



**Dallas Center-Grimes
Community School District
Administration Center**

2405 West First Street, Grimes, IA 50111

Phone: 515-992-3866

Fax: 515-992-3079

January 19, 2026

To Whom It May Concern:

The Dallas Center-Grimes Community School District ("District") is requesting proposals from qualified vendors to provide exclusive vending and beverage pouring rights, including related equipment, service, and sponsorship support, across District facilities.

The District encourages all prospective vendors to carefully review this Request for Proposal (RFP). The District seeks a partner that is experienced, reliable, innovative, and capable of providing high-quality vending and beverage services while supporting student programs, athletics, and District initiatives.

The District is not responsible for any costs incurred in preparing or submitting a proposal. All proposals become the property of the District and may be subject to public disclosure in accordance with Iowa law.

The Dallas Center-Grimes Community School District serves students in Dallas and Polk County, Iowa. The District includes one high school, one middle school, multiple elementary schools, and administrative facilities. Vending and pouring rights services may be required at athletic facilities, academic buildings, and other District-controlled venues. Our District is composed of the following facilities: five elementary schools, one middle school, one high school, one district building, and one transportation center.

Proposals should not contain promotional or display materials. Proposals must address the requirements as explained to aid the technical evaluation. All questions posed by the RFP must be answered concisely and clearly. Proposals that do not address each criterion may be rejected. All proposals become the property of the District and will not be returned to the proposed service providers. Following the opening of the proposals, the contents of the proposals will be placed in the public domain and will be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld upon the written request of the proposer. The offer made by a proposal, and any clarifications to that proposal, shall be signed by the proposed service provider or authorized officer thereof, or a designated agent empowered to bind the proposer in a contract.

The District reserves the right to conduct any investigation of the qualifications of any proposed service provider that it deems appropriate, negotiate modifications to any of the items proposed



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in the proposal, or request additional information from any proposer. The District may choose to conduct interviews with some or all of the service providers submitting proposals.

The District reserves the right, in its sole discretion, to decide not to utilize the services of any selected provider or to terminate the selection without cause and without penalty, and the selection of a provider does not assure that any services will ultimately be requested. Further, the District is under no obligation to utilize the selected service provider's services on an exclusive basis. The terms and conditions of this RFP and the resulting contracts or activities based upon this RFP shall be construed in accordance with the laws of Iowa. Wherever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interest of the District.

The District reserves the right to reject any or all proposals or parts thereof, to waive any informalities or irregularities, and to enter into such contract or contracts as shall be deemed in the best interests of the District.

Please direct your reply to:

Madison Melchert, Activities Director
Dallas Center-Grimes Community School District
2555 W 1st Street
Grimes, Iowa 50111
515-986-9747

Proposals are due in the Activities Office at the high school at 2555 W 1st Street, Grimes, Iowa 50111, not later than 2:00 pm, Central time, on Tuesday, March 31st, 2026.

Electronic submissions will be accepted via e-mail, no later than 2:00 pm, Central time, on Tuesday, March 31st, 2026. Please e-mail bids@dcgschools.com with your proposal.

Questions on the overall proposal may be directed to Madison Melchert, Activities Director, via e-mail at madison.melchert@dcgschools.com.

Sincerely,

Madison Melchert



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Madison Melchert
Activities Director

REQUEST FOR PROPOSAL

The Dallas Center-Grimes Community School District is requesting proposals for exclusive vending and beverage pouring rights.

The District has an existing contract with Pepsi Co. that expires on September 30th, 2026.

The successful contractor will be awarded a nonexclusive contract to provide exclusive vending and beverage pouring rights services in the Dallas Center-Grimes Community School District ("District") for a period of three (3) to Five (5) years commencing October 1, 2026. The contract will contain a provision that either party may terminate the contract with or without cause upon sixty (60) days' notice.

Item A

THE SELECTED VENDOR SHALL PROVIDE, AT A MINIMUM, THE FOLLOWING SERVICES:

- Exclusive vending and beverage pouring rights across District facilities, as approved by the District.
- Supply, installation, servicing, and maintenance of vending machines and related equipment at no cost to the District.
- Beverage service and support for athletic programs, including coolers and ice machines where applicable.
- Compliance with all applicable federal, state, and local laws, including USDA Smart Snacks in School standards.

