



WESTERVILLE CITY SCHOOL DISTRICT

REQUEST FOR QUOTATION

The Westerville City School District is seeking proposals for full service snack vending. The locations and specifications are more fully described on the enclosed quotation forms.

Quotations will be accepted until **12:00 noon on Friday, May 12, 2023**. Quotations should be prepared and submitted at Supplier's expense in an envelope clearly marked "RFQ 2023 Snack Vending Services" to Westerville City Schools, Purchasing Department, 125 E. Walnut St, Westerville, Ohio 43081. Quotations may also be submitted via email to hurtk@westerville.k12.oh.us under the same timeframe by putting "RFQ 2023 Snack Vending Services" in the subject line. A quotation received after the time and date specified will be disqualified.

The Westerville City School District reserves the right to reject any or all offers; reserves the right to waive any irregularities or informalities in proposals; to accept or reject any one or more items of a quotation; and shall have no liability whatsoever to any submitter whose quote is not accepted. The district further reserves the right to select vendors based upon criteria that includes but is not limited to; references, industry experience, commissions offered, proposed product lineup and the ability to meet the specified nutritional requirements. Acceptance of a quotation shall not constitute an agreement between the submitter and the school district unless the quotation has been reduced to writing and executed by both the submitter and the Westerville City School District.

Enclosure



Westerville City School District

RFQ 2022 Vending Services

The Westerville City School District is seeking proposals for full service snack vending at each of its three high schools, five middle schools (optional) and the Transportation building:

Westerville Central High School, 7118 Mt. Royal Ave, Westerville, OH 43082

Westerville South High School, 303 S. Otterbein Ave, Westerville, OH 43081

Westerville North High School, 950 County Line Rd, Westerville, OH 43082

Genoa Middle School, 5948 S Old 3C Rd, Westerville, OH 43082

Heritage Middle School, 390 N Spring Rd, Westerville, OH 43082

Walnut Springs Middle School, 888 E Walnut St, Westerville, OH 43081

Blendon Middle School, 223 S Otterbein Ave, Westerville, OH 43081

Minerva Park Middle School, 5002 Farview Rd, Columbus, OH 43231

Proposals should also include full service snack vending at each of the following administrative offices:

Transportation Building, 125 E Walnut St, Westerville, OH 43081

A district map is enclosed for your convenience.



The Westerville City School District has a beverage contract in place, so beverage vendors are **not included** in this request.

All vended products at the high schools and middle schools must follow the USDA Smart Snacks in Schools nutrition standards (unless located in a staff lounge). An abbreviated version of these standards is attached and the full description may be found at <https://www.fns.usda.gov/cn/smart-snacks-school>. Proof of compliance must be submitted with your proposal.

Vending machine in the Transportation building is **not** limited to Smart Snack compliant foods as they are not accessible to students.

The contract will be awarded for a period of one (1) year, beginning on or before July 1, 2023 to June 30, 2024 with the potential for up to two (2) one-year renewals. The successful bidder must provide proof of insurance covering all equipment, personnel, and vehicles when on school property. All equipment will remain the property of the vendor and will be supplied, maintained, and replaced as necessary at no cost to the district.

Please provide details of your proposed program including but not limited to:

- Equipment provided
- Product line up with suggested sell prices
- Documentation that above products meet Smart Snacks in Schools requirements
- Service frequency and qualifications of service personnel
- Commissions to be paid to district, including payment frequency
- Refund policy and procedures

Questions regarding this proposal should be directed to Kris Hurt (hurtk@westerville.k12.oh.us, 614-797-5990)



WESTERVILLE CITY SCHOOLS

District Address List

Elementary Schools

Alcott Elementary (614) 797-7350
7117 Mount Royal Avenue, Westerville, Ohio 43082-8392
Earl Rahm, *Principal*

Annehurst Elementary (614) 797-7000
925 West Main Street, Westerville, Ohio 43081-1298
Tabatha Wilburn, *Principal*

Cherrington Elementary (614) 797-7050
522 Cherrington Road, Westerville, Ohio 43081-3013
Andrew Heck, *Principal*

Emerson Elementary (614) 797-7080
44 North Vine Street, Westerville, Ohio 43081-1530
Chris Poynter, *Principal*

Fouse Elementary (614) 797-7400
5800 S. Old 3C Highway, Westerville, Ohio 43082-9251
Robert Stranges, *Principal*

Hanby Elementary (614) 797-7100
56 South State Street, Westerville, Ohio 43081-2136
Megan Rose Forman-McCaulla, *Principal*

Hawthorne Elementary (614) 797-7130
5001 Far-View Drive, Columbus, Ohio 43231-4093
Ernest Clinkscale, *Principal*

