

JEFFERSON COUNTY PURCHASING DEPARTMENT
HISTORIC COURT HOUSE, 195 ARSENAL STREET
WATERTOWN, NEW YORK 13601-2565
PH: (315) 785-3077
FAX: (315) 785-7591
Email: Purchasing@co.jefferson.ny.us

Date of Notice: December 3, 2019

Notice to Proposers

Sealed Proposals will be received by the Office of the County Purchasing Department, Jefferson County, 195 Arsenal Street, Watertown, New York 13601 until **3:00 PM EST on THURSDAY, DECEMBER 19, 2019** for the following:

RFP #19-51 – VENDING MACHINE SERVICES FOR VARIOUS COUNTY FACILITIES

Proposals may not be submitted via fax or email, and Proposals received after this deadline will not be eligible for consideration.

Copies of this Proposal may be examined and copies obtained at the County Purchasing Department.

Completed proposals will be reviewed and evaluated by the County in anticipation of the awarding of a contract.

Jefferson County reserves the right to reject and or waive any and all proposals and to waive any irregularities in procedure.

Any questions regarding this Request for Proposal should be submitted in writing (mail, fax or email) to the Jefferson County Purchasing Department.

A site visit is scheduled to begin at 10:00 AM, EST, TUESDAY, DECEMBER 10, 2019. Site Visit will begin in the Lobby of the Jefferson County Office Building, 175 Arsenal Street, Watertown, NY 13601.

Please contact the Jefferson County Purchasing Department at (315) 785-3077 to confirm your attendance.

INSTRUCTIONS TO PROPOSERS

A. DOCUMENTS

A complete set of documents shall be used to prepare a response to this request. The County does not assume responsibility for errors or misinterpretations resulting from the use of incomplete sets of the documents which make up this request. A complete set of documents may be examined or obtained from the Jefferson County Purchasing Department. Please submit two (2) copies one (1) original unbound and one (1) copy.

B. GENERAL INFORMATION

An RFP defines the situation for which the services are required, how they are expected to be used and/or problems that they are expected to address. Proposers are invited to submit solutions which will result in the satisfaction of the County's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may, but may not always be the primary consideration.

The County has endeavored to incorporate within these specifications all the elements which it reasonably anticipates will be required to accomplish the intended objectives set forth in this Request for Proposal. In submitting a proposal, the Proposer is agreeing to provide services consistent with these specifications. Anything not specifically noted but deemed necessary for the operation of the proposal solution should be included in all proposals. If a Proposer identifies an additional element which in its judgement would be essential to accomplish the intended objectives of this RFP, the Proposer should explain in detail why the County should consider including this element within the Request for Proposals. Conversely, if a Proposer identifies a task in the RFP which could be modified or deleted without impacting the objectives of the RFP, the Proposer should provide an explanation as to why the task should be deleted or modified. The County reserves the right to accept or reject the addition, deletion or modification of an element of these specifications.

Formal requests for clarification or questions regarding this Request for Proposal should be submitted via email to the Jefferson County Purchasing Department, 195 Arsenal Street, Watertown, New York 13601, at Purchasing@co.jefferson.ny.us. Any information given to a Proposer in response to a formal request will be furnished to all Proposers as an amendment to this solicitation if such information is deemed necessary for the preparation of uniform proposals. Only such amendments when issued by the County Purchasing Department will be considered as being binding on the County. Verbal explanations or instructions given by a County employee, consultant, etc, to a Proposer regarding this solicitation shall not be binding on the County, and shall be considered informal unless confirmed in writing by the Purchasing Department. The County will issue no response to any request for clarification received later than five (5) days prior to the proposal due date.

PLEASE NOTE THAT THE COUNTY WILL NOT PROVIDE VERBAL RESULTS OF ANY RFP. REQUESTS FOR COPIES OF THE FINAL AWARD OR RELATED DOCUMENTS MUST BE SUBMITTED IN WRITING (EMAIL IS ACCEPTABLE) TO THE JEFFERSON COUNTY PURCHASING DEPARTMENT. RESPONSES WILL BE PROVIDED AS SOON AS POSSIBLE.

While it is the County's express intention to issue a fair and competitive document, the County reserves the right to waive specific requirements of this solicitation when such waiver is deemed to be in the County's best interest. This Request for Proposal does not commit the County of Jefferson to award a contract or pay any costs incurred by a Proposer in the preparation of a proposal. Any Proposer who submits a proposal in response to this solicitation does so at their own expense including attendance at subsequent meetings to discuss their proposal.

C. EVALUATION – AWARD

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. After determining that a proposal satisfies the requirements stated in the RFP, a comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the

published evaluation criteria will be made using subjective judgement. The award of a contract shall be based on the lowest and best proposal received in accordance with the evaluation criteria described below, and whose offer is judged to be the most advantageous to the County. If needed, additional information, and/or interviews may be requested.

By use of numeral and narrative scoring techniques, it is the intent of the County to evaluate proposals against the factors specified below. The relative weights of the criteria – based on a 100-point scaled – are shown in parentheses.

Commission Percentage	(60 Points)
Variety of Products, Quality and Pricing	(20 Points)
Proposed Equipment and Features	(10 Points)
Proposer’s Experience and References	(10 Points)

The County reserves the right to change the evaluation process described above if circumstances dictate this or it is otherwise in the best interest of the County to do so.

