



The Municipality of Powassan  
250 Clark Street  
P.O. Box 250  
Powassan , ON P0H 1Z0

## **Request for Proposal 2024-008**

### **Supply, Delivery, Installation & Maintenance Services for Vending Machines for the Powassan Sportsplex**

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Proposal Closing: September 6, 2024 at 4:00 p.m.

Proposal Opening: September 6, 2024 at 4:05 p.m.

Sealed Proposals clearly marked  
**RFP 2024-008 Sportsplex Vending Machines**  
will be received at the Municipality of Powassan Office to the Attention of:

Brayden Robinson  
Treasurer/Director of Corporate Services  
The Corporation of the Municipality of Powassan  
250 Clark Street  
P.O. Box 250  
Powassan, ON P0H 1Z0

Highest or any Proposal not necessarily accepted  
Faxed or emailed Proposals will not be accepted

# **REQUEST FOR PROPOSALS (RFP)**

## **Sportsplex Vending Machines**

### **I. Introduction**

The Corporation of the Municipality of Powassan (“the Municipality”) is requesting proposals from qualified proponents for the Supply, Delivery, Installation, and Maintenance Services for Vending Machines at the Powassan Sportsplex. The contract will be for a period of three (3) years, after which consideration will be given to extending the appointment for a further two-year term.

### **II. Background Information**

The Powassan Sportsplex is located at 433 Main St, Powassan, ON P0H 1Z0.

The Sportsplex operating hours vary based on activity bookings.

The Sportsplex has an area of 4’w x 7’5’h x 3’d with electricity and an area of 46” x 4’ x 7’5”. The current contractor provides two vending machines; one (1) snack machine, and one (1) beverage machine.

### **III. Specifications**

#### **1. Installation**

- a. The Municipality of Powassan will not be responsible for any costs associated with the installation.
- b. The successful bidder and the Municipality of Powassan shall together determine the location placement of the vending machines; however, the Municipality of Powassan has the ultimate determination of their placement.
- c. The successful bidder shall notify the Municipality of Powassan in advance of the exact schedule for installation of the machines.
- d. The successful bidder shall provide all vending and related equipment, including but not limited to all vending machines, bill/coin/changing equipment, etc. that may be required. All vending machine equipment must be installed in a manner which is safe and can in no way tip over.

#### **2. Removal of Equipment**

- a. Upon expiry or termination of the contract, the successful bidder will be required to remove their equipment from the premises within twenty-one (21) days.
- b. If it is not removed within the twenty-one (21) days, it shall be deemed to have been abandoned and shall remain the property of the Municipality of Powassan without obligation to the successful bidder.

### **3. Vending Machine Equipment**

- a. The successful bidder shall supply, deliver, install and maintain the vending machines at the Municipality.
- b. Snacks will be defined as chips, chocolate bars, candies, health food items, etc. Beverage will be defined as cold water, carbonated beverages, juices, etc.
- c. All proposed machine equipment shall be subject to the approval of the Municipality of Powassan or designate. The Municipality of Powassan reserves the right to disallow the installation of any equipment that is not suitable for the Municipality. All equipment must comply with CSA guidelines.
- d. The Municipality of Powassan may, at any time during the contract, request the provision of additional equipment or changes to the complement of the existing equipment. The Municipality of Powassan shall notify the successful bidder of such changes and will allow the successful bidder thirty (30) days to comply. Should the successful bidder not comply with such requests, then the Municipality of Powassan reserves the right to operate the same for its own account or may bring in a third party to operate on terms and conditions satisfactory to the Municipality.
- e. The successful bidder shall have access to the Sportsplex during the regular operating hours of the facility for the purposes of installing, maintaining, servicing, and cleaning the machines.
- f. Vending machines must be capable of accepting \$0.25, \$1.00, or \$2.00 coins, dollar bills, and be able to accept debit/credit.
- g. The Municipality of Powassan reserves the right to accept or reject any vending machine. From time to time, the Municipality of Powassan may require the successful bidder to replace a vending machine with another vending machine, if the Municipality of Powassan determines that, through excessive use, ill repair, abuse, or vandalism or for any other reason it has become unsuitable for the purposes it was intended for. The Municipality's decision in this regard is final.

