

CITY OF UNALASKA

REQUEST FOR PROPOSALS

VENDING MACHINE SERVICES

Parks, Culture & Recreation – Community Center Building

1. INTRODUCTION

The City of Unalaska, Parks, Culture & Recreation (PCR), requests proposals from qualified vendors for the placement, installation, stocking, operation, maintenance, and servicing of one vending machine within the PCR Community Center building. The City is seeking a reliable vending service that provides convenient access to reasonably priced snacks, beverages, and, if appropriate, selected convenience items for employees, visitors, and authorized facility users.

2. OVERVIEW

The selected vendor will be permitted to place and operate one vending machine at a location within the PCR Community Center designated and approved by the City. The vending machine and service must be suitable for a public facility, professionally maintained, clean, reliable, and accessible to users during normal PCR operating hours, subject to reasonable maintenance and service periods.

The vendor will be responsible for providing and installing the machine, supplying inventory, stocking and restocking products, maintaining and repairing the equipment, managing payment processing, and removing the machine at the end of the agreement. The City will not be responsible for purchasing inventory, restocking, equipment maintenance, repairs, or payment-processing costs.

3. SCOPE OF SERVICES

The selected vendor shall, at a minimum:

- Provide and install one vending machine at an approved location within the PCR Community Center.
- Provide all inventory, stocking, restocking, transportation, and related operating supplies.
- Regularly inspect and restock the machine to maintain reasonable product availability.
- Remove expired, damaged, or unsellable products.
- Maintain the vending machine in a clean, safe, sanitary, and operational condition.
- Provide routine maintenance and all necessary repairs at no cost to the City.
- Provide and manage cashless payment options and identify all payment methods accepted.
- Respond to equipment or service issues within a reasonable timeframe and identify the proposed response time.
- Coordinate with PCR staff regarding machine placement, access, maintenance, product selection, and operation.
- Remove the vending machine and restore the immediate area upon termination of the agreement, as applicable.
- Comply with all applicable federal, state, and local laws, regulations, health and safety requirements, and reasonable City facility policies.

4. PRODUCT REQUIREMENTS

The vending machine should offer a variety of packaged foods and non-alcoholic beverages appropriate for a public recreation facility. The City is interested in having a meaningful selection of healthier options in addition to traditional vending products.

Proposed product selections may include, but are not limited to:

- Healthier options: bottled water, sparkling water, low- or no-sugar beverages, juice, sports/electrolyte beverages, granola bars, protein bars, trail mix, nuts, dried fruit, whole-grain crackers, pretzels, popcorn, and other healthier packaged snacks.
- Traditional options: potato chips, tortilla chips, cheese crackers, cookies, candy, chocolate, instant noodles, and other packaged snack foods.
- Beverages: water, sparkling water, juice, sports/electrolyte beverages, soft drinks, and other non-alcoholic beverages.
- Convenience/personal-care items may be proposed if the vendor believes they are appropriate for the facility.

Vendors should describe their proposed product mix and may recommend a healthy-to-traditional product ratio. Any final product selection or ratio will be subject to review and approval by PCR/City staff and may be adjusted based on customer demand, facility needs, product availability, and City policy. No product may be offered that is prohibited by applicable law, regulation, or PCR/City policy.

5. VENDING MACHINE REQUIREMENTS

Proposals shall include detailed information about the proposed machine, including:

- Manufacturer, brand, model, and machine type.
- Exterior dimensions (height, width, and depth) and approximate weight.
- Electrical requirements.
- Temperature or refrigeration capabilities, if applicable.
- Number and type of product selections/capacity.
- Payment methods accepted, including cashless payment options.
- Accessibility/ADA features and compliance.
- Security features and any alarm or anti-theft features.
- Age and condition of the proposed machine, if previously used.
- Photos or product literature/specification sheets, if available.

6. VENDOR RESPONSIBILITIES

The selected vendor shall be responsible for:

- Ownership of the vending machine and all inventory contained in the machine.
- All installation, transportation, stocking, restocking, maintenance, repairs, and removal costs.
- Any required internet, cellular, data, or payment-processing connection.
- All payment-processing fees and operating expenses.
- Maintaining adequate product availability and promptly addressing customer or equipment issues.
- All licenses, permits, registrations, insurance, and other requirements applicable to the vending operation.
- All risk of loss associated with the vending machine and its inventory.
- Providing contact information on the machine so users may report problems, request refunds, or address other vending-related concerns.
- Handling all vending-related customer complaints, refunds, and inquiries.

7. CITY RESPONSIBILITIES

The City will:

- Provide an approved location for the vending machine within the PCR Community Center.

- Provide reasonable access to the approved location for installation, stocking, maintenance, and service.
- Provide electricity for the machine, if required and available at the approved location.
- Keep the area immediately around the vending machine reasonably clean and orderly and maintain customer access to the machine.
- Coordinate with the selected vendor regarding facility access, placement, and reasonable operational concerns.