The County of Jefferson reserves the right to accept or reject any or all proposals, (in whole or in part), received to waive any technical defect, qualification, omission, informality, or irregularity, to negotiate with all qualified Proposers, or to cancel in part or in its entirety this Request for Proposal if it is deemed in the best interests of the County to do so.

The County of Jefferson may award a contract based upon the proposals received without discussion of such proposals with Proposers. Each proposal should therefore be submitted with the most favorable terms the Proposer can make to the County.

D. QUALIFICATIONS

Each Proposer must be prepared to present satisfactory proof of his capacity and ability to successfully complete the requirements of this solicitation.

The County reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any Proposer to complete the requirements of this solicitation. A review may include but not be limited to inspection of the Proposer’s facilities and equipment, references or previous contract performance with the County or others.

E. DISQUALIFICATION

The County reserves the right to reject any proposal for any of the following reasons:

- Failure to comply with any pre-qualification requirements of the County, if such regulations are cited or otherwise included in this solicitation as a requirement.
- Failure to satisfy the requirements of this RFP.
- Failure to settle outstanding bills for labor or materials related to previous contracts with the County.
- The Proposer defaulted under previous contracts with the County.
- If it is determined that the Proposer is already obligated for the performance of other work which would delay the commencement, prosecution, or completion of the services required.
- Lack of sufficient personnel, assets, or financial resources necessary to provide the services successfully as revealed by either financial statements or experience.
- Evidence of Collusion among Proposers.
- The Proposer cannot satisfy the County as to ability to perform.

F. NO MISUNDERSTANDING

Prior to submission of a proposal, it is the responsibility of each Proposer to become familiar with the requirements of this RFP. No Proposer may plead misunderstanding or deception because of the misinterpretation of estimates, scope of work, or other issues related to this request.

G. DEADLINES

One (1) original unbound and one (1) copy of the proposal must be received by the County no later than **3:00 P.M. EST, THURSDAY, DECEMBER 19, 2019**. Proposals received after this deadline will not be eligible for consideration.

Proposals should be delivered to:
Jefferson County Purchasing Department
195 Arsenal Street
Watertown, NY 13601.
(315) 785-3077

H. FORM OF CONTRACT

The County intends to issue its own contract or a formal Purchase Order(s) to initiate and authorize the services included in this RFP. The final contract will involve, at a minimum, the terms and conditions set forth in this Request for Proposal including the general conditions, and may include those reflected in the specific proposal submitted. The content shall be the exclusive source of the Proposer's rights and remedies and shall supersede any and all prior writings, negotiations or agreements of any kind.

I. CANCELLATIONS

The County of Jefferson retains the right to cancel the contract resulting from this RFP without cause provided the Contractor is given at least thirty (30) days notice of intent to cancel. This provision should not be understood as waiving the County's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. The County shall have the right to postpone, suspend, abandon, or terminate the contract and such action shall be in no event deemed as breach of contract. In the event of any termination, postponement, delay, suspension, or abandonment, the Contractor shall deliver to the County all data, reports, plans, or other documentation related to the performance of the contract, including, but not limited to guarantees, warranties, plans, and shop drawings. In any of these events, the County shall make settlement with the Contractor upon an equitable basis as determined by the County and shall fix the value of the work which was performed by the Contractor prior to postponement, suspension, abandonment, or termination of the contract. This clause does not apply if the contract contains other provisions applicable to the postponement, suspension, or termination.

In the event that the County chooses to discontinue this contract by either termination or not extending the contract, the Proposer will remove all its equipment from the facilities without charge. The removal of equipment and disconnecting of service process will occur during the implementation of the new system with minimal interruption of services to this facility. It will be necessary that the incumbent vendor cooperate with the new vendor during the implementation of the new system.

J. CONTRACT TERM

The initial contract term shall be for the period of **January 1, 2020 – December 31, 2020**.

K. SITE VISIT

All Contractors must attend the site visit at the same time. Contractors should attend a site visit to become familiar with any local conditions that may in any manner affect the work to be done, as well as equipment, materials, labor, or services required. Contractors are required to carefully examine the specifications and to familiarize themselves thoroughly with regards to any and all conditions and requirements of the installation. During the site visit, Contractors may specify if there are any necessary modifications or additions to the site, which are required. No allowances will be made because of lack of knowledge of these conditions. Please contact the Jefferson County Purchasing Department at 315-785-3077 or email at Purchasing@co.jefferson.ny.us to confirm your attendance at the site visit. The site visit will be held on **TUESDAY, DECEMBER 10, 2019, at 10:00 AM, EST**, beginning in the lobby of the Jefferson County Office Building, 175 Arsenal Street, Watertown, NY 13601.

GENERAL CONDITIONS

In submitting a proposal, a Proposer agrees to be bound by the requirements set forth in the following general conditions. Whenever reference is made to the term “contractor” this shall include the party with whom the County has entered into an agreement, as well as any subcontractors whom the Proposer has engaged to complete portions of this Contract.

