the payment of all Federal, State and Local taxes resulting from the vending operations. SMCM will provide electrical and water supply needs for equipment. List of current locations of equipment is provided in Attachment No. 1.

2.19.3 EQUIPMENT

Contractor shall provide clean, attractive, new and/or well-maintained glass front machines in all locations. The capacity of each vending machine shall be ample to satisfy customer's demands in each location between times of regular servicing. All equipment shall conform to Federal, State and local government guidelines, regulations and/or codes. All equipment shall meet current (date of installation) state-of-the-art "Energy Star" certification.

Contractor shall equip all vending machines with dollar bill and coin acceptors and Campus Card swipe readers. Equipment shall be programmed to return funds, in kind, to the customer when their selection does not vend. Machines shall not be programmed to force vend.

Contractor shall provide all machines with coin mechanisms which are able to detect slugs or foreign coins without rendering the equipment inoperable.

Contractor shall remove all trash and debris associated with the installation, setup, repair, stocking and any other vendor related activity.

2.19.4 CAMPUS IDENTIFICATION CARDS

Contractor shall provide, install and maintain the CBORD CS Gold platform UGryd compatible cellular card reader on all vending machines. The reader shall be securely mounted in a uniform fashion on all vending machines in accordance with ADA compliance standards. SMCM will provide reasonable and customary technical support in establishing final connectivity to the SMCM network interface.

2.19.5 CONTRACTOR PERSONNEL

Contractor shall assure that proper background checks on all employees who may be utilized on the SMCM campus have been conducted.

Contractors personnel shall, at all times, be attired and conduct themselves in a professional manner. The Contractors identification emblem shall appear in a conspicuous place on their personnel's uniform. Contractor personnel access to the residential buildings will require Public Safety sign in and escorted by authorized college staff, refer to Exhibit II - Security and Maintenance Requirements.

SMCM will provide a Campus Identification Card to all contractor personnel who will be working on the campus. This ID must be present on the personnel at all times when on the college campus. Contractor shall notify the Campus One Card Office of any personnel changes, whether temporary or permanent, before they are made. Personnel without the college provided ID are subject to removal from the campus.

2.19.6 MAINTENANCE

Contractor shall be fully responsible for all equipment and service including repair and maintenance of equipment regardless of cause, including vandalism. Contractor shall provide refunds for those instances when equipment fails to dispense a product after payment has been made. Contractor shall maintain all equipment in first class repair. Contractor assumes the risk of any loss resulting from mechanical defects whereby the vending machines vend merchandise without the deposit of payment, including "Jack Potting", whereby the vending machines discharge coins or return excessive amounts of cash. Contractor shall be responsible for prompt maintenance and repair of its equipment and shall replace and supplement such equipment to the extent necessary to insure an efficient and satisfactory operation. Contractor shall provide repair service within twenty-four (24) hours of a reported problem between the hours of 8:00 am – 5:00 pm Monday through Friday. Responding technician shall report arrival on campus and the corrective action taken to the Campus Card Office prior to leaving the campus.

2.19.7 RECALLS

Contractor shall notify the SMCM Campus Card Office within two (2) hours of becoming aware of any announced voluntary or mandatory product(s) recall. Contractor shall dispatch service personnel within twenty-four (24) hours of any recall announcement to remove the identified product(s) from campus machines. The College reserves the right to immediately shut down any machine containing suspect product(s).

2.19.8 PRICE OF PRODUCT

Product prices will be fixed for the base period of the contract plus the first option period with adjustments after this period subject to prior written approval by the college. Contractor shall provide the college with a minimum of sixty (60) calendar day's written notification of any proposed price increase. If approval of the proposed price increase cannot be reached, then adjustments to the commissioning plan may be made by mutual agreement. Failure to come to an agreement on future price increases or commissioning plan adjustments is cause for termination of the contract at no cost to either party.

2.19.9 COMMISSIONS AND PAYMENTS

.1 No Commissions shall be payable on sales from vending machines not filled or serviced by the Contractor.

.2 Commissions shall be paid on a monthly basis with an accounting of all sales and monies provided in a format agreed to by the College. **There will be no automated daily payments to the vendor by the College.**

.3 Debit Card: The Colleges will be responsible for sending a monthly report of sales collected from the "One Card" with the payment to the Contractor.

.4 Cash: Contractor is responsible for collecting all cash from vending machines.

PART TWO

VENDING SNACK AND HEALTHY FOODS SERVICES

2.19.10 SCOPE AND DESCRIPTION OF WORK

Contractor shall provide all labor, materials, supplies equipment and products to provide snack vending services to the College. Contractor shall provide items such as: chips, candy, gum, pastries, etc. This contract does not include beverages. Contractor shall provide a varied selection of quality, nationally recognized brand-named products. Contractor shall be responsible for the payment of all Federal, State and Local taxes resulting from the vending operations. SMCM will provide electrical and water supply needs for equipment. List of current locations of equipment is provided in Attachment No. 1.

