

Request for Statement of Qualifications For Vending Service

**Mid-Continent Public Library
March 8, 2024**

The Board of Trustees of Consolidated Library District No. 3 a/k/a Mid-Continent Public Library (referred to as the "Library"), a political subdivision of the State of Missouri, hereby gives notice of their intent to contract vending services of their [public library facilities](#).

SECTION I: General Requirements

1. Provide general snacks and cold vending.

SECTION II: Scope of Services

1. Provide vending machines and products (regular snacks and cold drinks).
2. Serve 14 Libraries in the following areas/communities (Antioch, Blue Springs (2), Blue Ridge, Grandview, Liberty, Lee's Summit (2), Independence (2), North Oak, Parkville, Raytown, and Red Bridge)

SECTION III: Proposed Calendar of Events

March 8, 2024	Issue RFQ
March 22, 2024	Proposals due at 12:00PM at Library's HQ
March 26, 2024	Review by the Library's Staff
March 28, 2024	Recommendation
April 12, 2024	Execute the contract

Respondent shall submit 5 copies of the proposal with an electronic version to the Library. Any written proposal received after the specified due date shall not be eligible for consideration. Furthermore, proposals/applications received before the due date shall remain sealed until the posted due date.

Any questions concerning this RFQ shall be submitted in writing by mail or email to:

Teresa Johnson
Executive Operations Director
Mid-Continent Public Library
15616 E. US Highway 24
Independence, MO 64050
Email: tjohnson@mymcpl.org

Or

Ritchie Momon
Chief Customer Experience Officer
Mid-Continent Public Library
15616 E. US Highway 24
Independence, MO 64050
Email: rmomon@mymcpl.org

Answers will be shared with all prospects

SECTION IV: Selection Criteria

- Experience with organizations similar in size and/or operations
- Recommendations from current clients and prior experience with the Library, if applicable
- Cost of services

Basis of Awarding

The right is reserved, as the interest of the Library may require, to waive any defects or all informalities in any proposal, to reject any or all proposals, to take any or all proposals under advisement or to accept any proposal as may be deemed to be in the Library's interest in meeting the standard of lowest and best proposal.

Equal Opportunity

The Library is committed to Equal Opportunity. The respondent will not discriminate against any employee or applicant because of race, color, religion, sex or national origin. The respondent agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act and other applicable State and Federal laws.