



**CITY OF EAST PROVIDENCE
FINANCE DEPARTMENT
REQUEST FOR PROPOSALS
EP25/26-04**

**VENDING MACHINE SERVICES AT VARIOUS CITY LOCATIONS
BID OPENING WEDNESDAY, FEBRUARY 18, 2026, AT 11:00AM**

SPECIFICATIONS

SCOPE OF WORK

The City of East Providence is soliciting proposals from qualified vendors to provide beverage and snack vending machine services at various City locations. The services of this RFP include, but are not limited to:

1. Installation, operation, and maintenance of beverage and snack vending machines and related equipment at specified locations in the City of East Providence listed below
 - City Hall – 145 Taunton Ave East Providence RI 02914
 - 1st Floor Main Lobby – 1 Beverage Machine
 - 3rd Floor Outside of Break Room – 1 Beverage and 1 Snack Machine
 - Senior Center – 610 Waterman Ave East Providence RI 02914
 - 1st Floor Dining Room – 1 Beverage Machine
 - DPW – 60 Commercial Way East Providence RI 02914
 - 1st Floor Break Room – 1 Beverage and 1 Snack Machine
 - Possibility of additional machines in the future
2. Vendor must ensure that machines are always kept in appropriate operating condition, which includes maintenance, servicing, temperature monitoring and the replenishment of items dispensed by the machine.
3. Vending machines must be energy efficient – “Energy Star” equivalent or equipped with an energy miser. Machines must be suitable to operate with the physical plant, layout, utility, and outlet locations to avoid blowout of utilities.
4. Vendor must submit a replenishment schedule in addition to their pricing proposal.
5. Vendor must keep machines well stocked at all times.

EVALUATION PROCEDURE AND CRITERIA

1. Bid will be awarded based on percentage commission of net sales, selection of food and beverages and requisite service criteria including maintenance and stocking machines.
2. This contract will be for a period of three (3) years beginning May 5, 2026.
3. Vendor must comply with all City vending ordinance policies, rules and regulations regarding safety, parking, loading and unloading procedures, fees and licensing.

4. The vendor shall be responsible for obtaining all required permits and for complying with all municipal, state and federal laws. The vendor shall also assume liability for all applicable taxes.
5. Vendor will make monthly payments to the City of East Providence from the net sales of vending machines.
6. All equipment must be maintained by the vendor throughout the life of the contract and remain in good condition.
7. Installation and removal of all equipment must be coordinated with a City of East Providence representative.
8. Insurance: Prior to commencement of work under any contract awarded as a result of the proposal, the proposer must obtain at its own expense and keep in force for the term of any appropriate Worker's Compensation Insurance and General Commercial Liability Insurance. The City must be named as an additional insured on all liability policies. The proposal should include a statement from the proposer agreeing to this provision.

Any questions regarding the RFP may be directed in writing to Jessica Lamprey, Procurement Specialist, at jlamprey@eastprovidenceri.gov no later than MONDAY, FEBRUARY 9, 2026 AT 4:00PM.