Alcoholic beverages or products marketed as non-alcoholic alcoholic beverages are strictly prohibited on District property.

B. Exclusivity

The awarded vendor will be granted exclusive rights to vend and pour approved beverages within District facilities. Placement of vending machines or branded equipment must be approved in advance by District administration. Exclusivity does not apply to outside organizations unless otherwise agreed upon in writing.



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C. Equipment

- All vending equipment must be Energy Star compliant.
- Equipment shall be provided, installed, maintained, and repaired at the vendor's expense.
- Service and repair response time shall not exceed 24 hours, seven (7) days per week.
- Upon expiration or termination of the contract, the vendor shall remove all equipment within thirty (30) business days at no cost to the District.

D. Product Standards and Labeling

- All products must display appropriate packaging dates, expiration dates, and manufacturer identification.
- Student-accessible vending machines that do not meet USDA Smart Snack standards must be disabled during the school day and may only operate after the end of the instructional day, as determined by the District.

E. Pricing and Compensation

- Vendors must clearly outline commission structures, guaranteed annual revenue, rebates, or other financial considerations.
- Any proposed price increases must be disclosed with a minimum of sixty (60) days' written notice and shall not exceed an annual percentage cap established by the District.
- The District is tax-exempt; proposals shall not include sales tax.

F. Sponsorships and Enhancements

Vendors are encouraged to propose value-added enhancements, including but not limited to:

- Athletic or activity sponsorships
- Scoreboards or facility enhancements
- Scholarships or student support programs
- Guaranteed annual payments or signing bonuses
- Rebates or donated products

All enhancements must be clearly defined and quantifiable.

G. Reporting and Communication



- Quarterly utilization and sales reports shall be provided to the District.
- The vendor shall designate a primary account representative.
- At least one annual in-person or virtual review meeting is required.

H. Signage and Branding

- All signage and branding must receive prior District approval.
- Permanent or memorial signage is not permitted.
- Use of District logos, names, or intellectual property requires written authorization.

Item B

CONTRACT TERMS:

The District anticipates awarding a contract for an initial term of three (3) to five (5) years, with optional renewal periods upon mutual agreement. The contract may be terminated by either party with written notice, as specified in the final agreement.

Item C

PROPOSAL SUBMISSION REQUIREMENTS:

A. Proposal Format

Proposals should be clear, concise, and organized using the format outlined below. Excessive promotional materials should be avoided.

B. Required Proposal Contents

1. Vendor Information
 - Legal name, address, contact information
 - Description of company structure and years in operation
2. Experience and Qualifications
 - Experience providing vending and pouring rights to K-12 or comparable organizations
 - References from at least three (3) current or former clients
3. Service Plan
 - Equipment list and service model
 - Product offerings and compliance plan
 - Maintenance and restocking schedule
4. Financial Proposal



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- Commission structure or guaranteed revenue
- Pricing methodology
- Sponsorships, incentives, and enhancements
- 5. Reporting and Customer Service
 - Sample reports
 - Account management approach
- 6. Insurance and Compliance
 - Proof of required insurance coverage
 - Background check compliance for on-site personnel

Item D

PROPOSAL TIMELINE:

| Event | Date |
|-------------------------------|-----------------------|
| Issue RFP | January 27, 2026 |
| Questions Due | February 23, 2026 |
| Proposals Due | March 31, 2026 |
| Vendor Interviews (if needed) | Week of April 6, 2026 |
| Board Approval | April 27, 2026 |
| Contract Start Date | October 1, 2026 |

The District reserves the right to modify this timeline.

Item E

EVALUATION CRITERIA:

Proposals will be evaluated based on, but not limited to:

1. Ability to meet service requirements
2. Vendor experience and references
3. Financial return and overall value to the District
4. Quality of service, reporting, and support
5. Enhancements and partnership opportunities



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Item F

CONDITIONS AND RESERVATIONS:

The District reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities
- Negotiate with one or more vendors
- Cancel or reissue this RFP

No contract shall be binding until approved by the Dallas Center-Grimes Community School District Board of Education.

Item G

SUBMISSION INSTRUCTIONS:

Proposals must be submitted electronically or in hard copy no later than the stated deadline.

Submit proposals and questions to:

Madison Melchert, Activities Director

Dallas Center-Grimes Community School District

Email: madison.melchert@dcgschools.com