- A. The Proposer certifies that the price proposal has been identified independently, without collusion, consultation, communication or agreement for the purposes of restricting competition or any matter relating to such prices with any other Proposer or Competitor.
- B. No employee of Jefferson County has any direct or indirect interest in the award of a contract for the services set forth in this Request for Proposal. The Proposer warrants to the best of his knowledge and belief there are no relevant facts or circumstances which could give rise to an organizational conflict of interest as herein defined, or that the Proposer has disclosed all such relevant information to the County. An organizational conflict of interest exists when the nature of the work to be performed under a contract may, without some restriction of future activities, either result in an unfair competitive advantage to the Proposer or impair a Proposer’s objectivity in performing the work for the County. The Proposer agrees that if any actual or potential organizational conflict of interest is discovered after the award, the Proposer will make a full disclosure in writing to the County. This disclosure shall include a description of actions which the Proposer has taken or proposes to take after consultation with the County to avoid, litigate, or minimize the actual or potential conflict. The County may terminate the contract in whole or in part if it deems such termination necessary to avoid an organizational conflict of interest. If the Proposer was aware or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the County, the County may terminate the contract or pursue such other remedies as may be permitted by the law or the contract.

The County may terminate any agreement if it is determined that gratuities in the form of entertainment, gifts, or otherwise were offered or given by a Proposer or representative to any County official or employee. The County may also terminate any contract if it is determined that the successful Contractor engaged in any other illegal or improper scheme that may imply favoritism or unfairness incidental to the solicitation process or the performance of the agreement. In the event that it is determined that said improper or illegal acts occurred, the County shall be entitled to terminate the agreement and/or exercise any other remedy available to it under existing law.

- C. It is agreed that the successful Contractor will be responsible for any loss, personal injury, death, or other damage that may be done or suffered by reason of the Contractor’s negligence, or failure to perform any of the obligations defined by this RFP, and the Contractor hereby agrees to defend, indemnify and save the County harmless for any loss, cost, damages and other expenses suffered by the County by reason of the Contractor’s negligence or failure to perform any of the set obligations. The Contractor agrees to defend the County in any action or suit brought against the County arising out of the Contractor’s negligence, errors, acts or omissions. The negligence of any agent, servant or employee of the Contractor is deemed to be negligence of the Contractor within the meaning of this paragraph.
- D. Proposers may utilize subcontractors to complete the project provided that the Proposer is required to provide any information concerning such subcontractors requested by the County. In the event that a contract is awarded to a Proposer choosing to utilize a subcontractor, the successful Proposer will be responsible for ensuring that the subcontractors meet the requirements of this Request for Proposal and the contract between the County and the successful Proposer.

- E. It is understood that the successful Proposer is an independent Contractor and shall not be considered an agent of the County, nor shall any of the Proposer's agents or employees be considered subagents for the County.
- F. The successful Proposer shall without additional expense to the County be responsible for complying with any and all applicable laws, codes, and regulations in connection with the goods and services identified in this proposal. The County fully complies with the regulatory requirements, spirit, and intent of Affirmative Action and Equal Opportunity Employment. The successful Proposer agrees to comply with the non-discrimination and employment practices as required by applicable State and Federal laws and regulations regarding employment discrimination. The Proposer assures the County that in accordance with applicable law: it does not and agrees that it will not discriminate in any manner on the basis of age, color, creed, national origin, race, religious beliefs, sexual preference or handicap. The Laws of New York State shall apply in construing any and all provisions of the RFP and resulting agreement.
- G. Pursuant to the provisions of Section 109 of the General Municipal Law, no Proposer to whom a contract is awarded shall assign, transfer, convey, subcontract, or otherwise dispose of all or part of such contract, or of his right, title, and interest herein, including the performance of the contract or the right to receive monies due, or to become due, or of his power to execute the contract without the prior written consent of the Jefferson County Purchasing Department. In the event the Proposer shall, without prior written consent, assign, transfer, convey, subcontract or otherwise dispose of the contract, or of his right, title, and interest herein, including the performance of the contract, or the right to receive monies due, or to become due, or his power to execute such contract, to any other person or corporations or upon receipt by Jefferson County of an attachment against the Proposer, the County of Jefferson shall be relieved and discharged from any and all liability and obligation growing out of such contract to such Proposer and the person or corporation to which such contract shall have been assigned, his assignees, transferees, or sublessee shall forfeit and lose all monies theretofore assigned on this contract, except so much as may be required to pay his employees.
- H. The exclusive means of disposing of any dispute arising as a result of contract award which is not disposed of by agreement, shall be decided in a New York State Court of competent jurisdiction located within Jefferson County. There shall be no right to binding arbitration. Pending final resolution of the dispute, the successful Proposer must proceed diligently with contract performance. The Proposer waives any dispute or claim not made in writing and received by the County within thirty (30) days of the occurrence giving rise to the dispute or claim. The claim must be in writing for a sum certain, and any money requested must be fully supported by all documentation acceptable to the County.

The performance of work under the contract may be terminated by the County in whole or in part, effective upon receipt of notice whenever the successful Proposer defaults in performance of the contract, or fails to make progress in prosecution of the contract work, or endangers such performance and fails to secure such default within a ten (10) day period after receipt of notification from the County specifying the default.

- I. Insurance Requirements: CONTRACTOR shall maintain or cause to be maintained, in full force and effect during the term of this Agreement, at its expense, Workers' Compensation Insurance, Employer's Liability Insurance, Disability Insurance, Commercial General Liability Insurance, Motor Vehicle Liability Insurance and other insurance with stated minimum coverages, all as listed below. Such policies are to be in the broadest form available on usual commercial terms, shall be written by insurers licensed to do business in the State of New York and which have an A.M. Best Rating of A(-) or better as determined in the most recent A.M. Best publication, and who have been fully informed as to the nature of the SERVICES to be performed, and shall cover risks and liability to CONTRACTOR resulting from this Agreement. Commercial General Liability shall include personal injury liability.

