

## **REQUEST FOR PROPOSALS BEVERAGE VENDING SERVICES**

The Southern Columbia Area School District (District) is requesting proposals for the provision of beverage vending services in the District. Interested vendors must obtain copies of the specifications from the Business Office, Southern Columbia Area School District, 800 Southern Drive, Catawissa, PA 17820. Interested vendors shall submit written proposals to the Business Office on or before **Friday, April 28, 2017 at 2:00 PM** at which time all proposals will be publicly opened at the District's Administrative Offices. The District has established the following requirements with respect to any such proposals:

1. All proposals must be submitted in writing in a sealed envelope identified as "PROPOSAL FOR BEVERAGE VENDING SERVICES."
2. No proposals may be withdrawn for a period of 60 days without the express written consent of the District.
3. The District reserves the right to reject any and all proposals, or any part of any proposals, and to waive technical defects if, in its judgment, the best interests of the District will be served thereby.
4. The successful vendor, if any, shall comply with all laws, rules, and regulations, federal, state, and local, if any, as applicable to the fulfillment of all parts of the proposal.
5. Each vendor shall represent that it has carefully examined all of the specifications, forms, and instruments and will be responsible or full compliance therewith.
6. Any qualifications of the specifications, terms and conditions, or any collusion in connection with this proposal shall be cause for rejection of the proposal and the cancellation of any contract thereon. The vendor must complete and submit with the proposal a certificate verifying that no collusion exists.
7. The vendor shall warrant that no part of its undertaking shall be assigned or sublet without the written consent of the District.
8. The vendor shall hold harmless the District, its members, officers, employees, and agents from any damages, costs, and expenses that may at any time be claimed or imposed and incurred, and/or infringement or violation of any patent, trademark, registration, or any other similar property right arising as a result thereof.
9. No oral interpretation of the meaning of the specifications or other contract documents shall be made to any vendor. Requests for such interpretations or other questions shall be addressed in writing to the Business Manager and to be given consideration, must be received at least five (5) business days prior to the date for the opening of proposals. Any and all such interpretations and supplemental instructions will be in the form of written addenda to the specifications and will be sent to all prospective vendors and placed on the District's website no later than three (3) business days prior to the date for the opening of proposals. A presumption of such addenda exists by making them available to the vendors. Failure of any vendor to receive such addenda or interpretation shall not relieve such vendor from any obligation under its proposal as submitted. All addenda so issued shall become part of the contract documents.
10. The successful vendor will be required to properly execute a contract with the District within ten (10) business days of its receipt of a letter notifying it that its proposal has been accepted. In addition the required insurance certificate must be returned with the executed contract. Failure to do so shall constitute a breach of the proposal and the specifications and shall result in voiding the award.
11. Vendors may inspect District facilities and equipment prior to submitting a proposal in order to determine all requirements associated with the contract. Failure to do so shall not relieve the successful vendor from the necessity, without cost to the District, of performing any service or labor that maybe required to carry-out the intent of the resulting contract. Inspection of District facilities must be scheduled through Denise Kreisher, Business Manager by contacting the Business Office at (570) 356-3502 during regular business hours.

12. The successful vendor shall be bound by the contract documents, which shall include this Request for Proposal, the general proposal specification, bonds, and resulting agreement.