

Vending Services  
Request for Informal Proposal (RFP)

Buffalo County is requesting informal proposals for the sale of drinks, snacks, and supplies for camping, fishing, and sporting goods, by use of vending services within Buffalo County facilities located at the Buffalo County Recreation Area/Ravenna Lake. Please submit proposals no later than 5/14/24,

2024. by ~~5:00 p.m.~~ to:

*8:30 am*

Lynn Martin  
Buffalo County Board Administrator  
PO Box 1270  
Kearney, NE 68848  
[lmartin@buffalocounty.ne.gov](mailto:lmartin@buffalocounty.ne.gov)

For additional questions, please contact Lynn Martin at [lmartin@buffalocounty.ne.gov](mailto:lmartin@buffalocounty.ne.gov) or (308) 236-1224.

Proposal Specifications

1. Vendor is to provide the service, equipment, merchandise, maintenance and personnel necessary to maintain a reasonable level of service within each facility in accordance with the description and frequency of services as listed.
2. If the Vendor cannot sell all three product line requests, then what lines will be sold.
3. Vendor shall provide and/or perform the following:
  - Provide vending machines at no charge
  - Provide route salesmen to fill and replenish machines
  - Collect and count all money from machines
  - Provide a refund system
  - Repair and maintain malfunctioning machines
  - Provide appropriate machines with dollar bill validators, and have credit card capabilities.
  - Provide sales reports on a mutually agreed schedule
  - Pay commissions monthly on gross after sales tax as defined below
    - Beverage commission/rent held until next month if the total commission and rent, if applicable, value is under \$50.00
4. Vendor shall pay for all costs for vending equipment necessary to perform the agreed upon services.
5. The term of agreement will be a 3-year lease agreement, running until terminated or terminated for good cause with a 45 day written notice prior to each 3-year term.
6. At present, Buffalo County has no vending machines at this location.
7. Buffalo County reserves the power to allocate lines of products to be sold among different and separate vendors.

### Proposal Form

1. What types of machines would you provide?
2. What type of merchandise would you provide and at what price point? (Feel free to use a separate piece of paper if needed)
3. What would be your commission rates?
4. How often would personnel be available to replenish merchandise?
5. Who do you have current accounts with in the surrounding areas?

NOTICE TO BIDDERS

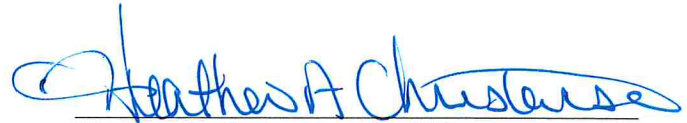
SEPARATE, SEALED Proposals will be received at the regular meeting of the Buffalo County Board of Commissioners, Buffalo County Courthouse, 1512 Central Ave., Kearney, Nebraska until 8:30 A.M. on Tuesday, May 14, 2024. Buffalo County is requesting informal proposals for the sale of drinks, snacks, and supplies for camping, fishing, and sporting goods, by use of vending services within Buffalo County facilities located at the Buffalo County Recreation Area/Ravenna Lake. Said proposals will be publicly opened and read aloud during that meeting.

Specifications and particulars can be obtained by emailing: [lmartin@buffalocounty.ne.gov](mailto:lmartin@buffalocounty.ne.gov)

All proposals should be in a separate, sealed envelope and marked "Ravenna Lake Vending Service" on the outside and addressed to the Buffalo County Clerk's Office, PO Box 1270, Kearney, Nebraska, 68848-1270.

The Buffalo County Board of Commissioners reserves the right to reject any and all bids and to waive any informality in the bidding.

(S E A L)



Heather A. Christensen, Buffalo County Clerk

Buffalo County EOE/AA