The COUNTY, its officers, employees and agents shall be named as additional insureds on a primary and non-contributory basis on CONTRACTOR'S Commercial General Liability policy. In addition, a waiver of subrogation shall apply in favor of the COUNTY, its officers, employees and agents on CONTRACTOR'S Commercial General Liability policy. It is further understood that any obligations imposed upon the insured (including, without limitation, the liability to pay premiums) shall be the sole obligation of CONTRACTOR and not those of the COUNTY.

Notwithstanding anything to the contrary in this Agreement, CONTRACTOR irrevocably waives all claims against the COUNTY for all losses, damages, claims or expenses resulting from risks commercially insurable under this insurance described in this Section. The provision of insurance by CONTRACTOR shall not in any way limit CONTRACTOR's liability under this Agreement.

<u>Type of Coverage</u>	<u>MINIMUM Limits of coverage</u>
Workers' Compensation and NYS Disability	Statutory
Business Automobile Liability (Combined Bodily Injury and Property Damage arising out of the ownership, operation, use, loading or unloading of all owned, leased, hired and non-owned vehicles)	\$1,000,000 Combined Single Limit
Commercial General Liability, (including Broad form contractual Liability, combined bodily injury and property damage)	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate Limit \$2,000,000 Products-Completed Operations \$1,000,000 Advertising/Personal Injury \$5,000 Premises Medical Payment

Each policy of insurance required herein shall be specifically endorsed to provide that in the event of cancellation, non-renewal, or material change on the part of the insurer, prior written notice shall be provided to COUNTY in accordance with the terms of the CONTRACTOR'S policy. The inclusion of such endorsement shall be confirmed on the certificates of insurance required herein.

At the time of execution of this Agreement, and upon each policy renewal, CONTRACTOR shall submit to COUNTY certificates of insurance evidencing CONTRACTOR's compliance with the requirements of this Section, including certificates of insurance from any approved subcontractors. The CONTRACTOR shall furnish the appropriate ACORD Form Certificate of Insurance to COUNTY to evidence all coverage set forth above except Workers' Compensation and Disability Insurance. **A copy of the additional insured and waiver of subrogation endorsement forms must be submitted with the insurance certificates.**

Workers' Compensation coverage must be evidenced by Form C105.2 or New York State Insurance Fund Form U26.3. Disability Insurance coverage must be evidenced by Form DB120.

REQUIRED EXTENDED REPORTING COVERAGE FOR CLAIMS BASED POLICIES

In the event that CONTRACTOR'S Commercial General Liability Policy is a "claims made" policy, and coverage thereunder is cancelled or otherwise not renewed, and such policy is not replaced with another "claims made" Commercial General Liability Policy which provides continuing, uninterrupted coverage, CONTRACTOR shall be required to purchase extended reporting products-completed operations coverage for a minimum of three (3) years after completion of all work required of CONTRACTOR under this Agreement.

REQUIRED MINIMUM RETROACTIVE DATE FOR CLAIMS BASED POLICIES

In the event that CONTRACTOR'S Commercial General Liability Policy is a "claims made" policy, the retroactive date for products-completed operations coverage under such policy must be at least one (1) year prior to the commencement date of this Agreement and must be shown on the appropriate ACORD Form Certificate of Insurance furnished to COUNTY.

- J. Indemnification. CONTRACTOR agrees to indemnify, defend and hold harmless COUNTY, and its officers, employees and agents from and against any and all claims, liens, demands, judgments, penalties, fines, liabilities, settlements, damages, costs and expenses of whatever kind or nature (including, without limitation, attorneys' fees and disbursements), known or unknown, contingent or otherwise, whether incurred as a result of a claim by a third party or any other person or entity, arising out of or in any way related to: (a) the work or operations of CONTRACTOR in the performance of this Agreement; or (b) CONTRACTOR'S failure to comply with any of the provisions of this Agreement or of the Law. Insofar as the facts and Law relating to any claim would preclude COUNTY or its officers, employees or agents, from being completely indemnified by CONTRACTOR, COUNTY and its officers, employees and agents, shall be partially indemnified by CONTRACTOR to the fullest extent permitted by Law.

The acts or omissions of any party employed directly or indirectly by CONTRACTOR, shall be deemed to be that of CONTRACTOR for the purposes of the CONTRACTOR's obligations to defend, indemnify and hold harmless under this Section. The fact that a party so employed by CONTRACTOR is alleged to or is proven to have acted outside the scope of employment, agency or contract, shall not relieve CONTRACTOR of any of its duties under this Section.

- K. The County is a duly authorized agent and shall have access to and have copies of the successful Proposer's records, including any books, computer tapes, discs or programs, or material pertaining to work performed under the contract at no cost to the County to determine or verify the compliance with all contractual conditions. The County shall be granted access to such records at all reasonable times during the contract period and for three (3) years thereafter.

- L. By submission of a proposal under this solicitation, the Proposer agrees that the County has sixty (60) days acceptance time in which to award a contract. The County reserves the right to reject as non-responsive any offer that specifies less than sixty (60) days of acceptance time.