8. REVENUE SHARE / COMPENSATION

Vendors are invited to propose a revenue-sharing arrangement payable to the City based on gross vending sales. The City is not establishing a minimum revenue-share percentage in this RFP and will consider the financial terms proposed by each respondent.

Respondents should clearly state the proposed percentage of gross sales to be paid to the City, define what is included or excluded from gross sales (including treatment of applicable sales tax), and describe the timing and method of reporting and payment.

- Proposed percentage of gross sales payable to the City.
- Definition of gross sales and any exclusions.
- Frequency of sales reporting.
- Frequency and timing of payments to the City.
- Sample sales report, if available.

9. PROPOSAL REQUIREMENTS

Interested vendors shall submit the following:

- Cover letter identifying the respondent, individual contact, company name, physical and mailing address, email address, and telephone number.
- Detailed description of the proposed vending service and machine.
- Manufacturer, brand, model, dimensions, weight, capacity, and payment features of the proposed machine.
- Description of proposed products and product mix.
- Proposed revenue-share percentage and payment/reporting structure.
- Description of the vendor's experience providing vending machine services, including references or examples of current/past locations, if available.
- Proposed stocking and restocking schedule.
- Proposed maintenance and repair procedures and typical response time for service calls.
- Description of cashless payment capabilities and any applicable customer fees.
- Information demonstrating ADA/accessibility compliance.
- Proof of insurance or statement confirming the ability to obtain the required coverage.
- Copies of applicable licenses or permits, if required.
- Proposed agreement term and any recommended trial period.
- Any other information the respondent believes is relevant to the proposal.

10. PROPOSED TRIAL PERIOD AND AGREEMENT TERM

Respondents may propose an initial trial period. The City is open to a trial period that allows both parties to evaluate customer usage, sales performance, product selection, machine reliability, restocking frequency, maintenance needs, and overall suitability for the facility. Any trial period, renewal, or longer-term agreement will be subject to City approval and applicable procurement requirements.

11. INSURANCE, LICENSING, AND COMPLIANCE

The selected vendor shall obtain and maintain all licenses, permits, insurance, registrations, and other requirements applicable to the vending operation. The vendor shall comply with applicable federal, state, and local laws, regulations, health and safety requirements, accessibility requirements, and reasonable City facility policies.

The selected vendor shall maintain liability insurance coverage for claims arising from the vending machine and its operation, including bodily injury and property damage, and shall name the City of Unalaska as an additional insured when required by the City's applicable insurance requirements.

12. PROPOSAL EVALUATION

Proposals will be reviewed by the City based on the overall suitability of the proposed service for the PCR Community Center. The City may consider the following factors:

- Completeness and responsiveness to the RFP requirements.
- Quality, reliability, condition, and suitability of the proposed vending machine.
- Product variety and suitability for PCR users.
- Availability of healthier food and beverage choices.
- Proposed revenue share and overall financial terms.
- Vendor experience and demonstrated ability to provide reliable service.
- Maintenance, stocking, and response plan.
- Payment options and customer convenience.
- ADA/accessibility compliance.
- References and past performance, if provided.

The City reserves the right to request clarification, conduct discussions with respondents, reject any or all proposals, waive minor informalities, and negotiate final terms with the selected respondent, subject to applicable City procurement requirements.

13. SUBMISSION DEADLINE AND DELIVERY

Proposals must be received by the deadline stated below. Late submissions may not be considered.

Proposal Due Date:	October 26, 2026
Time:	5:00 p.m. Alaska Time
Submit To:	City Clerk, City of Unalaska
Email / Delivery:	emagdaong@unalaska.gov

City Clerk
City of Unalaska
43 Raven Way
P.O. Box 610
Unalaska, AK 99685

14. QUESTIONS AND CONTACT INFORMATION

Questions regarding this RFP or the vending machine service requirements should be directed to:

Jolene Longo
Parks, Culture & Recreation
City of Unalaska
P.O. Box 610

Unalaska, AK 99685
(907) 581-1297
jlongo@unalaska.gov

15. GENERAL CONDITIONS

- The City does not guarantee a minimum number of vending machine sales or revenue.
- The selected vendor will not be considered an employee, agent, or representative of the City.
- The vending machine location is subject to City approval and may be changed if reasonably necessary for facility operations.
- The selected vendor shall not make changes to the machine, electrical connection, or facility without prior City approval when such changes affect the facility.
- The City may terminate the agreement in accordance with the final agreement and applicable City requirements.
- All final terms, including revenue share, term, insurance, placement, product requirements, service levels, and termination provisions, will be incorporated into a written agreement.

16. RESPONDENT CERTIFICATION

By submitting a proposal, the respondent certifies that the information provided is true and complete to the best of the respondent's knowledge and that the respondent has reviewed and understands the requirements of this RFP.

Company Name:	
Authorized Representative:	
Signature:	
Date:	