



Platte County R-3 School District
Vending Services
At
Platte County R3 School District

Bid Submittal

February 3, 2025

Platte County R3 School District
998 Platte Falls Road
Platte City, MO 64079
816-858-5420

NOTICE TO BIDDERS

The Platte County R-3 School District, PCR-3, wishes to obtain bids for operation of vending services within the District. The vending service program should provide easily accessible, reasonably priced, fresh, contemporary food, beverage and snack products. While the District wants to maximize revenues from the vending program, the program should provide nutritionally sound, reasonably priced products in line with the USDA's Smart Snacks in School Program (Appendix B).

The District will receive proposals from Bidders **until Friday, February 28 at 12:00 pm**, at the location given below. Proposals may be hand delivered, mailed, or emailed by the date and time above. Any emailed proposals must go to Dr. Devin Doll at doll.devin@pcr3schools.org by the time listed above. Bids will be opened and read aloud at 12:00 pm on Friday, February 28. The District reserves the right to reject any or all bids and to waive informalities or irregularities in bids if deemed to be in the best interest of the District.

Bids shall be in sealed envelopes labeled:

**Platte County R-3 School District
Vending Services PCR-3 School District
Attention: Dr. Devin Doll, Executive Director of Operations
998 Platte Falls Road
Platte City, MO 64079**

General Information and Conditions

1. Proposals should include a list of vending accounts comparable to Platte County School District in size and complexity. Please identify school district accounts under contract and submit a list of school accounts in the Greater Kansas City Metro Area.
2. The Platte County School District retains the right, at its sole discretion, to accept or reject any proposal submitted. All machines referenced in these specifications must have timers that regulate the sale of products. The exact operational time of each machine will be determined by the Platte County School District Operations Department.
3. Upon selection of the Vending Contractor to manage the vending program in the Platte County School District, a contract will be prepared to be executed by both parties. Proposals should include a draft contract for consideration. These specifications and the successful proposal will become part of the contract.
4. All questions regarding this RFP shall be submitted to:
Dr. Devin Doll, Executive Director of Operations
Platte County School District
doll.devin@pcr3schools.org
All questions regarding the RFP or bid documents must be submitted by

February 24 by 3:00 pm. No other questions will be answered after this date and time.

5. Representatives from the District may desire to visit present operating locations serviced by finalist companies. Arrangement will be made as necessary to facilitate these visits.
6. The Vending Contractor selected by the District shall manage the vending program as an independent contractor in performing its obligations. Nothing contained in the selection of Vending Contractor shall be construed to mean that the District and Vending Contractor are joint venture's or partners.
7. The initial contract term shall be from **July 1, 2025 - June 30, 2026**. The term of the contract may be renewed for two additional years based on mutual consent of both parties at the same terms and conditions set forth in this proposal.
8. The specific machine requirements and locations are listed as **Appendix A** attached to these specifications.
9. Proposals shall be evaluated on:
 - a. Quality and appearance of machines
 - b. Pricing and commissions
 - c. Marketing program
 - d. References
 - e. Recommended product lines relative to the USDA's Smart Snacks in School program (Appendix B)
 - f. Use of state of the art equipment and operating policies and systems to ensure that the vending service stay at the leading edge with customer satisfaction

This will be evaluated and determined by the District once all proposals are submitted. All commission shall be based on Gross Sales.
10. All snack machines shall be ADA compliant, NAMA certified, safe and stable, multiple selection and must be clearly marked and identified as vendor's machines.

Program Specifications

Vending Contractor Shall:

1. Provide all services including equipment, vended products, supplies, service and support at the highest level of quality per standards of the industry.
2. Provide new, state-of-the-art equipment, approved by appropriate Federal, State and local regulatory agencies; i.e.: NSF, UL, and Platte County Health Department as well as NAMA certified.
3. Deliver all perishable food products to the District and transport same to vending

locations in a safe and sanitary manner. Vendor shall comply with all federal, state and local laws and regulations regarding the sale and storage of food, beverages, and supplies.

