



## **Request for Proposal** **Vending Services**

Issue Date: August 25<sup>th</sup> 2025

Deadline for Questions: August 29<sup>th</sup> at 4pm. Questions should be submitted via email to [Ryan.glaeser@goucher.edu](mailto:Ryan.glaeser@goucher.edu)

Question Responses returned to all bidders: September 1<sup>st</sup> 2025.

Proposal Due Date: September 5<sup>th</sup> 2025 at 4pm. Submissions due by email to [ryan.glaeser@goucher.edu](mailto:ryan.glaeser@goucher.edu).

Anticipated Award Date: September 22<sup>nd</sup> 2025

Contract period: Initial term anticipated to begin 10/1/25 ending on 6/30/30, with the option to renew annually.

Electronic submissions should be emailed to: [Ryan.Glaeser@goucher.edu](mailto:Ryan.Glaeser@goucher.edu)

Please note, all questions and answers will be provided to the entire pool of bidders keeping the original sender confidential.

## **MBE Participation Statement**

Goucher College Seeks to partner with vendors who are, and or partner with minority, women, and or veteran owned businesses. All Bidders are expected to employ a Maryland Certified MBE to perform or provide services specifically related to the execution of contract tasks in an amount equal to or in excess of 30% of the total contract value.

A qualified bid should include evidence of which potential vendors a contractor may use, their valid MBE state certification and any other requested support documents in support of current, valid MBE status. This should also include the anticipated amount of payments and specific anticipated tasks for which an MBE will be responsible for.

It is the Colleges understanding that this information may change at the time of contract execution. Vendor shall be responsible for keeping this information up to date. Vendor will also be responsible for providing evidence of compliance such as but not limited to; payment receipts with Invoices, affidavit of received payment from MBE including specific itemized tasks with value, etc.

### **I. INTRODUCTION**

Goucher College is seeking proposals from qualified vendors to provide and operate vending machines on campus. The selected vendor must be capable of offering a variety of high-quality snack and drink options at reasonable prices while ensuring compatibility with multiple payment methods, including cash and Goucher College student OneCards.

### **II. SCOPE OF WORK**

The selected vendor will be responsible for the installation, maintenance, sales reporting, stocking, and servicing of vending machines in various campus locations. Key requirements include:

#### **1. Machine Placement & Installation:**

- Vendor must provide and install vending machines in strategic locations, approved by Goucher College.
- Machines must be well-maintained, modern, and ADA-compliant.

#### **2. Product Offering:**

- A diverse selection of snacks, including healthy options, gluten-free, nut-free, and vegan-friendly choices.
- Pricing must be competitive and approved by Goucher College.

#### **3. Payment Options:**

- Machines must accept multiple payment methods, including:

- Cash (coins and bills)
- Credit and debit cards
- Goucher College student OneCards (campus ID cards with stored value – Atrium system)

**4. Maintenance & Servicing:**

- Routine restocking and maintenance to ensure proper machine function.
- Response to service issues must occur within 48 hours of notification.
- Machines must be kept clean and in good working order.

**5. Revenue Sharing & Financial Terms:**

- Vendor must propose a revenue-sharing model or commission structure for Goucher College w/ monthly sales reports.
- Additional College benefits will be considered as part of the vending program.

**6. Sustainability & Waste Reduction:**

- Preference given to vendors who utilize energy-efficient machines.
- Efforts to minimize packaging waste and encourage recycling are encouraged.

### **III. PROPOSAL REQUIREMENTS**

Vendors must submit a detailed proposal including:

**1. Company Background:**

- Company name, address, and contact information.
- Years in business and relevant experience.

**2. Proposed Snack Vending Solution:**

- Description of machine types and features.
- List of available snack and drink products.
- Payment processing capabilities.

**3. Maintenance & Support Plan:**

- New Machine Delivery and Setup timeline.
- Description of service schedule and issue response times.
- Plan for addressing machine malfunctions and customer refunds.

**4. Financial Proposal:**

- Revenue-sharing or commission percentage.
- Pricing structure for snacks and drinks.
- Any associated costs for installation and maintenance.

#### **5. References:**

- At least three references from institutions where similar services are provided.

### **IV. PROPOSAL SUBMISSION**

Proposals must be submitted no later than **September 5<sup>th</sup> 2025** to:

**Goucher College**

**Mr. Ryan Glaeser**

**Director of Business & Auxiliary Services**

[Ryan.glaeser@goucher.edu](mailto:Ryan.glaeser@goucher.edu)

### **V. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- Compliance with RFP requirements
- Quality and variety of product offerings
- Payment flexibility, including student OneCard compatibility
- Maintenance and service capabilities
- Financial proposal and revenue-sharing structure
- Vendor's experience and references

### **VI. TERMS & CONDITIONS**

- Goucher College reserves the right to reject any or all proposals.
- The selected vendor must enter into a formal contract with Goucher College.
- The contract term will be for an initial **5 year** period with the option for one-year renewals.
- Vendor must comply with all college policies and applicable regulations.

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**For questions regarding this RFP, please contact:**

**Ryan Glaeser**

[Ryan.glaeser@goucher.edu](mailto:Ryan.glaeser@goucher.edu)