

May 13, 2025

Subject: Request for Quotes #2591-A: Vending Machine Services

Gentlemen/Ladies:

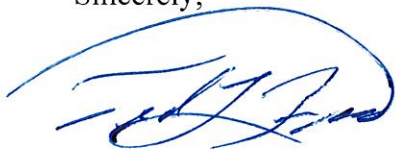
Fayette County, Georgia invites you to submit a quote for the above listed solicitation in accordance with the information and specifications contained herein.

Quotes will be accepted until 3:00 pm, Friday, May 30, 2025. Please provide your quote and other information via postal mail, courier, or email to Michelle Sampson, Buyer/Contract Coordinator at msampson@fayettedcountyga.gov or fax to (770) 719-5544.

Address any questions you may have about this request for quotes to Michelle Sampson via email to msampson@fayettedcountyga.gov . **Questions will be accepted until 2:00pm, Wednesday, May 21, 2025.**

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Sincerely,



Ted L. Burgess
Chief Procurement Officer

TLB/mas
Attachment

GENERAL TERMS AND CONDITIONS
RFQ #2591-A: Vending Machine Services

1. **Definitions:**
 - a. **Responder:** A company or individual who submits a quote in response to this RFQ.
 - b. **Successful Responder:** The Responder that is awarded a contract.
 - c. **Contractor:** The Successful Responder, upon execution of the contract.
 - d. **County:** Fayette County, Georgia.
2. **Prices Held Firm:** Prices quoted shall be firm for the period of the contract, unless otherwise specified in the quote. All prices for commodities, supplies, equipment, or other products shall be quoted FOB Destination, Fayette County or job site.
3. **Quantities are Estimates:** Numbers of staff or visitors listed herein are estimates for the project specified. No guarantee of quantities or sales is intended or implied.
4. **Contract Execution & Notice to Proceed:** After an award is made, and all required documents are received by the County, and the contract is fully executed with signature of both parties, the County will issue a written Notice to Proceed. The County shall not be liable for payment of any work done or any costs incurred by any Responder prior to the County issuing the Notice to Proceed.
5. **Term of Contract:** This agreement shall commence upon the Owner's issuance of a Notice to Proceed, and continue for a period of one year. Thereafter, this agreement shall automatically renew for additional one-year renewal terms (each a "Renewal Term" and together with the Initial Term, the "Term"). Contracted snack and drink prices shall remain the same in the Renewal Term unless Vendor provides a minimum of 30 days' notice to Owner.
6. **Insurance:** The Successful Responder shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits as follows:
 - a. **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
 - b. **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
 - c. **Worker's Compensation & Employer's Liability Insurance:** Workers Compensation as required by Georgia statute.

Before a contract is executed, the Certificates of Insurance for all required coverage shall be submitted to the County. The certificate shall list an additional insured as follows:

Fayette County, Georgia
140 Stonewall Avenue West
Fayetteville, GA 30214

7. **Assignment of Contract:** Assignment of any contract resulting from this Request for Quotes will not be authorized, except with express written authorization from the County.
8. **Indemnification:** The Contractor shall indemnify and save the County and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract. The Contractor shall pay any judgment with cost which may be obtained against the County growing out of such damages, losses, or expenses.
9. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
10. **Substitution of Contracted Items:** While the contract includes lists of snacks and drinks, the vendor has the right to add, delete, or substitute items based on sales, availability, Owner requests, or other criteria. Locations, types, and quantities of machines can be modified as needed, with approval of both parties, upon execution of a written contract amendment.
11. **Termination for Cause:** Either Party may terminate the contract for cause by sending written notice to the other Party of that Party's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the County's rights or remedies by law.
12. **Termination for Convenience:** Either Party may terminate this agreement by giving written notice to the other party. Vendor may terminate this agreement by giving at least 30 days' written notice to the Owner. The County may terminate the contract for its convenience at any time with 10 days' written notice to the Contractor. During the notice period, the vendor shall be permitted to operate, service, maintain, and sell items from the vending machines as usual. In the event of termination, each party shall be responsible for its own costs and expenses associated with the termination. Any obligations or liabilities that have accrued prior to the termination shall survive the termination of this agreement. The termination of this agreement shall not relieve any party from any liability or obligation that has arisen prior to the effective date of termination.
13. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
14. **Governing Law:** This agreement shall be governed in accordance with the laws of the State

of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in proper venue in Fayette County, Georgia.