### **4. Servicing the Vending Operation**

- a. The successful bidder shall be responsible for securing, servicing, cleaning, and maintaining the machines in a proper manner during the term of the contract.
- b. The successful bidder shall be responsible for the ongoing repairs, security, and maintenance of the equipment and shall pay all costs associated with the security, maintenance and repair of the equipment. The equipment shall be kept in operational condition and cleanliness at all times. The successful bidder shall develop and implement a service preventative maintenance program for all equipment. Copies of the preventative maintenance program shall be made available to the Municipality of Powassan upon request.
- c. The successful bidder shall repair or replace any equipment that becomes

damaged during the term of the agreement. Any replacement of equipment shall be of a quality and quantity comparable to the original, unless otherwise agreed to by the Municipality. The successful bidder will make any repairs or undertake any maintenance requested by the Municipality of Powassan within seventy-two (72) hours.

- d. The successful bidder shall be responsible for the proper disposal of all bulk packaging.
- e. The successful bidder is to provide both the name of the company and telephone number of the successful bidder on the front of the machines.
- f. The successful bidder must have a refund procedure in place throughout the contract period.
- g. The successful bidder shall stock, and when possible, service the machines during such times that serve the least possible interference with operations of the Sportsplex. During servicing or restocking, the successful bidder shall keep all walkways as free from interference as possible and will manually provide product items upon request to customers who desire to purchase such items during the course of servicing or restocking by the successful bidder.
- h. The successful bidder will be required to maintain a minimum fill rate of 60% in each of the machines at all times. The fill rate is defined as the percentage of the selections of the total respective machine selections which are stocked with product and from which the customer may purchase product. If at any point, a fill rate which is lower than the minimum as stipulated herein, the Municipality of Powassan may require to successful bidder to immediately restock the machine by means of a telephone call placed to the successful bidder by any staff member of the Municipality, and the response time by the successful bidder to such a request shall be as soon as reasonably possible, and in no event be longer than forty-eight (48) hours from the time of notification.

## **5. Vending Products**

- a. The successful bidder shall provide adequate refrigeration for the storage, transport, and dispensation of any food or drink items.
- b. The successful bidder shall ensure that all food products offered for sale shall comply with all federal, provincial, and municipal health requirements and in accordance with the requirements of the applicable laws governing the operation of vending services. The Municipality of Powassan shall retain the right to inspect at any time the quality of items offered for sale and the manner in which they are kept and served, and the Municipality of Powassan may require the successful bidder to make changes as necessary. All food offered for sale must be fresh and shall not exceed the expiration date or best before dates as recommended by the successful bidder.
- c. Any products which contain peanuts of any kind must be advertised on the

machine.

- d. The successful bidder shall sell only popular products which are normally found in a typical vending machine. **The selling of tobacco, matches, alcoholic beverages, or cannabis products is strictly prohibited.**
- e. The Municipality of Powassan reserves the right to reject items for sale at its sole discretion.

#### **IV. Payment to the Municipality**

The successful bidder will be required to submit their payment monthly to the Municipality of Powassan with statements. Payment must be sent within two (2) weeks of the end of each month. Payment will be accepted via cheque or EFT.

Monthly statements must include itemized details as follows:

- Date;
- Statement Period;
- Monthly sales for each vending machine; and
- Total commission paid.

#### **V. Collection of Taxes**

The successful bidder shall be responsible for the collection and remittance of all taxes required from the sale of products from the vending machines. Proof of such collection and remittance must be furnished to the Municipality of Powassan upon request.

#### **VI. Contract Period**

a. **Initial Contract Term**

The term of the contract will be for a period of three (3) years, commencing on September 23, 2024 and ending July 30, 2027 with an option for renewal.

b. **Renewal**

The Municipality of Powassan at its absolute sole discretion has the option to renew the contract for an additional two (2) years. In determining whether to renew the contract, the Municipality of Powassan will consider the following: reliability, financial offer, ability to make timely payment, and stability of the company.

#### **VII. Pricing**

All prices must be stated in Canadian funds. Prices must also be inclusive of customs, duty, freight and applicable taxes.

#### **VIII. Site Visit**

Bidders are encouraged to visit the site on their own schedules before submitting their Bid and must satisfy themselves by personal examination as to the local conditions to be met during

the conduct of the work. Bidders shall make their own estimate of the site conditions and difficulties to be encountered. No claim shall be allowed at any time after submission of the pricing that there was any misunderstanding of the terms and conditions of the contract relating to site conditions.

Failure to make the necessary examinations or investigations shall not be accepted as an excuse for any default on the part of the Bidder to fulfill in every detail all the requirements of the said contract or be accepted as a basis for any claims whatsoever for compensation or an extension of time.

## **IX. Insurance**

Within ten (10) working days of award of the proposal, the successful bidder must furnish a certified copy of General Liability Insurance with a minimum of \$5,000,000 liability and naming the Municipality of Powassan as an additional insured.