2.19.11 EQUIPMENT

Contractor shall provide clean, attractive, new and/or well-maintained glass front machines in all locations. The capacity of each vending machine shall be ample to satisfy customer's demands in each location between times of regular servicing. All equipment shall conform to Federal, State and local government guidelines, regulations and/or codes. All equipment shall meet current (date of installation) state-of-the-art "Energy Star" certification.

Contractor shall equip all vending machines with dollar bill and coin acceptors and Campus Card swipe readers. Equipment shall be programmed to return funds, in kind, to the customer when their selection does not vendor. Machines shall not be programmed to force vend.

Contractor shall provide all machines with coin mechanisms which are able to detect slugs or foreign coins without rendering the equipment inoperable.

Contractor shall remove all trash and debris associated with the installation, setup, repair, stocking and any other vendor related activity.

2.19.12 CAMPUS IDENTIFICATION CARDS

Contractor shall provide, install and maintain the CBORD CS Gold platform UGryd compatible cellular card reader on all vending machines. The reader shall be securely mounted in a uniform fashion on all vending machines in accordance with ADA compliance standards. SMCM will provide reasonable and customary technical support in establishing final connectivity to the SMCM network interface.

2.19.13 CONTRACTOR PERSONNEL

Contractor shall assure that proper background checks on all employees who may be utilized on the SMCM campus have been conducted.

Contractors personnel shall, at all times, be attired and conduct themselves in a professional manner. The Contractors identification emblem shall appear in a conspicuous place on their personnel's uniform. SMCM will provide a Campus Identification Card to all contractor personnel who will be working on the campus. This ID must be present on the personnel at all times when on the college campus. Contractor

shall notify the Campus One Card Office of any personnel changes, whether temporary or permanent, before they are made. Personnel without the college provided ID are subject to removal from the campus.

2.19.14 MAINTENANCE

Contractor shall be fully responsible for all equipment and service including repair and maintenance of equipment regardless of cause, including vandalism. Contractor shall provide refunds for those instances when equipment fails to dispense a product after payment has been made. Contractor shall maintain all equipment in first class repair. Contractor assumes the risk of any loss resulting from mechanical defects whereby the vending machines vend merchandise without the deposit of payment, including “Jack Potting”, whereby the vending machines discharge coins or return excessive amounts of cash. Contractor shall be responsible for prompt maintenance and repair of its equipment and shall replace and supplement such equipment to the extent necessary to ensure an efficient and satisfactory operation. Contractor shall provide repair service within twenty-four (24) hours of a reported problem between the hours of 8:00 am – 5:00 pm Monday through Friday. Responding technician shall report arrival on campus and the corrective action taken to the Campus Card Office prior to leaving the campus.

2.19.15 RECALLS

Contractor shall notify the SMCM Campus Card Office within two (2) hours of becoming aware of any announced voluntary or mandatory product(s) recall. Contractor shall dispatch service personnel within twenty-four (24) hours of any recall announcement to remove the identified product(s) from campus machines. The College reserves the right to immediately shut down any machine containing suspect product(s).

2.19.16 PRICE OF PRODUCT

Product prices will be fixed for the base period of the contract plus the first option period with adjustments after this period subject to prior written approval by the college. Contractor shall provide the college with a minimum of sixty (60) calendar day’s written notification of any proposed price increase. If approval of the proposed price increase cannot be reached, then adjustments to the commissioning plan may be made by mutual agreement. Failure to come to an agreement on future price increases or commissioning plan adjustments is cause for termination of the contract at no cost to either party.

2.19.17 COMMISSIONS AND PAYMENTS

.1 No Commissions shall be payable on sales from vending machines not filled or serviced by the Contractor.

.2 Commissions shall be paid on a monthly basis with an accounting of all sales and monies provided in a format agreed to by the College. **There will be no automated daily payments to the vendor by the College.**

.3 Debit Card: The Colleges will be responsible for sending a monthly report of sales collected from the “One Card” with the payment to the Contractor.

.4 Cash: Contractor is responsible for collecting all cash from vending machines.

2.19.20**CURRENT VENDING MACHINES INFORMATION****LOCATION AND NUMBER OF MACHINES**

Building Name	Soda	Juice/Water
Kent Hall	1	
Anne Arundel Hall	1	
Queen Anne Hall	1	2
Caroline Hall	1	2
Dorchester Hall	1	2
Prince George Hall	1	2
Montgomery Hall	1	
Athletic Recreational Center	1	3
Glendening Hall	2	
Waring Commons	1	
Lewis Quad	1	1
Daugherty-Palmer Commons	1	1