4. Stamp all vended products with a final sale date and not offer those products for sale after their expiration date as stamped.
5. **Ensure that all personnel can be identified with proper identification and sign in at the main office of each building that is serviced.**
6. Submit recommended selling prices for all products to be vended along with an approval process for any price adjustments during the term of the contract.
7. Submit product menus with brand names and size of all products to be sold as well as plan-o-grams of recommended product by machine. ALL ITEMS MUST CONFORM TO THE USDA SMART SNACKS IN SCHOOLS PROGRAM.
8. Submit examples of programs currently in use at other districts to achieve the goals of the Platte County R3 School District's Wellness Program. Menus and systems to identify healthy products in the machines are important aspects of the program. What is the Vending Contractor's system to ensure compliance with these specifications?
9. Submit a vendor refund policy and procedure.
10. Employ and supervise sufficient labor and management for the efficient operation of the vending services. The Platte County R3 School District reserves the right to approve any vendor personnel assigned to the district.
 - a. All Vending Contractor personnel shall comply with federal, state and local regulatory agency requirements pertaining to food handling procedures and in no way endanger the health or welfare of the School District and community.
11. Be responsible for complete and thorough regular sanitation of all vending and support equipment.
 - a. The Platte County R3 School District reserves the right to inspect the vending equipment interiors as well as exteriors with a representative of the Vending Contractor at any time during the course of normal district service to ensure the quality of sanitation.
12. Provide all necessary permits and licenses for equipment at Platte County R3 School District as a cost of operation.
13. Service all machines as often as necessary to maintain appropriately stocked machines at all times. This will likely mean two or three days of service per week at the High School and Middle School and once weekly at the Elementary Schools, and the Transportation Department.
14. Provide mechanical service and repair within 24 hours of notification to the Vending Contractor.
 - a. Maintain a service call request and completion log.
15. Agree to the following Discrimination Clause:
 - a. The Platte County R-3 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color,

religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities, or in employment. As required by law, the district provides equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America, or any other youth groups designated in applicable federal law. The Platte County R-3 School District is an equal opportunity employer. Inquiries or concerns regarding the application of this notice may be referred to our district's Compliance Officer. Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320 Kansas City, MO 64106, phone number (816) 268-0550.

16. Insurance Requirements:

- a. Agree to provide the following required insurance, provided by companies authorized to do business in the State of Missouri, which includes but is not limited to:

<u>Coverage</u>	<u>Policy Limit</u>
Worker's Compensation	Statutory
General Liability	\$2,000,000
Property Damage – each accident	\$2,000,000
Excess Liability	\$2,000,000

- b. The policy naming the District as an additional insured shall:
 - 1. Be an insurance policy from an A.M. Best rated “secured” or better, State of Missouri admitted insurer
 - 2. Provide for 30 days’ notice of cancellation
 - 3. State that the organizations coverage shall be primary coverage for the District, its Board, employees and volunteers
 - c. The contractor agrees to indemnify the District for any applicable deductibles.
 - d. The contractor is to provide the District with a certificate of insurance, evidencing the above requirements have been met **prior** to commencement of work or use of facilities.
- 17. Pay commissions to the Platte County R3 School District by the **20th day** of each month for sales of the preceding month.
- 18. Maintain accurate records of sales by machine with meter readings. The contractor is responsible for reconciliation of vending machine data and the Platte County R3 School District is authorized to audit the Vending Contractor’s books and records to substantiate the basis of payments to the Platte County R3 School District.
- 19. Submit a proposed contract with this RFP for consideration under the terms and conditions herein.**
- 20. Provide a recommended annual donation from Vendor to Platte County R3 School District for exclusive rights to provide vending services to the District.

Platte County R3 School District Shall:

- 1. Provide all utilities necessary for the operation of vending and support equipment. These utilities shall be brought to the wall area behind the machines. Vendor will provide for all utility connections to the equipment.
- 2. Provide all trash containers and central collection for boxes, containers and trash generated by the Vending Contractor as a result of servicing the vending equipment.

VENDING COMMISSION BREAKDOWN

- 1. All commissions will be paid monthly and documentation must accompany the commission check with CLEAR justification as to how the commission was generated by machine. Examples of this monthly commission report **MUST** be submitted with this proposal.
- 2. Please indicate your commission on each machine on the attached list.

Termination:

The District reserves the right to terminate the agreement without notice for just cause which may include but not limited to the following: unauthorized staff of contractor (sex offenders, convicted felons, etc.); weapons on school property; use of subcontractors or 1099 employees; use of illegal alien employees; lapse of insurance coverage; failure to complete work as specified; poor quality of work, damage to school district property.