Huber Ridge Elementary (614) 797-7150
5757 Buenos Aires Blvd., Westerville, Ohio 43081-4088
Tyson Hilker, *Principal*

Longfellow Elementary (614) 797-7180
120 Hiawatha Avenue, Westerville, Ohio 43081-2221
Chris Poynter, *Principal*

McVay Elementary (614) 797-7230
270 South Hempstead Road, Westerville, Ohio 43081-2790
Jim Swain, *Principal*

Mark Twain Elementary (614) 797-7200
799 East Walnut Street, Westerville, Ohio 43081-2570
Vicki Moss, *Principal*

Pointview Elementary (614) 797-7250
720 Pointview Drive, Westerville, Ohio 43081-3435
David Bennett, *Principal*

Robert Frost Elementary (614) 797-7280
270 North Spring Road, Westerville, Ohio 43082-1888
Sarah Berka, *Principal*

Whittier Elementary (614) 797-7300
130 East Walnut Street, Westerville, Ohio 43081-2359
AJ Hoffman, *Principal*

Wilder Elementary (614) 797-7330
6375 Goldfinch Drive, Westerville, Ohio 43081-3700
Dr. Victoria Hazlett, *Principal*

Middle Schools

Blendon Middle (614) 797-6400
223 South Otterbein Avenue, Westerville, Ohio 43081-2398
Kendall Harris, *Principal*

Genoa Middle (614) 797-6500
5948 S. Old 3C Highway, Westerville, Ohio 43082-9251
Scott Gaddis, *Principal*

Heritage Middle (614) 797-6600
390 North Spring Road, Westerville, Ohio 43082-1888
Dr. Dru Tomlin, *Principal*

Walnut Springs Middle (614) 797-6700
888 East Walnut Street, Westerville, Ohio 43081-9302
Rebecca Yanni, *Principal*

High Schools

Westerville Central (614) 797-6800
7118 Mt. Royal Avenue, Westerville, Ohio 43082-8393
Tom Lanier, *Principal*

Westerville North (614) 797-6200
950 County Line Road, Westerville, Ohio 43081-1000
Kurt Yancey, *Principal*

Westerville South (614) 797-6000
303 South Otterbein Avenue, Westerville, Ohio 43081-2397
Michael Hinze, *Principal*

Other Buildings

Early Learning Center/District Admin. Offices (614) 797-5700
936 Eastwind Drive, Westerville, Ohio 43081

Academic Enrichment Center (614) 797-7750
336 South Otterbein Avenue, Westerville, Ohio 43081

Enrollment & Family Resource Center (614) 797-7700
300 Polaris Parkway, Suite 3200, Westerville, Ohio 43082

Distribution Center / Buildings & Grounds (614) 797-5983
816 County Line Road, Westerville, Ohio 43081

Transportation Center (614) 797-5950
125 E. Walnut Street, Westerville, Ohio 43081

St. Paul Catholic School

61 Moss Road 882-2710
Westerville Staff (Mobile Building) 882-2797



WESTERVILLE CITY SCHOOLS

District Map

- 25 ALCOTT ELEMENTARY SCHOOL
- 1 ANNEHURST ELEMENTARY SCHOOL
- 5 CHERRINGTON ELEMENTARY SCHOOL
- 7 EMERSON ELEMENTARY SCHOOL
- 23 FOUSE ELMENTARY SCHOOL
- 9 HANBY ELEMENTARY SCHOOL
- 11 HAWTHORNE ELEMENTARY SCHOOL
- 13 HUBER RIDGE ELEMENTARY SCHOOL
- 15 LONGFELLOW ELEMENTARY SCHOOL
- 20 MARK TWAIN ELEMENTARY SCHOOL
- 17 MCVAY ELEMENTARY SCHOOL
- 19 POINTVIEW ELEMENTARY SCHOOL
- 18 ROBERT FROST ELEMENTARY SCHOOL
- 21 WHITTIER ELEMENTARY SCHOOL
- 10 WILDER ELEMENTARY SCHOOL

- 40 BLENDON MIDDLE SCHOOL
- 43 GENOA MIDDLE SCHOOL
- 42 HERITAGE MIDDLE SCHOOL
- 45 WALNUT SPRINGS MIDDLE SCHOOL
- 51 WESTERVILLE NORTH HIGH SCHOOL
- 50 WESTERVILLE SOUTH HIGH SCHOOL
- 52 WESTERVILLE CENTRAL HIGH SCHOOL
- 75 ACADEMIC ENRICHMENT CENTER
- 100 EARLY LEARNING CENTER / DISTRICT ADMINISTRATIVE OFFICES
- 124 ENROLLMENT CENTER
- 64 TRANSPORTATION FACILITY
- 62 DISTRIBUTION CENTER / BUILDING & GROUNDS
- 39 ST. PAUL CATHOLIC SCHOOL

