

REQUEST FOR PROPOSALS

Vending Machine Operator



Sheridan County Airport
908 West Brundage Lane
Sheridan, WY 82801

Issued
10/1/2026

Proposal Due Date
11/20/2026
by 2:00 PM Local Time

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Sheridan County Airport
908 West Brundage Lane
Sheridan, WY 82801
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1. INTRODUCTION

Sheridan County Airport ("Airport") is soliciting competitive proposals from qualified and experienced vending machine operators ("Proposers") to provide, install, operate, maintain, stock, and manage vending machines within designated secure/sterile areas of the Airport terminal.

The successful Proposer will provide convenient food, beverage, and/or other approved vending products to passengers, airport employees, tenants, contractors, and other authorized individuals who have access to the secure area.

The Airport intends to enter into an agreement with the successful Proposer for an initial term of 3 years, with options for renewal as described in this RFP.

The Airport reserves the right to award all or portions of the vending program, reject any or all proposals, negotiate with one or more Proposers, or cancel this solicitation when determined to be in the Airport's best interest.

2. BACKGROUND

Sheridan County Airport is in Sheridan, Wyoming and serves approximately 60,000 passengers annually. The vending locations contemplated under this RFP are located within the Airport's secure/sterile area. The Airport is seeking a vending program that provides:

- Convenient access to food and beverages;
- Reliable equipment and service;
- Competitive and reasonable pricing;
- High standards of cleanliness and appearance;
- Cashless payment capabilities;
- Products appropriate for the airport environment;
- Prompt response to equipment failures and service issues;
- Compliance with all applicable airport security requirements; and

3. SCOPE OF SERVICES

The successful Proposer shall be responsible for the operation of proposed vending, including, but not limited to:

3.1 Equipment

The Proposer shall furnish, deliver, install, operate, maintain, repair, and replace vending machines at locations designated by the Airport. Equipment shall:

- Be commercial-grade and suitable for continuous public use;
- Be clean, attractive, modern, and in good working condition;
- Meet all applicable federal, state, and local requirements;
- Be energy efficient where reasonably practicable;

- Include appropriate security features;
- Accept major credit and debit cards;
- Accept contactless/mobile payments where available;
- Clearly display prices;
- Provide receipts where applicable;
- Provide appropriate accessibility features; and
- Be compatible with the Airport's electrical and physical infrastructure.

The Airport must approve the type, size, appearance, and placement of all vending equipment before installation.

3.2 Product Selection

The Proposer shall provide a balanced selection of products appropriate for an airport environment. Potential products may include:

Beverages

- Bottled water;
- Carbonated beverages;
- Juice and juice beverages;
- Sports drinks;
- Energy drinks, subject to Airport approval;
- Coffee and other hot beverages, if applicable; and
- Other non-alcoholic beverages approved by the Airport.

Food and Snacks

- Packaged sandwiches and wraps;
- Salads;
- Fresh or packaged fruit;
- Granola/protein bars;
- Chips and snack foods;
- Crackers;
- Nuts;
- Candy;
- Baked goods;
- Breakfast items; and
- Other approved food products.

The Airport may require the Proposer to provide healthier food and beverage options and may establish minimum product requirements. The Airport reserves the right to approve or reject individual products.

3.3 Fresh Food

If fresh or refrigerated food is offered, the Proposer shall be responsible for maintaining proper temperatures, expiration-date controls, food safety procedures, and product rotation.

Expired, damaged, spoiled, or otherwise unsuitable products shall be removed promptly. The Proposer shall comply with all applicable food safety regulations and shall maintain all required permits and licenses.

4. LOCATIONS

The anticipated vending locations are for the Sheridan County Airport, Secure hold room. The successful Proposer shall not relocate, add, remove, or substantially modify any vending machine without prior written approval from the Airport.

5. SECURITY REQUIREMENTS

Because the vending machines will be located within an Airport secure area, the successful Proposer shall comply with all Airport security requirements. The Proposer and its employees, contractors, delivery personnel, and other representatives requiring access to secure areas shall:

- Comply with all Airport security policies and procedures;
- Follow all escort requirements;
- Comply with applicable Transportation Security Administration (TSA) requirements;
- Follow all security screening procedures;
- Access secure areas only for authorized business purposes;
- Comply with all restricted-area access requirements

The Airport may immediately suspend or revoke access privileges for any individual who violates Airport security requirements.

6. DELIVERY AND RESTOCKING

The Proposer shall establish a regular delivery and restocking schedule sufficient to maintain adequate product availability.

