

Invitation to Bid

Warren County Parks and Recreation Department

Project: Bid for Vending Machine Operations at Warren County Parks and Recreation Department facility locations.

Bid Pickup Instructions: Interested bidders can pick up a bid package at the Warren County Parks and Recreation Department Office, located at 2055 Three Springs Road, Bowling Green, KY 42104, anytime between Monday through Friday from 8:00am to 4:30pm daily. Any questions regarding the bid package or any request for a tour of the facilities should be sent in email form to the Director of Parks, Chris Kummer, at chris.kummer@ky.gov.

Receipt of Proposal: All completed bids should be submitted to the Warren County Court House Judge Executive Office, in care of Crystal Cummings, 429 E. 10th Street, Bowling Green, KY 42101. Warren County Parks and Recreation Department and Warren County Fiscal Court will receive and open bids for this project due by and on Friday, October 4th, 2024, at 10:00am at the Warren County Court House, located at 429 E. 10th Street, Bowling Green, KY 42101, 2nd Floor Judge Executive Office. All bids should be time stamped and dated at the Warren County Clerk's Office prior to submittal by the date and time listed above. Bids received after this time frame will be disqualified from acceptance.

Owner's Right Reserved: Warren County Parks and Recreation Department and Warren County Fiscal Court reserve the right to reject any or all bids or waive any informalities in the bidding. No bids shall be withdrawn for a period of thirty (30) days after the opening of bids without consent of the owner.

Warren County Parks and Recreation Department / Warren County Fiscal Court is an equal opportunity employer.

Warren County Parks and Recreation Department

Detailed Instructions for Bidding Companies

Bid Name: Bid for Vending Machine Operations at all Warren County Parks and Recreation Department facility locations.

Summary: This bid is for offering vending machine operations at various Warren County Parks and Recreation Department locations, including gym locations, tennis center location, park locations, and office locations and providing high quality beverage products at each location at an affordable rate to park patrons. Warren County Parks and Recreation Department and Warren County Fiscal Court are hereinafter referred to as “owner” in the remainder of this bid package.

Bid Requirements and Terms / Conditions:

1. By providing a bid, the bidding company affirms that he / she has thoroughly reviewed the documents and understands the material, work that is being requested – scope of work. It is the responsibility of the bidding company to acknowledge all addenda prior to submitting a bid. All sections of this bid must be completed in full. Failure to complete any section will result in the disqualification of this bid.
2. Only bids received by the appointed time will be considered. The owners reserve the right to reject all bids or waive any informality.
3. The term of this contract is for twenty-four (24) months from the date approved and signed by Fiscal Court. The contract can be extended by the owner for an additional twelve (12) month term at the end of the original contract if approved by Warren County Fiscal Court. The bidding company fully understands that the option to renew is at the discretion of the owner.
4. The successful bidding company will be required to hold a business license, occupational license for work in Warren County, KY and must have adequate general liability insurance and workman’s compensation insurance. Copies of all should be included in this quote / bid package to ensure conformity with this policy. Failure to provide these documents will automatically disqualify the bid.
5. Bids will be subject to acceptance / review for a period of thirty (30) days after receipt by the owner.
6. Bidding companies understand that the pricing listed in this bid will be firm and set for the term of this proposed contract and that no price increases will be accepted.
7. Per owner approval of this bid, the bidding company understands that this bid will act as a formal contract and that all terms and conditions of this bid package must be followed for the term of the contract.
8. Bidding companies understand and agree not to offer any type of tobacco, alcoholic beverages, or products in glass containers within their machines.
9. Bidders understand that this bid / contract is separate and independent from the existing Concession Contract that the owner has with another contracted vendor. The concession vendor can use any product they negotiate with their suppliers and is separate from this bid package.
10. An official who is legally authorized to bid for the bidding organization must sign the bid attached documents.
11. Bidder must provide all material requested in this bid package.

12. A detailed price listing of all proposed products to be sold needs to be listed / attached with this proposal.
13. A detailed service schedule and stocking schedule, per location listed in this bid package, must be included in this bid package. The bidder agrees and understands that the vending machines being used for this project, must be maintained regularly, and restocked on a detailed weekly / monthly basis.
14. Bidding company agrees to provide a detailed list and description of all products they will be selling in machines, including pictures of product with product information sheet.
15. A detailed specification sheet and pictures of the machines to be utilized should be included with this bid package.
16. The vending machines the bidder agrees to provide should be able to take both cash, coins, and credit cards.
17. The owner will not add any additional infrastructure to the requested sites for vending machine services. The bidder will need to understand and know what the present status of each site is (including electrical outlets, volts, wattage, cellular phone signal, and WIFI availability) and must understand they will have to plan accordingly regarding acquiring equipment, etc. to run their operations.
18. The bidding company agrees and understands that they are solely responsible for all maintenance of weekly servicing, restocking, and all vandalism, weather related, lightning strike, electrical surge claims and repairs that may occur during this contract. The owner is not responsible for any damages or claims for these items.
19. The owner is not responsible for any loss of sales due to vending machines being unplugged or loss of power to the facility.
20. The owner is not responsible for maintaining any aspect of the vending machines or products inside the machines and the bidder accepts all liability of machines and products offered.
21. Bidding company agrees that they will provide machines that are ADA compliant at all locations.
22. The owner is not responsible for any machine that takes money from a patron without dispensing a product. Bidder agrees to include identifiable phone numbers and contact information so that patrons that did not get a product they have paid for at a non-functioning machine can contact and may request a refund. The information should be clearly visible to all patrons / users. The bidding company agrees to contact all patrons with refund issues or product concerns in no less than twenty-four (24) hours from the initial call being made.
23. All bid documents become property of the owner. Bidding companies are advised against submitting any materials that cannot be replaced.
24. Warren County Parks and Recreation Department / Warren County Fiscal Court is an equal opportunity employer.