15. **Open Records Act:** In the event that the Contractor receives, and responds to, a request for information as provided in Georgia's Open Records Act (O.C.G.A. § 50-18-70 et seq.), the Contractor shall promptly provide the County the same information provided to the initiator of the request for information. Contractor shall email such information to the county's Custodian of Records at tsmith@fayettecountyga.gov.

Checklist of Required Documents

*(Be Sure to Return This Checklist and
the Required Documents in the order listed below)*

RFQ #2591-A: Vending Machine Services

Company information – on the form provided

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

Pricing sheet

List of exceptions, if any – on the form provided

References – on form provided

COMPANY'S NAME: _____

COMPANY INFORMATION
RFQ #2591-A: Vending Machine Services

A. COMPANY

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

Website (if applicable): _____

B. AUTHORIZED REPRESENTATIVE

Signature: _____

Printed or Typed Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____

C. PROJECT CONTACT PERSON

Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____

REFERENCES
RFQ #2591-A: Vending Machine Services

Please list three (3) references for current or recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

1. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

2. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

3. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

COMPANY'S NAME: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

2591-A: Vending Machine Services

Fayette County, Georgia

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

SCOPE AND SPECIFICATION
RFQ #2591-A: Vending Machine Services

Vending Machine Locations and requirements:

	Location	Address	Approx Staff	Estimated Visitors	Drink Machines	Snack Machines	Preferences
1	Administrative Complex	140 Stonewall Ave. West, Fayetteville-2nd Floor Break	110	Occasional public meetings and training meetings	1	1	Some healthy snacks and drinks preferred
2	Justice Center (Jury room & Front Entrance Lobby)	One Center Drive, Fayetteville	150	400 on average low 200 high 800 depending on court schedule	2	1	Regular Snacks
3	911 Communications	110 Volunteer Way, Fayetteville	37	Full time shifts 24/7 with no ability to leave work area	1		Only have a drink machine
4	Building and Grounds Maintenance	146 McDonough Road, Fayetteville	70		1	1	Regular Snacks
5	Water System Administration	245 McDonough Rd, Fayetteville	23		1	1	Some healthy snacks and drinks preferred
6	Water System-Field Operations	444 Dividend Drive, Peachtree City	18		1	1	Regular Snacks
7	Links Training Center	340 Hewell Road, Fayetteville	3	Classes each week, with 25+ students	1	1	Some healthy snacks and drinks preferred

INTRODUCTION

Fayette County is seeking a contract for vending services for employees and citizens that visit county offices using a third party vendor. This agreement will be a non-commissioned contract between the county and a vending machine company. The county has eight locations that require services.

1. **Purpose.** The Owner's business is located at 140 Stonewall Avenue West, Fayetteville, GA 30214 (hereinafter referred to as the "Premises"). The Vendor may place vending machines within the Premises of the Owner.
2. **Maintenance.** The Vendor shall maintain the vending machines in good and proper working order. This includes keeping machines clean and fully functional so as not to detract from the appearance of the Premises of the Owner.

