

**REQUEST FOR PROPOSAL FOR CLOUD COUNTY COMMUNITY COLLEGE-
EXCLUSIVE SNACK AND BEVERAGE SERVICE CONTRACT-
CONCORDIA AND GEARY COUNTY CAMPUS**

Cloud County Community College is requesting proposals from Snack and Beverage vending companies to provide services for students, staff, and the public at our campus facilities in Concordia, Kansas and our campus facilities in Junction City, KS beginning August 1, 2022.

Detailed information regarding requirements of the proposal may be found on the college web site: www.cloud.edu

Proposals shall be submitted by 2:00 p.m. June 9, 2022 to: Caesar Wood, Vice President for Administrative Services, Cloud County Community College, 2221 Campus Drive, P.O. Box 1002, Concordia, Kansas 66901. Please mark the envelope, **SEALED BID – VENDING SERVICES**. Proposals received after that date and time will be returned unopened. Proposals will be opened at 2:30 pm in Cook Theater on June 9, 2022.

A site visit may be requested by contacting Caesar Wood (785-243-1435 x 202) or Stephanie Downie. (785-243-1435 x 342)

Direct inquiries to: Caesar Wood, Vice President for Administrative Services, Cloud County Community College (785-243-1435 x 202)

CLOUD COUNTY COMMUNITY COLLEGE

Request for Proposal For Exclusive Snack and Beverage Service Contract

Contact: Caesar Wood
Vice President for Administrative Services
Cloud County Community College
2221 Campus Drive
Concordia, KS 66901
Caesar.wood@cloud.edu
785-243-1435 x 202

RFP Opening: **Date: June 9, 2022**
Time: 2:30PM
Cloud County Community College
Cook Theatre

Request for Proposals
5-year contract for exclusive snack and beverage service contract
for Cloud County Community College

Cloud County Community College is seeking proposals for a five-year exclusive snack and beverage service contract to begin August 1, 2022 and end June 30, 2027.

Cloud County Community College will accept quotes for snack and beverage services in accordance with the attached details and the following general specifications.

Proposals will be received in the Business Office, Cloud County Community College, 2221 Campus Drive, Concordia, KS until 2:00 PM, June 9, 2022.

Proposals should contain the following specifications:

1. All vending machines will be checked weekly during the months of August through May and bi-weekly during June and July and refilled when necessary.
2. All college vending machines will be refilled prior to major college activities with 5 business days prior notice provided.
3. Vending machines will be refilled, repaired, or replaced within 3 days of notification of problem.
4. A single \$500 refundable refund deposit to petty cash will be provided to college with future reimbursements made within 10 days of request by college.
5. A yearly contribution of \$6,000 for electronic message boards. Plan is that the message boards will be located on College Drive and Highway 81 in Concordia. Vendor will be allowed to have company logo displayed electronically on message board.
6. Annual contribution
 - a) \$5000 per year Cloud Athletics
 - b) 2 large refrigerated coolers for athletics concession stands
 - c) 100 12-packs of can varieties for booster club per year.
 - d) Cups, water bottles, coolers and water dispensers for athletic teams
 - e) 40 cases of produce for college sponsored activities.
7. Please identify any other perks that are offered under this contract including commission and concession rate.
8. All vending machines will have college approved T-bird logo at least 2' x 2' square prominently displayed on machine face. One machine with vending company logo will be allowed in main entrance of college.
9. All vending machines will have card readers.
10. All contributions will be directed to Cloud County Community College Foundation. A 501c3

Items numbered 1-6 are required for exclusive contract and vendor should speak to the ability and commitment to provide these items. Comparable alternatives will be considered for items numbered 5-6. Additional consideration will be given to items numbered 7-9. Cloud County Community College Administration will make a recommendation to the College Board of Trustees for approval at the June 28, 2022 board meeting.

Sales for the year April 2021 through April 2022

Cash Collected:

Concordia Campus	\$13,079.60 Soft drink	
	\$8,087.35 Snack	
Geary Campus	\$1,064.85 Soft Drink	
	\$1,315.10 Snack	
TOTAL		\$23,546.90

Volume (by units):

Concordia Campus	8,153 Soft Drink	
	6,514 Snack	
Geary Campus	809 Soft Drink	
	1,084 Snack	
TOTAL		16,560 units

of vending machines on campus:

Concordia Campus	6 Soft drink	
	4 Snack	
Geary County Campus	1 Soft drink	
	1 Snack	
Total		12 machines

Booster Club Concessions (by units): 85 Soft Drink

Cafeteria Fountain (by units): 176 Soft Drink

This exclusive contract is for a five-year term, which includes all buildings in Concordia, KS as well as all buildings at the Geary County Campus in Junction City, KS.

This contract will not provide for right to provide beverages in cafeteria.

If a site visit is desired, please contact Caesar Wood (785-243-1435 x 202) or Stephanie Downie (785-243-1435 x 342) to make arrangements.