

# **Request For Proposal**

## **Vending Services**

Metropolitan Area EMS Authority d/b/a MedStar Mobile Healthcare (“MedStar”) seeks proposals in response to this Request for Proposal (“RFP”) from experienced contractors to provide professional and high quality vending services as described in this RFP. Responses to this RFP must be delivered by mail or in person to:

MedStar  
Attn: Shaun Curtis  
2900 Alta Mere Drive  
Fort Worth, Texas 76116

The Deadline to submit a response to this RFP is 4:30 pm on **Wednesday, 1/22/20**. MedStar will not consider any responses received after the submission deadline.

## **Instructions to Respondents**

The responses to the RFP shall be submitted in a sealed envelope. Each envelope must be clearly marked on the outside with the notation **“Request for Proposal –Vending Services; [Respondent’s Name and Address]”**. MedStar may, in its sole discretion, reject any or all proposals. The successful bidder, if any, will be required to enter into contract with MedStar which will incorporate the RFP and the response to the RFP.

All questions concerning this RFP shall be directed to Shaun Curtis, Support Services Manager with MedStar, via Phone (817) 980-3199 or email [scurtis@medstar911.org](mailto:scurtis@medstar911.org). Respondents will communicate only with Mr. Curtis on matters relating to the RFP and will not communicate with any other employee or representatives of MedStar.

The Successful bidder will provide vending services for MedStar property located at 2900 Alta Mere Drive, Fort Worth TX, and the MedStar site located at 8928 Medical City Way, Fort Worth TX, 76177. The facility at 8928 Medical City Way is currently under construction with a projected opening of March 1, 2020.

**Potential bidders will be allowed to schedule site visits for Alta Mere through Mr. Curtis for purpose of gaining measurements and evaluating the vending services currently provided.**

Thank you for your consideration.

Shaun Curtis  
Logistics Manager  
MedStar Mobile Healthcare

## 1. Background

MedStar Mobile Healthcare occupies 9.9 acres at 2900 Alta Mere Dr. Fort Worth, TX 76116 and is the exclusive provider of Emergency Medical Services for the City of Fort Worth and 14 other member cities in the Fort Worth metropolitan area. Our administrative offices are open Monday through Friday 7:30 am to 4:30 pm, while the ambulance operations are open 24/7/365. The main breakroom, known as the cantina, hosts a steady stream of employees, guests, and students all day, every day. This includes times of inclement weather where all other food options may remain closed.

MedStar is a highly visible organization and frequently entertains dignitaries from the cities that we serve, EMS agencies from around the world and members of the news and press. For this reason, it is critical that its facilities present a positive image. It is essential that we provide a clean, safe and comfortable work and resting place for our team members.

MedStar has approx. 515 employees. Approximately 350 of those employees work rotating shifts, in the field at various times throughout the day. They come through the building at the start and end of their shift, and spend the remainder of their time out in the field. An additional 50 employees work rotating shifts, 24 hours per day within the building. The remaining employees work standard M-F, 8-5 shifts in the building.

MedStar provides coffee and hot chocolate at no charge to employees. Other snacks and drinks are paid for by the employee. Current vending options include the following items:

- 1 traditional snack and soda vending machine
- 1 bean to cup coffee/ hot chocolate machine
- 2, 3 glass pot burners with filter packs
- 1 airpot brewer
- 1 self-checkout market (SCO) with 2 refrigerators

## 2. Response to the RFP Binding Upon Respondent

The response must contain the signature of a duly authorized officer of the respondent, empowered with the legal right to bind the respondent. All submitted responses shall be binding for a period of **one hundred and twenty (120) days** from the response submission deadline.

## 3. Response Modification or Withdrawal

Responses may be modified, withdrawn, or re-submitted in writing prior to the submission dead line of 4:30 pm on **Wednesday, 1/22/20**. After this deadline, no resubmissions or modifications may be made for any reason.

## **4. General Contract Provisions**

The successful bidder (“Contractor”) will enter into a contract (“the contract”) with MedStar which will incorporate the RFP, the response to the RFP and other negotiated terms. The contract will include the following general provisions:

### **4.1 Assignment**

The contractor shall not assign the Contract without the written approval of MedStar EMS.

### **4.2 Laws**

Contractor shall comply with all applicable laws, ordinances, rules and regulations relating to the work performed by contractor under the contract.

### **4.3 Indemnification**

Contractor, agrees to defend and indemnify and hold harmless MedStar, its member jurisdictions, officers ,directors, agents, employees, and representatives, from and against any loss, damages, claims, demands, suits, liabilities, and expenses (including reasonable attorney’s fees) incurred by MedStar arising from the breach of the contract by contractor, or by virtue of the negligent acts or omissions of the contractor, its agents, employees, and subcontractors, or of anyone acting under the direction or control of contractor or on contractor’s behalf, in connection with or incidental to the performance of the contract.

### **4.4 Jurisdiction**

The contract shall be governed by the laws of the State of Texas and venue for any lawsuit relating to the Contract shall be in Tarrant County, Texas.

## **5. Insurance Requirements Under the Contract**

### **5.1 General Requirements**

Contractor shall submit to MedStar, on or before contract execution, certificates of insurance as evidence that the contractor has the policies providing the required coverage and limits of insurance and that they are in full force and effects. Each certificate of insurance shall name MedStar as an additional insured. Each certificate or policy shall require in writing that **thirty** (30) days prior to cancellation, non-renewal or material change in the policy, notice there of shall be given to MedStar by registered mail, returned receipt requested.