A Proposer may withdraw its proposal at any time prior to the submittal deadline by submitting a request to do so in writing to the County Purchasing Department. Any proposal received by the County and not withdrawn becomes an irrevocable offer for a period of sixty (60) days after the submittal date. All signatures on proposals, amendments, and correspondence must be made by persons who are authorized to contractually bind the Proposers.

- M. FOIL: All material submitted in response to this RFP becomes the property of the County and will be considered public records after the award of the contract. Proposals shall not be shared with any competing offerors during the selection phase of this procurement; however, after award of the contract to the successful offeror, proposals received in response to this Request for Proposal may be subject to disclosure under a provision of the Freedom of Information Act. Information in proposals that is clearly identified as proprietary will not be disclosed at any time. Blanket statements that all contents of the proposal are confidential and proprietary will not be honored by the County. The New York State Freedom of Information Law (FOIL), as set forth in Public Officers Law, Article 6, mandates public access to certain government records. Generally, proposals submitted in response to this RFP may constitute government records subject to FOIL. Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets, if publicly disclosed, could cause substantial injury to the commercial enterprise's competitive position. To protect this information from disclosure under FOIL, Proposers should specifically identify the pages

of the proposal that contain such information by properly marking the top of the applicable pages as “CONFIDENTIAL” and inserting the following statement in the front of its proposal:

The information or data on pages _____ of this proposal, identified on the top thereof as “CONFIDENTIAL”, contain financial, technical, or other information which constitute government records subject to FOIL. Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets, if publicly disclosed, could cause substantial injury to the commercial enterprise’s competitive position. We request that the County use such information only for the evaluation of this proposal but we understand that the Authority must comply with the provisions of the New York State Freedom of Information Law (FOIL) and public disclosure of the information contained in this proposal whether or not marked as “CONFIDENTIAL”, and to make no claim for any damages as a result of any such disclosure by the County pursuant to FOIL.

In the event the County receives a FOIL request for disclosure of information marked as “CONFIDENTIAL”, the Proposer shall be notified of the request and may expeditiously submit a detailed statement and explanation indicating the reasons the Proposer has for believing that the information requested is exempt from disclosure under the law. This detailed statement and explanation shall be used by the County in making its determination as to whether disclosure is required under the law.

N. Substitute or “or equal” Items.

A Contract, if awarded, will be on the basis of materials and equipment as described in the Specifications, and “or equal” items submitted by the Proposer and accepted by the County. The Proposer may offer “or equal” items that meet the same performance or reliability standards as specified herein. If the Proposer offers an “or equal” item, the Proposer must include with the proposal package, sufficient documentation establishing equality of construction, operation and utility. Said “or equal” items shall be accepted or rejected based upon the County’s evaluation of the submitted documentation. All costs associated with the review of any “or equal” items prior to recommendation to award, shall be at the Proposer’s expense.

If a submitted “or equal” item is rejected, the Proposers shall be afforded an opportunity to meet with the County to offer additional qualifying opinions and information prior to the County rejecting the proposal. The Proposer shall not have the opportunity to submit any alternative materials or equipment after the proposals are opened.

The decision to accept or reject an “or equal” item rests solely with the County. If a substitute “or equal” item is not accepted by the County, the proposal will be deemed non-responsive and the County shall reject this proposal. The next lowest responsive proposal shall then be reviewed for recommendation of award.

O. Non-Appropriations Clause. The awarding of a contract for the work outlined in this Request for Proposal is subject to the appropriation of funds and approval by the Jefferson County Board of Legislators. Any agreement between the County and the successful Proposer shall be executory only to the extent of the monies appropriated therefore. Contract award decisions will be made public as soon as possible. Proposers should not assume that their proposal has been approved until the receipt of official notification from the County of Jefferson. Neither this solicitation nor any representation by any public employee or office creates any legal or moral obligation to request, appropriate, or make available monies for the purpose of this solicitation.

In accordance with New York State General Municipal Law, the County of Jefferson will not be liable for purchases or contracts for goods or services for which funding is not available. As a result, the

Vendor/Proposer agrees to hold the County harmless for any contracts let for which funding either does not currently exist or for which funding has been removed prior to the issuance of a purchase order by the County. Issuance of a purchase order by the County indicates that the County currently has and has set aside adequate funds to procure the goods and services indicated in the purchase order or contract. Should it become necessary for the County to cancel a project or purchase after an order to proceed or purchase order has been issued, the County will only be liable for and the Vendor/Proposer agrees to only assess those financial damages that it can prove to have incurred as a result of the cancellation.

P. Iranian Energy Sector Divestment. Proposer hereby represents that said Proposer is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Proposer has not:

1. Provided goods and services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquified natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquified natural gas for the energy sector of Iran; or
2. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.

Any Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible Proposer pursuant to Section 103 of the New York State General Municipal Law.

Except as otherwise specifically provided herein, every Proposer submitting a proposal in response to this Request for Proposals must certify and affirm the following under penalties of perjury:

1. "By submission of this proposal, each Proposer and each person signing on behalf of any Proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each Proposer is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b)."

Jefferson County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.

Except as otherwise specifically provided herein, any Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Proposer cannot make the certification as set forth in subdivision (a) above, the Proposer shall so state and shall furnish with the request a signed statement setting forth in detail the reasons therefore. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the Proposal to any Proposer who cannot make certification, on a case-by-case basis under the following circumstances.