The successful bidder shall be required to submit proof of Workplace Safety & Insurance Board Coverage, within ten (10) working days of receiving the Acceptance Notice. A valid clearance certificate must be maintained for the duration of the contract and for 90 days thereafter.

## **OR**

The successful bidder shall provide proof to the Municipality of Powassan from the Workplace Safety & Insurance Board that the Bidder does not require Workplace Safety & Insurance Board Coverage. If the successful Bidder changes its status with the Workplace Safety & Insurance Board during the term of the contract such that coverage is required, the successful Bidder shall immediately provide the Municipality of Powassan with a valid clearance certificate.

Failure to provide such proof will result in the cancellation of the contract.

**X. Submittal Requirements:** The following information shall be required in the RFP submittal:

1. **Company Profile:** Provide a brief introduction of the organization, including but not limited to the following;
  - a. General company profile (Ownership, customers, number of years in operation, etc.);
  - b. Address and contact information for the proposing entity;
  - c. Size of the company, number of employees, etc.
  - d. Brief description of similar contracts undertaken.
2. **Product Information:** Provide a complete product listing of the vending machine products that will be made available under this contract.
3. **Proposed Equipment:**

- a. Provide a list of the types of vending equipment proposed for this contract;
  - b. Provide model numbers/names;
  - c. Provide equipment brochures with pictures;
  - d. Provide estimated annual electrical cost per unit;
  - e. Provide coin/bill/credit card/debit card capabilities; and
  - f. Indicate type of auditing capabilities each equipment has.
4. **Project Understanding & Methodology:** Please provide your project understanding and methodology for Supply, Delivery, Installation and Maintenance Services of Vending Machines. Please also describe your refund procedure.
5. **References:** Please provide a minimum of three (3) references within the last five (5) years of successful projects of a similar size to provide the Supply, Delivery, Installation and Maintenance Services for Vending Machines. Proponents shall provide at a minimum the following:
- a. Company name & address;
  - b. Client contact information: Name, e-mail address & phone number;
  - c. Description of services provided related to supply, delivery, installation and maintenance of vending machines;
6. **Bid Forms:** Please fill out the attached bid forms and include them, with your proposal.

**XI. Evaluation Criteria and Process:** Proposals will be evaluated and rated based upon the following criteria:

1.	Company Profile, Past Experiences & References	20%
2.	Product Selection	20%
3.	Project Understanding & Methodology	10%
4.	Remuneration Pricing	50%

**XII. Deadline for Submission of Proposals:** One (1) copy of the proposal must be received by the Municipality of Powassan prior to 4:00 PM local time on September 6, 2024. Proposals shall be delivered, couriered, or mailed to (a label sheet is attached at the end of this document).

**Municipality of Powassan**  
**RFP 2024-008 Sportsplex Vending Machines**  
**Attn: Brayden Robinson, Treasurer/Director of Corporate Services**  
**250 Clark Street, PO Box 250**  
**Powassan, ON P0H 1Z0**

To allow time for the issuance of any necessary addenda, any questions regarding this proposal are to be submitted in writing (e-mail) no later than August 23, 2024 at 12:00pm to:  
**Brayden Robinson, Treasurer/Director of Corporate Services**  
 brobinson@powassan.net

Protests based on any omission or error or on the content of the RFP will be disallowed if these perceived faults have not been brought to the attention of the above.

In submitting a Proposal, the Bidder acknowledges that they have read, completely understood, and accepted the terms and conditions of the RFP in full. The Municipality of Powassan is not responsible for any misunderstanding of the RFP.

### **XIII. Tender Opening**

There will be no formal opening of proposals. Proposals will be evaluated, and a recommendation brought to Council at the September 17, 2024 regular meeting. Proponents are welcome to attend this meeting at their own cost.

### **XIV. Miscellaneous**

1. The Municipality of Powassan reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the Municipality of Powassan 's sole judgment, best meets the requirements of the project.
2. The Request for Proposal creates no obligation on the part of the Municipality of Powassan to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The Municipality of Powassan reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
3. The Municipality of Powassan further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the Municipality of Powassan may request.
4. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the Municipality of Powassan should not, upon written request, disclose such materials.
5. Evaluation and Award – This is a Request for Proposals and not a bid process. Therefore, the Municipality of Powassan has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Vendor is solely within the discretion of the Municipality of Powassan . After the contract award has been announced, no unsuccessful Vendor should submit additional information for the Municipality of Powassan's consideration or have any subsequent contact with Municipality of Powassan employees or officials, other than to receive a debrief from an authorized individual.