3. **Compensation.** Owner agrees that they shall not receive any monetary compensation from Vendor's profits. In lieu of monetary compensation, Vendor agrees to offer a discount of no less than 10% on all retail pricing for items sold to Owner's employees and visitors. This discount shall be applicable for the duration of the contract and shall be subject to the terms and conditions specified therein. Owner acknowledges that this discount is being offered in lieu of any monetary compensation and agrees to accept it as full and complete consideration for their services

SPECIFICATIONS & SCOPE OF WORK

Vending services shall include but are not limited to:

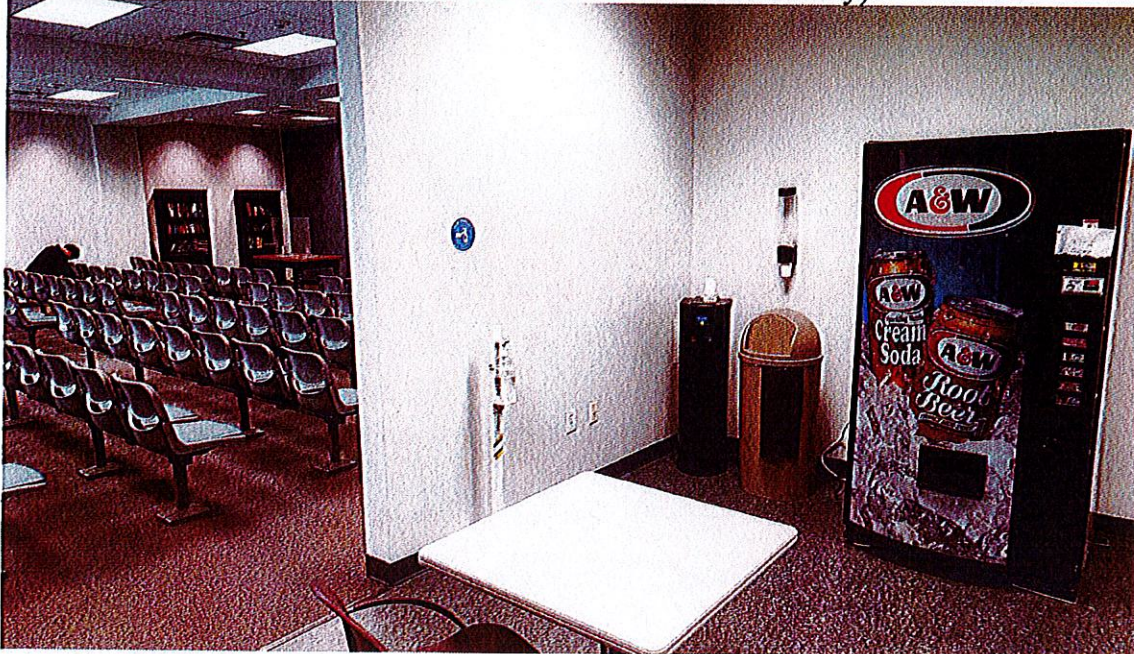
1. The equipment provided shall be in like-new condition or new, representing current technology. A picture of the machines to be placed shall be submitted with the response.
2. Ice cold drink machines at listed locations include Soft Drinks and Water.
3. 20oz bottles required at the cold drink vending machine at the Justice Center.
4. Vending machines for snacks to include a full range of chips, snacks, pastries, nuts, health bars, candy with a variety of brands as listed on the pricing sheet.
5. Additional items may be substituted as needed.
6. The Vendor shall supply and maintain all machines.
7. Machines shall be equipped to accept coins, \$1.00 and \$5.00 bills and to process electronic payments.
8. Machines shall be serviced and filled every two weeks.
9. Service calls for vending machine malfunctions or out of service machines shall be responded to within 24 hours.
10. Services shall include inventory tracking to monitor those snacks and drinks employees enjoy the most for adequate restocking.
11. There is no compensation to the county for products sold. This is a non-commissioned contract.
12. New service and delivery of new machines shall be coordinated with the previous vendor so service will not be interrupted.
13. A sample of the current machines is attached.
14. Prices shall be consistent at all locations. This is fixed price contract.
15. Refunds for items not received by customers shall be provided as needed.
16. All expired foods shall be removed as soon as possible.
17. Machines shall be maintained and clean in appearance.

ADMINISTRATIVE COMPLEX



The machine is on the second floor. There is an elevator to access the floor.

