



Request for Information

Beverage Vending

South Florida State College invites qualified vendors to submit a response to this information request for services according to the parameters herein.

Thank you for your interest in South Florida State College.

1.0 Calendar

Date of Posting: November 1, 2024

College Contact Information	Deb J. Olson, Coordinator of Purchasing olsond@southflorida.edu
Due Date	November 18, 2024

2.0 Request for Information Only

This request for information is not a formal solicitation and will be used by the College to identify potential vendors that may align with college goals. The College may also choose not to contact or pursue these services from any or all proposers.

3.0 Specifications

South Florida State College invites beverage/vending companies to submit information that would provide the campus multi-faceted beverage needs. The College represents an average daily consumer market of more than 3,500 students and over 450 staff, faculty, and visitors. The College operates campuses/centers in the following locations:

- Highlands Campus – Avon Park
- Lake Placid Center – Lake Placid
- Hardee Campus – Bowling Green
- Desoto Campus – Arcadia
- Crews Center – Avon Park
- Hotel Jacaranda – Avon Park

To learn more about South Florida State College, please visit www.southflorida.edu.

The intent of this process will be to:

An interested Vendor will explain a beverage program that will enhance the students', staff and visitors to our college.

3.1 Vendor shall provide, at no cost to college, vending machines and/or fountain equipment, numbers and locations to be determined between Company and the College. We would prefer all equipment to be of the most recent technology, uniform in colors and size and pleasing in appearance in their surroundings.

3.2 Describe any additional services that will be provided and that are above and beyond those mentioned in this RFI and which are included in your proposal.

3.3 Describe any features about your company and/or employees and/or subcontractors that you feel set your company and/or your employees and/or subcontractors apart from other companies in your field.

4.0 Submittals

Please submit the following electronically (single-file PDF) for your firm to be considered for further review by November 18, 2024:

Section One: Company Profile

Provide a 1-2-page description of your company and the services that you offer which relate to this request. Include a list of current education accounts or similar. Include at least three (3) references.

Section Two: Services

A description of the service and products.

Section Three: Financial Return

If any Financial Return to the College, please summarize commissions and other proposed contributions to the College. Also, any creative options that are offered as part of the proposal.

5.0 Contact Information

Please provide a contact person to which all College communications should be directed at your firm. (Please type or print clearly!)

Name of Proposer Contact: _____

Phone Number: _____

E-mail address: _____

Please submit your proposals to purchasing@southflorida.edu by November 18, 2024.

Thank you!