

**REQUEST FOR PROPOSAL
VENDING SERVICES
ORANGE TOWNSHIP, DELAWARE
COUNTY
AQUATIC CENTER**

I. Introduction

Orange Township, Delaware County, is seeking proposals from qualified firms interested in obtaining a license from Orange Township for the installation, operation, and maintenance of ice-cream novelty vending machine products and services at the North Orange Aquatic Center (NOAC), located at 7560 Gooding Boulevard, Delaware, Ohio 43035.

The Board of Trustees deems it to be in the best interest of the township, as well as the members and guests of NOAC, to grant an exclusive license for vending services.

II. General Conditions and Requirements

This Request for Proposal (RFP) is only an invitation to submit a proposal and does not commit Orange Township in any way to enter into a license for ice-cream novelty vending services. In addition, the RFP does not obligate Orange Township to pay any costs incurred by any respondent in conjunction with the preparation of a response to this request.

Orange Township intends to select a qualified vending company and negotiate a license agreement for vending services, including, without limitation, the following provisions:

- A. Licensee to provide vending machines at Orange Township facilities as outlined in Appendix A.
- B. Licensee to maintain all associated vending machines on a seven-day per week basis. If not, provide specifications and an explanation of the days of availability.
- C. Licensee to pay to Orange Township a percentage of revenue collected from the vending machines. Licensee's proposal should state the percentage that will be provided to Orange Township, based upon gross revenue. The minimum acceptable revenue sharing percentage is 20%. The minimum agreement term is 12 months, with an annual renewal option including two additional years.
- D. Licensee to maintain insurance coverage in amounts and types approved by Orange Township, to include, at a minimum, property, general liability, and product liability coverage.
- E. Licensee to fully indemnify and hold harmless Orange Township from and against claims and liabilities associated directly or indirectly with the license or licensee's vending operations.
- F. Licensee to comply with all applicable Federal, State, and local laws, rules, and regulations.

Documents submitted in response to the RFP become the exclusive property of Orange Township and, accordingly, are considered public records under Ohio Public Records Law.

Orange Township expressly reserves the right at any time and from time to time, for its convenience, and without notice to do any or all the following:

- Waive or correct any defect or technical error in any response, proposal, or proposal procedure, as part of the RFP or any subsequent negotiation process.
- Reject any or all proposals, with or without cause, and without obligations to indicate any reason for such rejection.
- Modify the selection procedure, the scope of the proposed license, minimum requirements, or the required responses.
- Negotiate with any, all, or none of the respondents to the RFP.

III. Qualifications

The selected firm will demonstrate its ability and experience in providing comparable services in the operation of similar facilities.

Proof of achievement in the following areas:

- A. Ability to provide services seven days a week, during the pool season.
- B. The ability to provide timely maintenance and repair of machines, within 24-48 hours of a service call as reported by Orange Township staff, on an as needed basis.
- C. Provision of clean, safe, and sanitary machines that meet or exceed government or industry standards.
- D. Provision of trained personnel to properly service the machines.
- E. Maintenance of an approved system of retaining accurate readings and records of the amount of product dispensed from and supplied to the machines in a manner requested and approved by Orange Township.
- F. Establish a refund process for dealing with situations in which products do not properly dispense as expected, are incorrect, or no change is made from the machine. The vendor must be able to manage refunds independently from Orange Township.
- G. Proof of insurance coverage in amounts, types, and with insurers reasonably acceptable to Plain Township for:
 - 1. Comprehensive General Liability
 - 2. Product Liability
 - 3. Fire & Theft Insurance
- H. Provide acceptable references.
- I. Provide a list of available products as well as suggested sample product lists of ice-cream novelty vending items, including health-conscious products, if any. List each product along with the corresponding suggested customer cost/item.

IV. Response to the Request for Proposal (RFP)

Questions concerning this request must be submitted in writing to the e-mail address below.

Orange Township will respond to all questions in writing, making all questions and responses available to all interested firms.

Interested firms must respond to this RFP no later than 4:00 pm, April 30, 2026. Proposals should be submitted in writing and must include the completed documents contained within the RFP packet. Additional supporting documents may be included.

The RFP should be mailed and/or delivered to Orange Township or submitted by email:

Orange Township
NOAC Vending Proposal
Attn: Silas Bowers
1680 E. Orange Road
Lewis Center, Ohio 43035

Email and questions to: SBowers@orangetwp.org

The Orange Township Board of Trustees will evaluate all proposals submitted. The Board of Trustees anticipates awarding a License to a successful firm by May 7 2026. Such license will commence on May 11, 2026.

APPENDIX A
Vending Request for Proposal (RFP)

Proposals will be considered for exclusive vending operations meeting the minimum provisions:

Orange Township Aquatic Center

7560 Gooding Blvd
Delaware, OH 43017

Minimum required machines to be provided:

- One Ice-Cream Novelty Vending Machines

**REQUEST FOR PROPOSAL
VENDING SERVICES
ORANGE TOWNSHIP AQUATIC CENTER**

PROPOSAL FORM

Name: _____

Signature: _____

Company Name: _____

Address: _____

Phone Number: _____

Email: _____

Date: _____

The percentage of gross sales that will be paid as a Commission to Orange Township in exchange for space to provide vending machines at the Orange Township Aquatic Center: _____ %

Number of ice-cream novelty vending machines to be provided: _____

Number of _____ vending machines to be provided: _____

VENDING PRODUCTS

Specify product item with coinciding customer cost/item below and/or attach supporting documents with requested information. Include health-conscious options (if any) among product list.

Available Ice-Cream Product List:

Suggested Ice-Cream Product List:

**ORANGE TOWNSHIP
LICENSE FOR VENDING
SERVICES REFERENCES**

Please provide a description of and contact information from organizations for which your organization has provided previous/similar uses or services, or with which your organization has collaborated to provide similar uses or services:

Organization: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Date and Description of Services: _____

Organization: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Date and Description of Services: _____

Organization: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Date and Description of Services: _____

Complete this form and submit with Form of Proposal

Applicant's Name: _____

Signature: _____