JUSTICE CENTER - (JURY ROOM & Front Entrance Lobby)





BUILDING & GROUNDS MAINTENANCE

Food vending machine goes inside breakroom .The breakroom door is 35"wide x 6'8"high

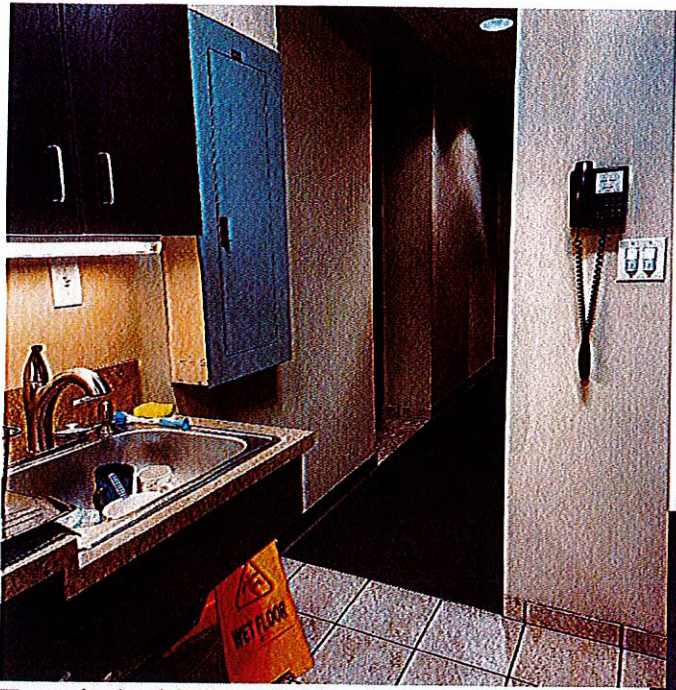


Coke vending machine stays in the shop and can be brought through a roll up door.

COMMUNICATIONS - E-911



The drink machine is stored in the kitchen, this door leads out and up to a flight of stairs. Or you can take it through the front entrance through the following series of doors to a ramp.



To exit the kitchen, lobby door and entrance....



WATER SYSTEM (McDONOUGH RD)



PRICING SHEET
RFQ #2591-A: Vending Machine Services

Responder agrees to perform all the work described in the Contract documents for the following prices:

	Items	Retail Price	Wholesale Price
1	16.9 oz Bottle Soft Drinks		
2	20 oz Bottle Soft Drinks		
3	20 oz Bottle Water		
4	12 oz Can Soft Drinks		
5	20 oz Gatorade or Powerade		
6	Frappacino		
7	Energy Drinks		
8	Fruit Juice (small)		
9	Fruit Juice (large)		
10	Misc. Drinks Not listed		
11	Chips (Small) 1oz.		
12	Chips (Large)		
13	Snack Crackers (small)		
14	Snack Crackers (large)		
15	Nab Crackers (6pack)		
16	Nab Crackers (4 pack)		
17	Pastry (small)		
18	Pastry (large)		
19	Microwave Popcorn (100 cal)		
20	Microwave Popcorn (regular size)		
21	Bag Cookies (small)		
22	Bag Cookies (large)		
23	Bag Nuts		
24	Health Bars		
25	Mini Doughnuts		
26	Candy Bars (small)		
27	Candy Bars (large)		
28	Fruit Snacks/Gummies (large)		
29	Misc Snacks Not Listed		

NOTES:

1. All applicable charges shall be included in your total quoted amount, including but not limited to materials, equipment, installation, labor, and any other amounts. No additional charges will be allowed after the quote received by date.

State time needed to install machines after notice to proceed is issued: _____ Days.

State, List or Attach the terms of your warranty, if applicable: _____

COMPANY'S NAME: _____

EXCEPTIONS TO SPECIFICATIONS
RFQ #2591-A: Vending Machine Services

Please list below any exceptions or clarifications to the specifications of this bid. Explain any exceptions in full.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

COMPANY'S NAME: _____