1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The County of Jefferson has made a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County of Jefferson would be unable to obtain the goods or services for which the proposal is offered. Such a determination shall be made by the County in writing and shall be a public document.

- Q. Sexual Harassment. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law. Where competitive bidding is not required, state departments and agencies may, at their discretion, require the above certification. A model policy and training has been created by the NYS Department of Labor and can be found here: <https://www.ny.gov/programs/combating-sexual-harassment-workplace>

VENDING MACHINE SERVICES
RFP #19-51
DETAILED SPECIFICATIONS

PURPOSE

To solicit proposals from the private sector to provide and operate vending machine services in various Jefferson County facilities.

SCOPE

Jefferson County anticipates this Request for Proposal will result in the selection of one provider of vending machine services for the operation of vending machines, as a concession, to be located within various government buildings located in Jefferson County. The objective is to establish a contract with a qualified supplier with proven experience in the management and operation of vending machines.

TERM OF CONTRACT

The contract will commence on January 1, 2020 and expire on December 31, 2020.

GENERAL INFORMATION

Approximately 800 employees work in various facilities throughout the County. The Watertown International Airport sees approximately 45,000 passengers in their terminal each year and an estimated 10,000 visitors in the Business Center/Fixed Base Operator location.

Appendix A provides the location and hours of each building and lists the equipment currently in place.

VENDOR RESPONSE FORMAT FOR PRICING AND VALUE-ADDED INFORMATION

The vendor will provide commission percentages for the items/services listed using the Vending Proposal Page. It is important that vendors outline features of their proposal, such as value-added product(s) and/or service(s) that would not normally be addressed in a pricing evaluation as they are of a non-mandatory nature. Indicate volume discount levels if they apply to your product(s).

COMMISSIONS

Commission shall be paid quarterly with checks being received within 45 days of the close of each quarter.

COMPANY PROFILE AND VENDOR INFORMATION

Please provide the following information with your proposal.

- Brief (one or two paragraphs) description of vendor's business, its history and future plans
- Corporate Name
- Corporate Address
- Telephone Numbers
- E-Mail Address
- Contact Person(s)
- Number of Years in Business

MANDATORY REQUIREMENTS

The vending Contractor shall be required to furnish, at a minimum, equipment that will provide the same types of products currently being offered. The County will work with the successful Vendor to identify any additional locations that may support vending sales.

Each proposal shall detail, if any, the minimum sales required per machine. The County will review sales data on a quarterly basis and review any requests from the successful Vendor to remove a machine due to low sales volume. The County shall retain the right to make the final decision on the removal of any equipment due to low sales volume. The successful Vendor will have (30) thirty days to install equipment after award of the contract.

The Contractor is to install, service, clean and repair machines and maintain them in good condition, while keeping the machines stocked with the items specified in this contract.

The proposal should include specific requirements for the installation of their equipment.

The County will provide water, gas and plumbing or electrical outlets that are necessary for the installation at agreed upon locations at no additional cost to the proposer.

Equipment remains the property of the Vendor and will be removed by the Vendor at the termination of the contract.

The County reserves the right to increase or decrease the number of vending machines without change in the percentage of commissions to be paid to the County.

The Purchasing Department reserves the right to periodically inspect the vended merchandise and to require the Contractor to suspend the dispensing of any items that do not meet the standards as set forth herein.

Any losses incurred in the operation of the vending machines due to theft, fire, accident, vandalism, spoilage, etc., will be the responsibility of the Vendor.

Under no circumstances is the County or any of their employees or representatives liable for any loss whatsoever, including damage to equipment or pecuniary losses, suffered by the Vendor through any cause whatsoever. The Vendor shall save and hold harmless the County from and against all suits or claims which may be based upon any injury, sickness or death of any person, or persons, which may occur where such injury, sickness or death may be caused in the performance of the contract due to vending and consumption of any of the products offered for sale through said vending machines.

The Contractor may not install, remove or change equipment without the prior written approval of the County Purchasing Department.

Arrangements for refunds for inoperative machines shall be made through the Security Department or Airport Business Center/FBO Service Counter.

No estimates can be made of the anticipated gross sales for any location nor is there any intention on the part of the County to propose to any Contractor any guarantee or minimum dollar volume in the future nor will the County consider any such proposal which may be submitted by the Contractor. The approximate sales history for January 2014 through June 2019 is provided in Attachment #1.

The Contractor agrees to provide an adequate number of bonded personnel to enable it to efficiently provide the services to be rendered pursuant to this agreement. Personnel employed by the Contractor will be provided with proper identification and Contractor's vehicle shall be clearly marked.

The Contractor shall maintain adequate accounting procedures and detailed records of its operations.

Per Airport security measures, the awarded Contractor must obtain an Airport ID/Media for access to sterile area machines and/or delivery at scheduled times.

EQUIPMENT REQUIREMENTS:

New, unused machines must be installed. Clean, late model equipment in good condition may be installed in some areas with the permission of the County. **ALL EQUIPMENT SHALL HAVE CHANGE MAKING CAPABILITY. Machines that utilize credit or debit cards are highly desirable.**

All Proposals shall contain a detailed list of proposed equipment to be installed along with brochures and/or cut sheets.

All electrically operated equipment to be installed in accordance with the standards of the National Electric Code and in compliance with all safety and security measures required and must meet OSHA standards.