Proposal/Bid Instructions

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Platte County R-3 School District

Vending Services PCR-3 School District

Attention: Dr. Devin Doll, Executive Director of Operations

998 Platte Falls Road

Platte City, MO 64079

Provide the following:

- ☐ **Acknowledgement of Terms of Proposal** *(Attached)*
- ☐ **Statement of Bidder's Qualifications** *(Attached)*
 - Firm profile / history
 - References (Provide three total including school districts with specifics given to outdoor furniture projects.)
 - Proposed main point of contact and those who will be involved in the which phases with district involvement
- ☐ **Affidavit of Work** *(Attached)*
- ☐ **Project Quote/Proposal** *(Bidder provided)*

ACKNOWLEDGEMENT OF TERMS OF PROPOSAL

I have read and understand requirements of this proposal and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc.

Signature

Company Name

Printed Name

Address

City, State, and Zip

Telephone Number (including area code)

Email Address

STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder for the work included in the specifications and bid documents shall submit with their bid the data requested in the following information. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the contractor's bid.

Name of Bidder: _____

Business Address: _____

When Organized: _____

Date Incorporated: _____

Number of years engaged in conducting business under present firm name: _____

If you have operated business under a different name, please give name and location.

Have you ever failed to complete any work awarded to your company? If so, where and why?

Have you ever defaulted on a contract? If so, where and why?

List any school district, government entity or tax-based organizations you work for currently, or have worked for in the past three (3) years. Please include the name of the organization, point of contact and contact information.

Name, address and telephone number of at least three references who are familiar with the job performance of your company on similar size jobs:

Reference 1:

Reference 2:

Reference 3:

Platte County R3 School District
998 Platte Falls Road
Platte City, MO 64079

As a condition for the award of any service contract or grant in excess of five thousand dollars (\$5,000) by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, a business entity shall submit the following affidavit.

This affidavit affirms that _____ (*Company Name*) is enrolled in, and is currently participating in, E-Verify or any other equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986 (IRCA); and

_____ (*Company Name*) does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services.

 Name (please print) of registered agent, legal representative or corporate officer

 Title

 Signature of registered agent, legal representative or corporate officer

Notary Acknowledgement

State of _____

County of _____

Subscribed and sworn to before me this ____ day of _____, 20 ____.

(Seal)

 Signature of Notary

My commission expires _____

APPENDIX A

Building	Student Enrollment and/or Staff	Soda Machines	Snack Machines	Location of Machines Recommended
Compass Elementary	49 Staff	1	0	Teacher's Workroom
Pathfinder Elementary	60 Staff	1	0	Teacher's Workroom
Siegrist Elementary	49 Staff	1	0	Teacher's Workroom
Barry Elementary	65 Staff	1	0	Teacher's Workroom
Platte Purchase Middle School	370 Students 48 Staff	2	1	Cafeteria and Teachers' Workroom
Platte City Middle School	641 Students 84 Staff	2	1	Great Hall and Teachers' Workroom
Platte County High School	1396* Students 108 Staff	4	3	TBD (Due to renovations)
Paxton Center	1396* Students 40 Staff	2	2	Commons and Teachers' Workroom
Northland Career Center	411 Students 27 Staff	2	1	Main Hall and Teachers' Workroom
District Education Center	71 Staff	1	1	Tranportation Warehouse

*Students travel between PCHS and Paxton Center

The District reserves the right to add or reduce machines as they deem appropriate under this agreement.

We would like only the minimum necessary vending machines for the faculty/staff break rooms for optimizing electrical efficiency to our District.

APPENDIX B

Nutrition Standards for All Foods Sold in School

Food/Nutrient	Standard	Exemptions to the Standard
General Standard for Competitive Food.	<p>To be allowable, a competitive FOOD item must:</p> <ol style="list-style-type: none"> (1) meet all of the proposed competitive food nutrient standards; and (2) be a grain product that contains 50% or more whole grains by weight or have whole grains as the first ingredient*; <i>or</i> (3) have as the first ingredient* one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); <i>or</i> (4) be a combination food that contains at least ¼ cup fruit and/or vegetable; <i>or</i> (5) contain 10% of the Daily Value (DV) of a nutrient of public health concern (i.e., calcium, potassium, vitamin D, or dietary fiber). Effective July 1, 2016 this criterion is obsolete and may not be used to qualify as a competitive food. <p>*If water is the first ingredient, the second ingredient must be one of items 2, 3 or 4 above.</p>	<ul style="list-style-type: none"> • Fresh fruits and vegetables with no added ingredients except water are exempt from all nutrient standards. • Canned and frozen fruits with no added ingredients except water, or are packed in 100% juice, extra light syrup, or light syrup are exempt from all nutrient standards. • Canned vegetables with no added ingredients except water or that contain a small amount of sugar for processing purposes to maintain the quality and structure of the vegetable are exempt from all nutrient standards.
NSLP/SBP Entrée Items Sold A la Carte.	Any entrée item offered as part of the lunch program or the breakfast program is exempt from all competitive food standards if it is sold as a competitive food on the day of service or the day after service in the lunch or breakfast program.	
Sugar-Free Chewing Gum	Sugar-free chewing gum is exempt from all competitive food standards.	
Grain Items	Acceptable grain items must include 50% or more whole grains by weight, or have whole grains as the first ingredient.	

