

RFQ 05-10-22-A

May 10, 2022

The Housing Authority of Kansas City, Missouri (HAKC) located at 3822 Summit St., Kansas City, MO. 64111 is seeking competitive quotes, Request for Quotation (RFQ) to contract with qualified companies or individuals for **Vending Services** in accordance with the attached Scope of Work (SOW).

Site inspections are available **May 19th – May 20th by appointment with HAKC Procurement.** This RFQ includes the following documents:

- RFQ
- Scope of Work (SOW)

Quotation information & Instructions:

Any statement in this document that contains the word “**will**”, “**must**” or “**shall**” means that compliance with the intent of the statement is required. Failure to satisfy that intent may cause the quote to be rejected.

- I. All Quotes shall be in USD and in the English language.
- II. All charges must be included in the Quote including any associated costs for goods or services being delivered. Quoted price is to be defined as to what is included.
- III. The Quote must include a timeline to complete the set up and installation of equipment and terms of the pricing agreement. A list of standard product & pricing. A copy of your Certificate of Insurance.
- IV. Quotes shall be submitted via electronically to Procurement Dept. at procurement@hac.org at the below designated date and time. Response must be clearly identified with the above project/work title as stated above.
- V. Any Requests for Information (RFI) or questions **MUST** be sent in writing electronically to Procurement Dept. at procurement@hac.org. Answers will **ONLY** be provided in writing electronically.

RFQ Response Due Date and Time: Thursday, June 2, 2022, by 2:00 p.m.



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Scope of Work

Scope of Work:

Provide innovative quality snacks, food and drink vending services or micro market machines for the employee lunchroom.

Special Conditions:

All vending machines must be equipped with modern cash and cashless options, e.g., credit/debit cards, Apple, and Samsung Pay.

This system will need to be 100% vendor managed, including employee complaints and discrepancies.

In lieu of a commission, HAKC would request best competitive prices as a savings to our employees.