Upon completion of the installation, premises must be left clean and in good repair and order.

The County reserves the right to require replacement of any machine with a prolonged record of breakdown or malfunction.

COFFEE/COCOA VENDING MACHINES shall vend cocoa and freshly brewed coffee and will dispense a minimum 8 oz. portion in a plastic or poly coated cup.

COLD DRINK VENDING MACHINES shall vend cans with pull top openers or plastic bottles with twist off tops and must have a minimum of (5) five selections. **All colas must be Coca-Cola or Pepsi.**

PASTRY, CANDY AND SNACK MACHINES shall vend packaged pastry, candy and snack items. A minimum of 45 selections shall be available. Selections shall include, but not be limited to, health foods, gum, mints, chocolate, chips and nuts. A minimum of 25% of the products listed for sale in each machine must be low fat or reduced calorie and/or low sodium. Examples of these products are listed on the Proposal Format Page. A list of approved snacks may also be found www.fitpik.org.

REFRIGERATED MACHINE shall vend packaged sandwiches, fruit juices, milk, bagels, muffins and yogurt. A minimum of 24 selections shall be available.

Vending machines on County property shall contain 25% of the food and beverages that meet the healthy-choice nutritional standards of:

- a. Beverage volume of no more than 12 ounces (except water) and no more than 250 calories per container.
- b. Snacks have no more than 250 calories and entrée food items no more than 400 calories for each individual package.
- c. No more than 35% calories from fat, and no more than 10% of calories from saturated fat and no trans fat.
- d. No more than 35% total weight from sugar and caloric sweeteners.
- e. No more than 360mg of sodium per serving for snacks and 575mg of sodium per serving for entrees.

SANITATION REQUIREMENTS:

Food items offered in machines must meet all New York State and Jefferson County sanitary laws and requirements. Jefferson County shall have the right to perform inspections necessary to determine the Contractor's ability to comply with the above regulations prior to the award of the contract, and at any time during the term of the contract.

During the period of the contract, vending machines are subject to sanitary inspections. Failure to meet sanitary standards could result in termination of the contract.

It is understood that the successful Contractor will have the approval of the local Health Department and will meet all specifications established by the U.S. Health Service, the National Sanitation Foundation and in addition, any local or government authority having applicable jurisdiction.

All employees of the Contractor engaged in the preparation and dispensing of food and/or beverages shall meet government regulations pertaining to food handlers.

All items furnished by the Contractor and dispensed by said vending machines shall be of a good and wholesome grade, in fresh condition and comply with the requirements of the Federal and State Pure Food and other appropriate Acts. The Contractor shall also at all times comply with labeling and weights and measure requirements as set forth in Agriculture and Market Law, and other appropriate laws of the State of New York and any local ordinances of the County of Jefferson, or other municipalities therein.

PROPOSAL FORMAT

Jefferson County is seeking proposals based on a commission sales contract and the Proposer will pay the commissions to the County on a quarterly basis for all machines.

Example of Items Offered:

ITEM	ITEM
Candy, 1.5-2.2oz.	Soda, Canned, 12oz.
Gum - 5 Sticks	Hot Drinks
Fruit Juices, 12oz.	Iced Tea, 16oz
V-8 Juice	Cookies, 2-2.5oz.
Pastries	Chips, 1.5oz.
Pretzels	Sandwiches, Heat-n-Serve
Bottled Water	Yogurt
Trail Mix	Fruit Cup, 7 oz.
Muffin, 4oz.	Milk, White, 12 oz.
Popcorn - Microwave	Milk, Chocolate, 12 oz.
Sandwiches, Fresh	Oatmeal – 1.9oz.
Soup On The Go – 10 oz.	Beef Jerky, 9oz.

Note: Of the products listed for sale, a minimum of 25% shall be low fat, reduced calorie and/or low sodium products. Samples of these products are listed below:

- | | |
|-----------------------------|------------------------------------|
| Baked Potato Chips | Sugarless Gum |
| Flavored Baked Potato Chips | Trail Mix |
| Diet Soda | Sugar Free Candy |
| Reduced Fat Cookies | 100% Fruit Juices |
| Granola Bars | Reduced Fat Pastries |
| Low Fat Yogurt | 94% Fat Free Popcorn & Kettle Corn |
| Bottled Water | |

A list of approved snacks may also be found at www.fitpik.org.

ALL SIZES FOR SALE ITEMS ARE MINIMUMS, LARGER SIZES MAY BE OFFERED BUT PRICING MUST REMAIN THE SAME.

The County of Jefferson is open and willing to accept proposals utilizing different combinations of equipment that will achieve the same level or better as the equipment currently detailed in Appendix A. For example, the County will consider a machine that dispenses both cans and bottles instead of cans only.