Services Requested:

Bidding company agrees to provide the following equipment and to conform with all previously mentioned requirements of this bid.

Basil Griffin Park Locations: (2055 Three Springs Road, Bowling Green, KY 42104)

1. Basil Griffin Park Complex Area: x 1 unit, west wall of building (exterior)
2. Basil Griffin Park Field 6 and 7 Concession Building: x 1 unit, field 8 side of building (exterior)

3. Basil Griffin Park Restroom #1: x 1 unit, front of building (exterior)

Michael O. Buchanan Park Locations: (9222 Nashville Road, Bowling Green, KY 42101)

4. Michael O. Buchanan Park Upper Complex: x 1 unit, existing location (exterior)
5. Michael O. Buchanan Park Lower Complex: x 1 unit, existing location (exterior)
6. Michael O. Buchanan Park Gym: x 1 unit, existing location (interior)
7. Michael O. Buchanan Park Tennis Facility: x 1 unit, main hallway (interior)

Ephram White Park Locations: (885 Mt. Olivet Road, Bowling Green, KY 42101)

8. Ephram White Park Athletic Complex: x 1 unit, existing location (exterior)
9. Ephram White Park Gym: x 1 unit, existing location (interior)

Phil Moore Park Locations: 7101 Scottsville Road, Bowling Green, KY 42101)

10. Phil Moore Park Athletic Complex: x 1 unit, existing location (exterior)
11. Phil Moore Park Gym: x 1 unit, existing location (interior)

Ed Spear Park Locations: (226 Sunset Street, Smith Grove, KY)

12. Ed Spear Park Main Office Building: x 1 unit, existing location (exterior)

The bidding company agrees to the following additional terms:

- a. Bidding company agrees that they can operate this bid / contract effectively and agrees to pay owner _____% of gross profit after costs with a minimum guarantee per year of \$_____. Bi-monthly revenue / distribution payments will need to be made to the owner on an organized schedule that must be included with this bid package (six payment cycles per year). Bidder agrees to provide monthly revenue reports to owner by sending information to owner Financial Manager at dana.burnett@ky.gov. This report should indicate total sales per location per month. This report should be presented in an easy to read and understandable manner.
- b. The bidding company is responsible for insuring that all equipment works properly and is maintained on a regular basis. If owner reports to bidding company that a machine is broken or has been damaged, the owner expects, and the bidding company agrees that the damaged machine will be removed, and a new machine placed / repaired within a seventy-two (72) hour window from date of notification. This includes replacing any vandalized equipment. The bidding company is responsible for replacing and repairing any broken and / or vandalized equipment at their own expense.
- c. The bidding company agrees to accept all responsibility for any damaged machines and agrees to indemnify and hold harmless Warren County Fiscal Court and the Warren County Parks and Recreation Department from all claims, judgements, or losses arising from the use of the vending machines in their designated areas.
- d. The bidding company understands and agrees that if they are awarded this bid / contact, they agree to have all new equipment in place and ready for public use within thirty (30) days of this bid being approved by Warren County Fiscal Court.

- e. It is understood that this contract can be voided by either the owner or the selected bidding company by either party giving a thirty (30) day written notice of their intent to terminate the contract.
- f. Bidding company understands that the Warren County Parks and Recreation Department is a tax-exempt organization.
- g. The bidding company should have extensive experience in providing these services and will need to submit no less than three (3) references that can validate their service quality.
- h. All sections of this bid package must be completed for this package to be accepted as completed and valid.
- i. Bidder is responsible for adhering to any addendums of this proposal made by owner through the bidding process.
- j. The bidding company is fully responsible for ensuring that all its employees have passed a background check due to working on public park grounds. Bidder must be able to provide validation of such documentation if requested by owner.
- k. Bidding company agrees to complete, in full, the attached "Prohibition Against Conflicts of Interest, Gratuities, and Kickbacks" forms with this bid package and return to owner when package is submitted.
- l. Bidding company must complete all section of Contact Information below:

Name of Business	
Address of Business	
City, State, Zip Code	
Primary Contact Person for Company for term of bid and position title	
Primary Contact Person Cell Phone Number	
Primary Contact Person email address	
How long has your company been in business in Warren County?	
Please list three (3) references we can contact to confirm your work quality:	Contact #1 Name: _____ Phone: _____
	Contact #2 Name: _____ Phone: _____

	Contact #3 Name: _____ Phone: _____
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I acknowledge that I have read over the attached bid package / forms and agree to the terms and conditions listed above and have included all information requested with this bid package. I also acknowledge that this bid package may serve as the final contract for service if approved by owner.

Signature (authorized contact)

____/____/____

Date

Please print name and position in organization

____/____/____

Date