



# ZION-BENTON PUBLIC LIBRARY

W: <https://zblibrary.info>  
E: [library@zblibrary.org](mailto:library@zblibrary.org)

P: (847) 872-4680  
F: (847) 872-4942

2400 Gabriel Ave.  
Zion, IL 60099

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## **ZION-BENTON PUBLIC LIBRARY DISTRICT REQUEST FOR PROPOSAL: VENDING SERVICES August 15, 2024**

The Zion-Benton Public Library District requests proposals from qualified firms for snack and beverage vending machines and services. Vending services are provided for the public areas.

The public vending room is located next to the Check-out Desk. It measures 12 feet by 11 feet. The Library hosts a small Little Free Pantry filled with items suitable for cooking in the same room, available for those in need. There is also an 8 ft. long countertop with locked cabinets above and below. Currently, there is a non-refrigerated snack dispensing machine and a refrigerated plastic bottle beverage dispensing machine. The Library has hosted a hot beverage machine in the past. These machines provide convenient refreshment to the staff and 300 plus patrons who visit the Library daily. Both machines are credit-card enabled. Change for the machines is provided at the Check-out Desk. Gross monthly sales of the public machines are in the range of \$800 to \$1,000 per month.

Fast food and similar outlets are located more than one mile from the library. In addition to traditional library services, this Library offers three meeting rooms and four study rooms. Beverages with sealable tops may be consumed anywhere in the Library. Snacks and Food are restricted to the spacious lobby or outside.

Proposal guidelines are listed below. This request for proposals also can be obtained on the Library's website at <https://zblibrary.info>, at the Library's Checkout Desk at the Zion-Benton Public Library District, 2400 Gabriel Avenue, Zion, IL 60099, or by calling Kris Nichols, Patron Services Supervisor, at the Library at (847) 872-4680, extension 124.

Please deliver two (2) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Vending Service Proposal" to the Checkout Desk of the Zion-Benton Public Library District during open library hours: Monday – Thursday, 9:00 a.m. – 9:00 p.m. Saturday, 9:00 a.m. – 5:00 p.m. Sunday, 1:00 – 5:00 p.m. Proposals must arrive no later than 4:00 p.m., Monday, September 23, 2024 addressed to: Kris Nichols, Patron Services Supervisor, Zion-Benton Public Library District, 2400 Gabriel Avenue, Zion, IL 60099.

All proposals received will be publicly opened immediately thereafter at the Library. Verbal, telephone, fax or electronic mail proposals are invalid and will not receive consideration. All questions should be directed to Kris Nichols, Patron Services Supervisor, via email at [knichols@zblibrary.org](mailto:knichols@zblibrary.org).



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## PROPOSAL GUIDELINES

Please provide:

- The full name of the firm, local address, telephone number, name and title of the contact person, and the date of submission.
- A description of company background (history, mission, current size).
- A list of current references with contact names and phone numbers must be included with the proposal.

Proposals must specifically address:

- Percentage or portion of revenues from snack and beverage machines to be returned to the Zion-Benton Public Library District, including an example of a monthly sales report that will be required if awarded the bid.
- Specific schedule for such payments.
- Specific manner of payments (check, ACH or cash).
- Time line for any re-evaluation of revenue return.
- Manner and timeframe in which requested changes in snack and beverage machine contents will be met.
- Schedule for turnover of product and stocking machines.
- Number of communities/sites served by a single route.
- Response time required to address shortages of product.
- Response time for machine repair or replacements.
- Procedure for reimbursement of funds lost in machines.
- Schedule for machine maintenance and cleaning.
- Cups and lids MUST be provided. A listing of other supplies provided such as cup sleeves would be helpful.
- List of available brands for beverages, snacks, and candy.
- Protocols for suggestions for service improvements in number, configuration, and/or content of machines.
- Photo with dimensions of equipment and equipment electrical, plumbing or other specifications.
- Energy efficiencies of proposed vending machines.
- Money changing capabilities of all machines and/or description of the type of change machine provided with vending machines.
- Availability of vending machines that accept credit/debit cards to purchase items.
- Proof of Workers Compensation compliance with the state of Illinois. Certificate of Insurance for up to \$1 million in general liability and with a \$5 million umbrella.



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## TAXES

State and local sales and use taxes are not applicable and should not be included in the proposal.

## CONTRACT AWARD

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. It is the intent of the Library to award the bid for vending services on Monday, September 30, 2024 with implementation by October 15 – November 15, 2024.

## METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with strict emphasis on quality. Attributes which will be analyzed include:

- Reference responses
- Response times for machine repair or replacement and to address product shortages
- Schedule for stocking machines, turnover of product and machine maintenance and cleaning
- Revenue percentage shared with the Library, schedule for payments and report
- Products offered
- Equipment provided with features outlined

After technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor chosen will be notified. We hope to be able to notify the successful vendor by Monday, September 30, 2024.

## WITHDRAWAL OF PROPOSALS

Any proposer may withdraw the proposal at any time prior to the deadline for receipt of proposals.

## WALK-THROUGH

Proposers are welcome to schedule an appointment to visit the Library for a walk-through of the Library and public vending room. Please call Kris Nichols at (847) 872-4680, ext. 124 to arrange.



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## NEGOTIATION

Zion-Benton Public Library District solicits this proposal subject to review and negotiation with one or more of the firms under consideration. It is understood that negotiation may lead to proposal revision. All proposals submitted will remain firm for a period of ninety (90) days.

The Zion-Benton Public Library District reserves the right to accept or reject any or all proposals submitted, either in whole or in part; to request additional information from all proposers; to award contract to other than the low proposer; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the Library.

Any contract awarded will be made to the vendor who, based on evaluation of all responses, all criteria and oral interviews, if necessary, is determined to be the best qualified to provide vending services. Successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully provide the requested services in accordance with the proposal parameters. Awards will be made for all or part of the vending services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to the Zion-Benton Public Library District.