Total Fats	Acceptable food items must have \leq 35% calories from total fat as served.	<ul style="list-style-type: none"> Reduced fat cheese (including part-skim mozzarella) is exempt from the total fat standard. Nuts and seeds and nut/seed butters are exempt from the total fat standard.
Food/Nutrient	Standard	Exemptions to the Standard
		<ul style="list-style-type: none"> Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the total fat standard. Seafood with no added fat is exempt from the total fat standard. <p>Combination products are not exempt and must meet all the nutrient standards.</p>
Saturated Fats	Acceptable food items must have $<$ 10% calories from saturated fat as served.	<ul style="list-style-type: none"> Reduced fat cheese (including part-skim mozzarella) is exempt from the saturated fat standard. Nuts and seeds and nut/seed butters are exempt from the saturated fat standard. Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the saturated fat standard. <p>Combination products are not exempt and must meet all the nutrient standards.</p>
Trans Fats	Zero grams of trans fat as served (\leq 0.5 g per portion).	

Sugar	Acceptable food items must have $\leq 35\%$ of weight from total sugar as served.	<ul style="list-style-type: none">• Dried whole fruits or vegetables; dried whole fruit or vegetable pieces; and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard.• Dried whole fruits, or pieces, with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, tart cherries, or blueberries) are exempt from the sugar standard.
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Food/Nutrient	Standard	Exemptions to the Standard
		<ul style="list-style-type: none"> Products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the sugar standard.
Sodium	<p>Snack items and side dishes sold a la carte: \leq 230 mg sodium per item as served. Effective July 1, 2016 snack items and side dishes sold a la carte must be: \leq200 mg sodium per item as served, including any added accompaniments.</p> <p>Entrée items sold a la carte: \leq480 mg sodium per item as served, including any added accompaniments.</p>	
Calories	<p>Snack items and side dishes sold a la carte: \leq 200 calories per item as served, including any added accompaniments.</p> <p>Entrée items sold a la carte: \leq350 calories per item as served including any added accompaniments.</p>	<ul style="list-style-type: none"> Entrée items served as an NSLP or SBP entrée are exempt on the day of or day after service in the program meal.
Accompaniments	Use of accompaniments is limited when competitive food is sold to students in school. The accompaniment must be included in the nutrient profile as part of the food item served and meet all proposed standards.	
Caffeine	<p>Elementary and Middle School: foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances.</p> <p>High School: foods and beverages may contain caffeine.</p>	
<i>Beverages</i>		
Beverages	<p>Elementary School</p> <ul style="list-style-type: none"> Plain water or plain carbonated water (no size limit); Low fat milk, unflavored (\leq8 fl oz); Non fat milk, flavored or unflavored (\leq8 fl oz), including nutritionally equivalent milk alternatives as permitted by the 	

Food/Nutrient	Standard	Exemptions to the Standard
	<p>school meal requirements;</p> <ul style="list-style-type: none"> • 100% fruit/vegetable juice (≤ 8 fl oz); and • 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤ 8 fl oz). <p>Middle School</p> <ul style="list-style-type: none"> • Plain water or plain carbonated water (no size limit); • Low-fat milk, unflavored (≤ 12 fl oz); • Non-fat milk, flavored or unflavored (≤ 12 fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements; • 100% fruit/vegetable juice (≤ 12 fl oz); and • 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤ 12 fl oz). <p>High School</p> <ul style="list-style-type: none"> • Plain water or plain carbonated water (no size limit); • Low-fat milk, unflavored (≤ 12 fl oz); • Non-fat milk, flavored or unflavored (≤ 12 fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements; • 100% fruit/vegetable juice (≤ 12 fl oz); • 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤ 12 fl oz); • Other flavored and/or carbonated beverages (≤ 20 fl oz) that are labeled to contain ≤ 5 calories per 8 fl oz, or ≤ 10 calories per 20 fl oz; and • Other flavored and/or carbonated beverages (≤ 12 fl oz) that are labeled to contain ≤ 40 calories per 8 fl oz, or ≤ 60 calories per 12 fl oz. 	