



REQUEST FOR PROPOSALS (RFP)

Vending Machine Services for Students and Faculty

RFP Number: RFP - 2027 - VS1

Issuing Agency: Moreno Valley Preparatory Charter School

Issue Date: July 22, 2026

Proposal Submission Deadline: August 3, 2026 @ 5:00 p.m. MST

Procurement Manager: Jiliann Williams / jiliann@morenovalleyprep.org

1. Executive Summary & Statutory Authority

Pursuant to the **New Mexico Procurement Code (NMSA 1978, § 13-1-111)**, Moreno Valley Preparatory Charter School (hereinafter referred to as the "School") is soliciting competitive sealed proposals from qualified vendors to provide, service, maintain, and stock vending machines for student, faculty, and administrative use.

- **Scope:** Full-service vending machine operations (equipment, restocking, maintenance, point-of-sale systems, and inventory management).
- **Financial Structure:** Monthly revenue reporting and remittance. The selected Vendor shall pay the School a **10% commission fee on gross monthly food and beverage revenues**.
- **Contract Term:** Initial one (1) academic year (July 1, 2026 – June 30, 2027) with options to renew annually for up to three (3) additional years pursuant to **NMSA 1978, § 13-1-150**.

2. Scope of Services & Machine Requirements

A. Vending Equipment & Technical Specifications

1. **Equipment:** Vendor shall provide 1 to 2 state-of-the-art, Energy Star® certified vending machines equipped with glass fronts, internal refrigeration (where applicable), and dual-payment systems accepting cash, credit/debit cards, and mobile payments (Apple Pay, Google Pay, Venmo, CashApp etc.).
2. **Maintenance & Repair:** Vendor assumes 100% financial and operational responsibility for machine delivery, installation, sanitation, maintenance, and prompt repair. Repairs must be initiated within **24 hours** of notification by the School.
3. **Faculty vs. Student Machines:** Machines accessible to students must adhere to strict nutritional restrictions detailed below.



B. Product Offerings & Nutritional Compliance

1. **Student Accessible Machines (Smart Snacks Rules):** All items made available to students during the school day must comply with **USDA Smart Snacks in School standards (7 CFR § 210.11)** and **NMPED Rules (NMAC 6.12.5)**:
 - **Nutritional Limits:** Snacks >200 calories, >200 mg sodium, >35% calories from total fat, >calories from saturated fat, and >35% sugar by weight.
 - **Accepted Items:** Whole grains, 100% fruit juice, low-fat/fat-free dairy, nuts, seeds, dried fruit, and compliant protein snacks.
2. **Easy-to-Prepare & Fresh Foods:** Vendor shall provide a mix of shelf-stable snacks as well as premade or microwavable options (e.g., packaged sandwiches, burritos, wraps, oatmeal cups, soups) supported by proper thermal holding in temperature-controlled machines.

C. Monthly Invoicing, Reporting & Commission

1. **Commission Payment:** Vendor shall remit **10% of total monthly gross revenue** generated across all installed vending machines to the School no later than the 15th day of each following calendar month.
2. **Monthly Statements:** Each monthly commission payment must be accompanied by an itemized sales audit report detailing machine inventory levels, vend counts, gross revenue per machine, and calculation of the 10% commission.
3. **Audit Rights:** The School reserves the right to inspect vending equipment and examine vendor sales logs pursuant to **NMSA 1978, § 13-1-182**.

3. Mandatory New Mexico Statutory Requirements

1. **Campaign Contribution Disclosure (NMSA 1978, § 13-1-191.1):** Offerors must execute and submit the NM Campaign Contribution Disclosure Form detailing any contributions made to elected officials of the issuing body within the preceding two years.
 2. **New Mexico Resident Preference (NMSA 1978, § 13-1-21):** To qualify for a Resident Business or Veteran Business preference, the offeror must submit a copy of their valid certificate issued by the New Mexico Taxation and Revenue Department.
 3. **Procurement Code Notice (N.M. Admin. Code § 1.4.1.31):** The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.
 4. **Debarment & Suspension:** Vendor must certify non-debarment status at both the federal level and state level pursuant to **NMSA 1978, § 13-1-178**.
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4. Proposal Submittal Requirements

Proposals must be submitted in a sealed package/envelope clearly marked with the RFP Number and Title. The submission must follow this structure:

- **Part 1: Letter of Transmittal & Authorizations** (Company details, corporate signature, CPO contact).
- **Part 2: Vendor Qualifications & Experience** (Minimum 3 years K-12 or commercial vending experience).
- **Part 3: Operational & Product Stocking Plan** (Restocking schedule, machine models, list of compliant Smart Snack and microwavable food offerings).
- **Part 4: Equipment & Payment Technology Overview** (Machine specifications, age, credit card processing systems).
- **Part 5: Mandatory New Mexico Statutory Forms** (Campaign Contribution Form, Resident Preference Certificate, Non-Collusion Affidavit).

5. Evaluation & Award Criteria

Proposals will be evaluated by an evaluation committee appointed under **NMSA 1978, § 13-1-114** using the following 100-point rubric:

Evaluation Factor	Maximum Points
Product Variety & Nutritional Standards Compliance (<i>Quality, microwaveables, Smart Snacks</i>)	30 Points
Operational & Maintenance Plan (<i>Restocking frequency, local repair response time, equipment age</i>)	25 Points
Vendor Experience & Track Record (<i>References, historical operational success</i>)	20 Points



Machine Technology & Payment Capabilities (<i>Cashless readers, energy efficiency, telemetry</i>)	15 Points
Local New Mexico Procurement Integration (<i>Local sourcing of products/NM resident preference</i>)	10 Points
TOTAL POSSIBLE POINTS	100 Points

Note: Valid New Mexico Resident / Veteran preference points will be applied to eligible offeror scores pursuant to state statute.

6. Timeline & RFP Schedule

Event	Date / Deadline
RFP Issued Date	July 22, 2026
Deadline for Written Questions	July 31, 2026
Proposal Due Date & Time	August 3, 2026 @ 5:00 p.m.
Evaluation Period	August 4-7, 2026



Notice of Intent to Award	August 7, 2026
Contract Effective Date	August 11, 2026