6. The successful proponent shall indemnify and hold the Municipality of Powassan harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part of any acts or omissions either in negligence or nuisance whether willful or otherwise by the successful proponent, its agents, officers, employees or other persons for whom the successful proponent is legally responsible.

## **BID FORMS**

The Corporation of the Municipality of Powassan  
250 Clark Street PO Box 250 Powassan, ON  
P0H 1Z0

### **RFP 2024-008 Sportsplex Vending Machines**

#### **Documents to be included in this Bid Form;**

- One (1) original complete Bid Document, properly signed and sealed and clearly marked as to its contents.
- Bid Form Documents:**
  - Bidder Information Form
  - Pricing Schedule
  - Agreement to Submit Bid

## Bidder Information Form

1.	Company Name	
2.	Respondent's Main Contact Individual	
3.	Complete Mailing Address	
4.	Office Phone #	
5.	Toll Free #	
6.	Fax #	
7.	E-mail address	
8.	HST Account #	

### Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

Check here if No Addenda received.

\_\_\_\_\_ Respondent

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## Pricing Schedule

The successful proponent shall pay the Municipality of Powassan the following fees for the firm pricing for the contract term and submit their payment monthly to the Municipality of Powassan with the statement as outlined in the Bid Document.

	<b>Percentage/Dollar Value</b>	<b>Comments, if any</b>
Percentage of Annual Gross Sales		
Annual Guaranteed Offer (enter zero if not applicable)		

Remuneration methods available: \_\_\_\_\_

## **Agreement to Submit Bid**

To: The Municipality of Powassan, Hereafter called the "Municipality":

I/We \_\_\_\_\_ the undersigned  
declare:

1. That the several matters stated in the said Bid are in all respects true accurate and complete.
2. That I/We have read and fully understand all information, terms and conditions contained within the Bid Document.
3. That I/We have visited the project site and are aware of existing conditions which affect the work, and have reviewed the Contract Documents, including the Issued Addenda, if applicable.
4. That I/We do hereby Bid and offer to enter into a Contract to Supply and Deliver all materials mentioned and described or implied therein including in every case freight, duty, currency exchange, H.S.T. in effect on the date of the acceptance of bid, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the Bid herein.
5. That this Bid is irrevocable for Ninety (90) Days, and that the Municipality of Powassan may at any time within that period without notice, accept this Bid whether any other Bid has been previously accepted or not.
6. That the awarding of the Contract, by the Municipality of Powassan is based on this submission, which shall be an acceptance of this Bid.
7. That if the Bid is accepted, I/We agree to furnish all documentation, security and certifications as required by the Bid Document and to execute the contract, within Ten (10) Working Days after notification of award. I/We understand that any acceptance by the Municipality of Powassan is fully conditional upon the receipt of said documentation, security and certifications by the Municipality of Powassan within Ten (10) Working Days. If I/We fail to do so, the Municipality of Powassan may accept the next lowest or any Bid or to advertise for new bids, or to carry out completion of the works in any other way they deem best.
8. That I/We agree to save the Municipality, its agents, or employees, harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part of any acts or omissions either in negligence or nuisance whether willful or otherwise by the successful proponent, its agents, officers, employees or other persons for whom the successful proponent is legally responsible.

**The undersigned affirms that they are duly authorized to execute this bid.**

Bidder's Signature and Seal: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Witness: \_\_\_\_\_

Position: \_\_\_\_\_

(If Corporate Seal is not available, documentation should be witnessed)

Dated at \_\_\_\_\_ (Town/City)

This \_\_\_\_\_ Day Of \_\_\_\_\_ 2024

Label Sheet: Attach This Label Sheet to the Front of Your Tender Envelope/Package Submission

**Tender  
To be Returned to:**

**Municipality of Powassan  
Attn: Brayden Robinson, Treasurer/Director of Corporate  
Services  
250 Clark Street, PO Box 250  
Powassan, ON P0H 1Z0**

**RFP 2024-008  
Sportsplex Vending Machines**

**Tender Closing at: 4:00 p.m., September 6, 2024**

Bidders' Name: \_\_\_\_\_

Address (including Postal Code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><b>For Municipality of Powassan Use Only: Date and Time Received:</b></p>
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**Note:** This address label/sheet must be affixed to the front of your sealed Tender envelope or package submission. The Municipality of Powassan will not be held responsible for envelopes or packages that are not labeled.