### **5.2 Workers Compensation**

Coverage meeting the statutory limits prescribed by the laws of the State of Texas

### 5.3 Summary of Insurance Coverage

The following Chart outlines the various types of minimum required coverage and the minimum required limits. Respondents that carry greater limits of coverage will be favored, to a limited extent, in the bidding process.

#### **Commercial General Liability on an occurrence basis as follows:**

<b>Forms of Coverage</b>	<b>Minimum Limits of Liability</b>
Combined Single Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
General Aggregate Limit (per job basis)	\$2,000,000
Products-Completed operations Aggregate	\$2,000,000
Personal Injury and Advertising injury	\$1,000,000
Fire Damage Limit	\$250,000
Medical Expense Limit	\$15,000

## 6. Contract Term

The initial term of the contract will be for one (1) year commencing on the date of the Contract and MedStar will have the option to extend the term of the contract for four (4) additional periods of one year each. The contract will include provisions, however, that will give either party the right to terminate the contract for any reason with thirty (30) day notice in writing, submitted via certified mail.

## 7. Scope of Service / Specifications

### 7.1 Scope

Through this RFP, each Respondent will develop a comprehensive program for vending services for MedStar that provides a variety of products. Respondents should provide a base plan (showing frequency of service) that will provide a variety of vending options to a business that operates 24 hours per day.

### 7.2 Access

The contractor will have access to all parts of the property where the work is required during normal business hours. Any after-hours work on the property will be scheduled in advance.

### 7.3 Permits

The contractor shall have any necessary permits issued by the City of Fort Worth.

### 7.4 Specifications

The Respondent should provide a proposed list of products to be supplied that will demonstrate a variety of options including bottled water, canned beverages, bagged snacks, salads, sandwiches and other snacks.

**Through this RFP, each Respondent will provide a schedule of pricing for common items listed in Exhibit A of this RFP.**

Respondent will also develop options for enhanced services with recommended frequency.

**7.5** It is expected that the Respondent that is awarded the Contract will, within 30 days, bring the facility up to the standard that is established through this RFP process. Once the standard has been met, the Contractor will maintain the facility at that level for the duration of the contract.

**7.6 Quality Control**

Respondents must develop a Quality Control Plan that ensures all tasks are completed as prescribed in the service proposal.

## **8. Equipment**

**8.1 Vending Equipment**

Contractor must supply, deliver, install, and repair all vending machines at no cost to MedStar

**8.2 Preventative Maintenance**

Contractor must establish and abide by a preventative maintenance program for all vending machines

**8.3 Service Calls**

Contractor must, at its own expense, maintain vending machines in good working order and must promptly make repairs

## **9. Client References**

Provide a list and profile of at least three customers currently utilizing the Respondent's service. The profile must include the general population serviced, length of service, and the primary contact information for the customer. The contact information includes customer name and address, contact person's name, contact phone numbers and contact email address, if available.

## **10. Evaluation Criteria**

**10.1 General Information**

MedStar will award a contract to the Respondent whose proposal would be most advantageous to MedStar team members. MedStar reserves the right to reject any or all proposals upon finding that it is in the best interest of MedStar employees to do so.

## **10.2 Scoring Process**

Each proposal will be scored according to the following evaluation criteria:

- (20 points) Vendor's relevant experience and ability to meet all specified needs
- (20 points) Vendor's references
- (40 points) Sample list pricing
- (20 points) Overall proposed solution

# Exhibit A

Product Name	Product Type	Pack Size	Case Count	Cost
Filter Pack Coffee	Coffee Tea Cocoa	2 oz	42	
Whole Bean Coffee	Coffee Tea Cocoa	1 lb	each	
Tea	Coffee Tea Cocoa	28 cnt	Box	
Hot Cocoa	Coffee Tea Cocoa	2 lb	each	
Powdered Milk	Essentials	2 lb	each	
Creamer	Essentials	20 oz	each	
Sugar	Essentials	12 oz	each	
Equal Blue	Essentials	Case	2000	
Equal Yellow	Essentials	Case	2000	
Sweet & Low	Essentials	Case	2000	
CoffeeMate Liquid	Essentials	Case	50	
CoffeeMate Liquid	Essentials	Each	1.5 ltr	
Stir Sticks	Essentials	Box	1000	
Foam Cups 10 oz	Paper Products	Case	1000	
Can Soda	Cold Beverage	12 oz	Each	
Bottled Soda	Cold Beverage	20 oz.	Each	
Bottled Tea	Cold Beverage	20 oz.	Each	
Bottled Juice	Cold Beverage	16 oz.	Each	
Chips	Salty Snacks	1.5 oz.	Each	
Granola Bar	Salty Snacks	2.4 oz	Each	
Candy Bar	Sweets	1.5 oz.	Each	
Standard Sandwich	Fresh Food	Each	Each	
Premium Sandwich	Fresh Food	Each	Each	
Yogurt	Fresh Food	4 oz.	Each	
Entrée Salad	Fresh Food	24-32 oz	Each	
Side Salad	Fresh Food	6-12 oz.	Each	