Request for Informal Proposals

Soda Vending Services for Luna Community College

Scope of Work

To a variety of soda products and equipment to meet the vending needs of Luna Community College. This includes regularly scheduled deliveries, service calls, resolution of problems and equipment maintenance.

Term

The initial term of the proposed contract is for the period of July 1 2015 through June 30, 2019. Options for renewal beyond the initial four (4) year period will be included in the contract.

Responses to this Request for Proposals:

To be considered complete, responses to this Request for Informal Proposals must include the information requested in the Format and Submission of Proposals section as well as the Acceptance of Conditions documents. Incomplete proposals will not be considered.

Evaluation of Proposals:

Proposals will be evaluated by the following Evaluation Criteria. A weight factor is assigned to each criterion. The total possible point is 100. Although cost is an evaluating factor, it will not be the sole determinant in the vendor selection.

- Company Profile and Experience Providing this Service- 15%
- Commissions Program- 30%
- Reference Evaluation- 30%
- Cost-25%

Format and Submission of Proposals:

1. Proposals shall be submitted in the following format:
2. Cover letter, including primary and secondary contact information
3. Company Profile, including experience in providing soda vending services, particularly in higher education settings
4. A full description of proposed services

Responses must be received no later than 2:00 pm* September 25, 2015 via any of the following methods:

   a. E-mail to Juliana Ortega, julortega@luna.edu
   b. Fax 505-454-5393, Attention Juliana Ortega, Purchasing Director
   c. Mail or hand deliver to :
      LCC, Attn: Juliana Ortega, Purchasing
      366 Luna Drive, Las Vegas, NM 87701

Questions regarding this request should be directed to Juliana Ortega at 505-454-5393.
Luna Community College reserves the right to reject any and/or all proposals.