The Proposer shall:

- Keep machines adequately stocked;
- Remove expired products;
- Rotate inventory using appropriate inventory-control practices;
- Maintain clean and sanitary machines;
- Remove trash generated by vending operations;
- Minimize disruption to Airport operations;
- Follow designated delivery routes and procedures;
- Comply with Airport vehicle and parking requirements; and
- Coordinate deliveries with Airport personnel when required.

The Airport may establish restricted delivery hours or procedures because of security and operational requirements.

7. MAINTENANCE AND REPAIRS

The Proposer shall maintain all equipment in safe, sanitary, attractive, and fully operational condition. The Proposer shall respond promptly to:

- Equipment malfunctions;
- Payment-system failures;
- Refrigeration problems;
- Product delivery failures;
- Customer complaints;
- Vandalism;
- Safety concerns; and
- Other service issues.

The Proposer shall provide a customer service telephone number, website, mobile application, or other means for customers to report problems and request refunds. Emergency or safety-related equipment issues shall receive immediate attention. The Proposer shall repair or replace malfunctioning equipment at no additional cost to the Airport.

8. CASHLESS PAYMENT

All vending machines should support modern cashless payment methods. At a minimum, machines shall accept:

Major credit cards;
Major debit cards; and
Contactless payments where technically feasible.

If cash is accepted, the Proposer shall be responsible for all cash collection, transportation, security, reconciliation, and related costs. The Proposer shall be responsible for payment-system equipment, transaction fees, software, maintenance, and upgrades unless otherwise specified in the proposal.

9. PRICING

Proposers shall provide a proposed retail price schedule for all major product categories. Prices shall be clearly displayed on each vending machine.

10. CONCESSION FEE / REVENUE SHARE

The Airport is seeking proposals that provide an appropriate financial return to the Airport while maintaining reasonable consumer prices. Proposers shall propose one of the following financial structures, as applicable.

Option A – Percentage of Gross Sales

Proposer shall pay the Airport, _____% of gross vending revenue.

Option B – Minimum Annual Guarantee

Proposer shall pay, \$_____ per year as a base rate, plus [____]% of gross sales above the base rate.

Option C – Proposed Alternative

Proposers may submit an alternative financial proposal that provides a clear economic benefit to the Airport. Proposers shall clearly identify all assumptions, exclusions, fees, commissions, and deductions used in calculating the proposed financial return.

11. UTILITIES AND FACILITIES

The proposal shall clearly identify the utilities and facilities required for each vending machine, including:

- Electrical requirements;
- Data/internet requirements;
- Water requirements, if applicable;
- Drainage requirements, if applicable;
- Floor space;
- Wall space;
- Mounting requirements; and
- Other infrastructure requirements.

The Airport shall identify which utilities, if any, will be provided by the Airport and which shall be provided at the Proposer's expense.

12. CLEANLINESS AND APPEARANCE

The successful Proposer shall maintain vending machines and surrounding areas in a clean, sanitary, and professional condition. The Proposer shall ensure that:

- Machines are cleaned regularly;
- Glass, displays, screens, and payment devices remain clean;
- Product spills are promptly cleaned;
- Damaged or outdated signage is replaced;
- Machines remain free of graffiti and excessive wear; and
- Machines maintain a professional appearance consistent with Airport standards.

The Airport may inspect vending machines at any time.

13. CUSTOMER SERVICE

The Proposer shall maintain a customer service program capable of addressing customer complaints, refunds, product issues, and equipment malfunctions. Customer service information shall be prominently displayed on each vending machine. The Proposer shall provide the Airport with periodic reports concerning:

- Customer complaints;
- Refund requests;
- Equipment failures;
- Service calls;
- Product availability; and
- Other relevant service issues.

14. TECHNOLOGY AND REPORTING

Where technologically available, the Airport prefers equipment capable of providing real-time or periodic sales and operational information. The Proposer should describe its capabilities for:

- Remote machine monitoring;
- Inventory monitoring;
- Cashless payment reporting;
- Sales reporting;
- Machine-status monitoring;
- Remote troubleshooting;
- Product availability monitoring; and
- Customer-service tracking.

15. INSURANCE

The successful Proposer shall maintain insurance coverage appropriate for the services provided. Minimum insurance requirements shall include, as applicable:

- Commercial General Liability;
- Property or equipment insurance.

Minimum limits and additional-insured requirements will be specified by the Airport in the final agreement. Certificates of insurance shall be provided before commencement of operations.