Appendix A

There are currently 32 vending machines on site located in various County facilities, with the possibility of additions. Locations and types of machines are as follows:

Location / Hours	Machine Type
<u>Public Safety Building - Jail</u> Hours - 9:00 am - 4:00 pm	(1) Soda, (1) Glass Front - Snacks/Candy
<u>Public Safety Building - Upstairs</u> Hours - 9:00 am - 4:00 pm	(2) Soda/Juice, (1) Glass Front - Snacks/Candy (1) Refrigerated Food
<u>Human Services Building</u> Hours - 9:00 am - 4:00 pm	(1) Cold Beverage, (1) Refrigerated Food (1) Glass Front - Snacks/Candy, (1) Soda
<u>Highway Department**</u> Hours - 9:00 am - 4:00 pm	(1) Soda, (1) Glass Front - Snacks/Candy (Old Garage) (1) Soda, (1) Glass Front - Snacks/Candy (New Garage)
<u>Public Health</u> Hours - 9:00 am - 4:00 pm	(1) Soda, (1) Glass Front - Snacks/Candy (1) Refrigerated Food
<u>County Office Building</u> Hours - 9:00 am - 4:00 pm	(2) Soda/Juice, (1) Hot Drinks - Coffee/Cocoa (1) Glass Front - Snacks/Candy, (1) Refrigerated Food
<u>Court Complex</u> Hours - 8:00 am - 4:30 pm	(1) Soda, (1) Hot Beverage, (1) Glass Front - Snack/Candy
<u>Airport</u> Hours - 5:00 am - 7:00 pm	
Airport Terminal Public Side	(1) Soda, (1) Glass Front - Snack/Candy
Airport Terminal Sterile Side Beverage	(1) Soda, (1) Glass Front – Snack/Candy, (1) Coffee/Hot
Airport Business Center/FBO	(1) Soda, (1) Glass Front – Snack/Candy

** Highway Department is closed on Fridays from May through October.

ADDITIONAL LOCATIONS MAY BE ADDED AT LATER DATES DEPENDING ON THE NEEDS OF THE COUNTY OF JEFFERSON.

ATTACHMENT #1

COMMISSION SALES HISTORY

2014 – 2019

BASED ON 20% COMMISSION RATE FOR REFRIGERATED MACHINES, 30% COMMISSION FOR HOT DRINK MACHINES AND 25% RATE FOR ALL OTHER MACHINES. TOTALS INCLUDE ALL COUNTY DEPARTMENTS.

DATES	COMMISSION HISTORY
January – December 2014	\$ 7,878.27
January – December 2015	\$ 6,937.30
January – December 2016	\$ 6,419.73
January – December 2017	\$ 6,376.71
January – December 2018	\$6,303.46
January – June 2019	\$2,511.61

PROPOSAL PAGE

RFP #19-51

VENDING MACHINE SERVICES

	Commission Rate	Proposed Sale Price Range Low - High
Hot drink vending machine:		\$ - \$
Cold drink vending machine – 12 oz Can:		\$ - \$
Cold drink vending machine – Other (Bottle):		\$ - \$
Glass front snack machine:		\$ - \$
Refrigerated machine:		\$ - \$

****PLEASE PROVIDE A LIST OF PROPOSED VENDING MACHINES AND CAPABILITIES.**

COMPANY NAME _____

DATE _____

PROPOSAL CERTIFICATIONS

Firm Name: _____

Business Address: _____

Telephone Number: _____ Fax Number: _____

Email: _____ Federal ID Number: _____

I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment, and/or services as proposed on this bid.

Any deviation to specifications is fully explained and attached. By signing and submitting this bid for consideration to the County of Jefferson, the vendor acknowledges that they have read, understand, and agree to the specifications as presented without reservation or alteration.

Deviations: Yes _____ No _____

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition.

B. A bid shall not be considered for award nor shall any award be made where A. (1)(2) and (3) above have not been complied with; provided, however, that if in any case the bidder shall so state and shall furnish with the bid a signed statement which set forth in detail the reasons therefore. Where A.(1)(2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

- (1) The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

Printed Name of Signer _____

Authorized Signature _____

Title _____

Date _____

NON-PROPOSER'S RESPONSE

For purposes of maintaining accurate Proposer's lists and facilitating your firm's response to our invitation for proposal, the County of Jefferson is interested in ascertaining reasons for prospective Proposer's failure to respond to invitations for proposals. If your firm is not responding to this proposal, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the Jefferson County Purchasing Director, 195 Arsenal Street, Watertown, New York 13601. This form may be returned by mail or fax. Faxes may be sent to 315-785-7591. Failure to submit either a proposal or return this form will result in removal of your firm's name from our Proposer's lists. Thank you for your cooperation.

We are not responding to this invitation for proposal for the following reason(s)

- Items or materials requested not manufactured by us or not available to our company.
- Our items or materials do not meet specifications.
- Specifications not clearly understood or applicable (too vague, too rigid, etc.)
- Quantities too small.
- Insufficient time allowed for preparation of proposal.
- Incorrect address used. Correct mailing address is:

- Our branch/division handles this type of proposal.
Correct name and mailing address is:

- We are unable to submit a proposal at this time but would like to continue to receive invitations for proposals.

- We are unable to submit a proposal and wish to be removed from the Proposer's list.

NAME OF FIRM: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

BY: _____

Signature of Representative

DATE: _____

RFP Number: 19-51

RFP Name: VENDING MACHINE SERVICES FOR VARIOUS COUNTY FACILITIES

Attachment
Certification Pursuant to Section 103-g
of the New York State
General Municipal Law

- A. By submission of this proposal, each Proposer and each person signing on behalf of any Proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the Proposer cannot make the foregoing certification set forth in Paragraph A above, the Proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to whom the proposal is made, or his designee, may award a proposal, on a case by case basis under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods and services for which the contract is offered. Such a determination shall be made in writing and shall be a public document.

Signature

Title

Date

Company Name