September 12, 2014

Dear Vendor:

Bishop State Community College (BSCC) is now accepting proposals for an exclusive Vending Service Provider. The College seeks to consolidate existing vending services for all campuses. All proposals are due in the Office of the Dean of Business and Finance, Bishop State Community College, 351 North Broad Street, Mobile, AL 36603 no later than 2:00 p.m. on Wednesday, September 30, 2014.

All bidders must follow the bidding procedure prescribed by the State of Alabama Bid Law, Code of Alabama, 1975, sections 41-16-50.

Instructions for preparations and submission of this proposal are contained in this package.

(1) All bids must have the bid number, RFP 2014-01 and opening date on the outside of a sealed envelope.

(2) Only written modifications to proposals will be accepted.

(3) Bidders may submit proposals on any one or all items listed. However, the College reserves the right to select and purchase individual items.

(4) The College reserves the right to accept or reject any bid or part thereof and waive informalities that may be deemed in the best interest of the College.

(5) Guarantees/warranties are to be furnished by the vendor as provided by the manufacturer. (Please be specific).

(6) Bid process is not to include sale tax. Tax exemption certificates furnished upon request.

(7) All items are to be free from defects in material and workmanship. If items are found to be defective or damaged or do not meet the specification, they are to be replaced immediately by the vendor at no additional cost to the College.
(8) No bid may be withdrawn after the scheduled closing time for receipts of bids for a period of thirty (30) days.

(9) Any and all damage caused to the College by the successful bidder will be repaired promptly at no cost to the College.

(10) The successful bidder for repair and installation projects must remove all shipping boxes, rubbish and other debris from the premises.

(11) The bidder is to examine the site of the project and inform, full in regard to all conditions pertaining to the place where the work is to be done. The bidder must examine drawing and specification for the work and the other contract documents relative to the project and satisfy him as to the work to be performed.

(12) This proposal is to be made without connection with any other person, company or parties making a bid or proposal; and is to be in all respects fair and in good faith, without collusion or fraud.

Thank you for your interest in doing business with Bishop State Community College.

Sincerely,

Mrs. Bonita Allen  
Dean of Business & Finance
REQUEST FOR PROPOSAL FOR
CONTRACTED VENDING SERVICES

Bishop State Community College (BSCC) has four campuses conveniently located in Mobile, Alabama. They are (1) Main (2) Baker-Gaines Central (3) Carver, and (4) Southwest. Each campus has classroom programs and administrative offices. The college employs over 364 employees over the four (4) campuses. The College has a total student population of 3035. By campuses, the student population is Main 1,769, Baker-Gaines Central 452, Southwest 440, and Carver 374. This proposal is an attempt to consolidate the existing vending services while providing acceptable vending services to support the current and growing enrollment for all campuses. This is an exclusive contract.

The Proposals will be evaluated and a contract awarded based on the following criteria:

1. The amount of commissions on sales to the College based on percentage of monthly sales. (Please quote percentage).
2. The amount of the annual pledged contributions to the College's scholarship fund.
3. The value of the support to the current building efforts of the baseball and softball facilities under construction.
4. Continued support for all athletic teams in the form of drink coolers and supplies for the baseball and softball facilities concession stand.
5. Value of new scoreboards for the baseball and softball facilities and the value of an upgrade to the existing scoreboard in the gym.
6. Value of banners, drinks and supplies for all school activities and programs. This should include sponsorship for 3 orientation/registrations each year and any community outreach efforts by the College including the Office of the President.
7. Support for all athletic teams – Men & Women Basketball, Men Baseball and Fast Pitch Softball, Cheerleaders, and Dance Team—with sport drinks, and squeeze bottles.

This request for proposal shall be evaluated by a committee with a recommendation to the President. Proposers should be specific in the calculation of value. Specify limits in the level of support, specifically, limits on the number of events per year as well as limits on the number of items available at each request before the college incurs cost. Specify price for items requested not covered under this agreement.

Reponses to the proposal should include a suggested retail price list on items to be vended.

The site of the project may be examined from 8:00 AM to 4:30 PM Monday through Friday by Dr. Timothy Broughton at 251-405-7175 and/or Lorenzo Grayson at 251-405-7170 on the Main Campus.