16. INDEMNIFICATION

The successful Proposer shall indemnify, defend, and hold harmless the Airport, its governing authority, officers, employees, agents, and representatives from claims, damages, losses, liabilities, costs, and expenses arising out of the Proposer's operations, negligence, misconduct, or breach of the agreement, to the extent provided in the final contract.

17. TERM OF AGREEMENT

The anticipated contract term shall be and Initial Term of 3 years. Renewal Options may include 3 additional periods of 2 years each. Any renewal shall be subject to satisfactory performance, mutual agreement, and any required Airport approvals.

18. PROPOSAL REQUIREMENTS

Each proposal shall include the following:

A. Company Information

- Legal company name;
- Address;
- Telephone number;
- Email address;
- Primary contact;
- Years in business;
- Business ownership structure; and
- Applicable licenses and permits.

B. Company Experience

Describe the Proposer's experience operating vending programs.

C. Proposed Operations Plan

Describe:

- Proposed equipment;
- Product selection;
- Restocking procedures;
- Maintenance procedures;
- Customer service;
- Staffing;
- Delivery procedures;
- Security procedures; and
- Emergency response.

D. Financial Proposal

Provide:

- Proposed revenue share;
- Minimum annual guarantee, if applicable;
- Proposed retail pricing;
- All fees and charges;
- Proposed investment in equipment; and
- Any other financial terms.

E. Equipment Information

Provide photographs, specifications, dimensions, electrical requirements, payment capabilities, and other relevant information for proposed machines.

19. PROPOSAL EVALUATION

Proposals will be evaluated based upon factors including, but not limited to:

- Proposer qualifications and experience;
- Quality and variety of proposed products;
- Proposed equipment and technology;
- Customer service plan;
- Operations and maintenance plan;
- Financial proposal and economic benefit to the Airport;
- Proposed pricing to consumers;
- References and past performance; and
- Overall responsiveness to the requirements of this RFP.

The Airport may request clarification, additional information, demonstrations, interviews, or presentations from one or more Proposers.

20. PROPOSAL SCHEDULE

The anticipated solicitation schedule is:

Event:	Date:
RFP Issued	10/1/26
Proposal Due Date	11/20/2026
Notice of Intent to Award	12/1/2026
Contract Execution	1/5/2026

The Airport reserves the right to modify this schedule.

21. SITE VISIT

A pre-proposal site visit is available upon request.

22. QUESTIONS AND COMMUNICATION

All questions concerning this RFP shall be submitted in writing to:

Robert Gill
Airport Manager
Sheridan County Airport
Email: rgill@sheridancountyairport.com
Phone: 307-674-4222

23. PROPOSAL SUBMISSION

Proposals shall be submitted no later than:

- Date: [Date]
- Time: [Time]
- Submission Method: [Electronic Portal / Email / Sealed Proposal]
- Submission Address: [Address or Portal]

Proposals received after the deadline may be rejected. The Proposer shall be responsible for ensuring that its proposal is received by the specified deadline.

24. RESERVATION OF RIGHTS

The Airport reserves the right to:

- Reject any or all proposals;
- Waive minor irregularities;
- Request clarification or additional information;
- Conduct interviews or negotiations;
- Modify the scope of services;
- Cancel or postpone the solicitation;
- Award the contract to a Proposer other than the highest-scoring proposal;
- Award portions of the services separately;
- Negotiate contract terms; and
- Take any other action permitted under applicable law and Airport procurement policies.

Issuance of this RFP does not obligate the Airport to award a contract or reimburse any Proposer for costs incurred in preparing a proposal.

25. CONTRACT REQUIREMENTS

The successful Proposer shall execute the Airport's standard agreement and comply with all applicable requirements, including:

- Airport rules and regulations;
- Applicable federal, state, and local laws;
- TSA requirements;
- Accessibility requirements;
- Food safety requirements;
- Insurance requirements;
- Security requirements;
- Procurement requirements; and
- Other requirements applicable to the operation.

The final agreement shall control in the event of a conflict between this RFP and the executed contract.

26. REQUIRED PROPOSER CERTIFICATION

By submitting a proposal, the Proposer certifies that:

The information provided is accurate and complete to the best of its knowledge. The Proposer has reviewed and understands the requirements of this RFP. The Proposer has the experience, personnel, equipment, and financial capability necessary to perform the services. The Proposer will comply with all applicable Airport security requirements. The Proposer will obtain and maintain all required licenses, permits, insurance, badges, and approvals. The Proposer has disclosed all material assumptions and exceptions to its proposal. The proposal shall remain valid for at least [90/120] days following the proposal deadline.

Authorized Representative: _____

Company: _____

Name/Title: _____

Signature: _____

Date: _____