

Full Service Vending Management for the Department of Corrections

The Department of Corrections is seeking a single Vendor to provide Full Service Vending Management.

Open	6/12/2026 1:00 PM CDT	Type	RFB - Request for Bids
Close	7/6/2026 1:00 PM CDT	Number	005-RFB-2837-2026
		Currency	US Dollar

Sealed Until 7/6/2026 1:00 PM CDT

Contacts

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Commodity Codes

Commodity Code	Description
93188	Vending Machine Maintenance, Repair, Installation or Removal, Including Lottery Vending Machines

Description

The purpose of this Request for Bids (RFB) is to solicit bids from qualified providers to provide the goods and/or services described further in this RFB to the Lead Agency and any Participating Agencies. The Lead Agency intends to award a contract(s) beginning and ending on the dates listed in the solicitation, and the Lead Agency may extend the contract(s) for up to the number of annual extensions identified in the solicitation at the sole discretion of the Lead Agency. Any contract(s) resulting from the RFB shall not be an exclusive contract.

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for the Lead Agency's and Participating Agencies' benefit and is intended to provide the Lead Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for the submission of a comprehensive Bid.

It is advised to "Save Progress" often and especially after uploading documents.

NOTE: Anytime the Bidder opens their bid after the initial submission, they MUST certify and resubmit. No information will be lost from the initial submission.

NOTE: Bidder must approve and resubmit their bid after an amendment has been posted by the Issuing Officer. If the bid was submitted before the amendment, all information will be saved. The Bidder only needs to read and acknowledge the amendment.

Instructions for Amendments: Answer the newly posted question in the Questions Section, and CERTIFY and SUBMIT your bid again (if previously submitted).

Contract Term

The term of the contract will begin 9/1/2026 and end on 8/31/2027

The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to five (5) annual extensions.

Statewide Vending Services for Iowa Department of Corrections

The Bidder shall provide comprehensive, full-service vending management services for the Iowa Department of Corrections (DOC) at nine correctional institutions throughout the State of Iowa. Services shall include the installation, stocking, maintenance, repair, sanitation, and management of vending machines serving visitors, offenders, and staff.

The Bidder will furnish all labor, equipment, materials, transportation, supervision, inventory management, maintenance services, and administrative support necessary to provide uninterrupted vending operations.

Prerequisites

- ★1. Bidder shall read and make certifications of the their Bid.
- ★2. Bidder shall read and authorize to release information for their Bid.

Buyer Attachments

1. [Scope of Work.docx](#)
2. [Listing of Locations and Equipment.xlsx](#)
3. [Pricing and Commision Table.docx](#)

Questions

★ Required Questions

Group 1: Form of Bid

Instructions: Bidder shall read and answer the following questions. If you have exceptions to the Terms and Conditions, submit an question(s) in the Question and Answer Section with your exception(s).

- | | | |
|-----|---|---|
| 1.1 | Enter the Bidder's contact name, telephone number, email address, and shipping address for questions regarding this solicitation. | ★ |
| 1.2 | Enter the Bidder's State or Foreign Country of Residence. | ★ |
| 1.3 | Bidder shall enter the Resident Preference given by the State or Foreign Country of the Bidder's residence. Enter the resident preference in the text box or indicate "no preference". | ★ |
| 1.4 | Enter the number of years the Bidder has been in business in the text box. | ★ |
| 1.5 | Bidder shall read, fill-out and upload the Terminations, Litigation and Debarment document. | ★ |
| 1.6 | Is the Bidder requesting confidential treatment of specific information? | ★ |
| 1.7 | A Bidder requesting confidential treatment of specific information shall fully complete the form attached. In the Items Section, mark each good or service upon which the Bidder believes confidential information appears. | ★ |
| 1.8 | The State of Iowa requires shipping to be FOB Destination, Freight Prepaid. Does the Bidder agree to the terms? | ★ |

Group 2: Terms and Conditions

Instructions: Bidder shall read and answer the following questions. If you have exceptions to the Terms and Conditions, submit an question(s) in the Question and Answer Section with your exception(s).

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|-----|--|---|
| 2.1 | Bidder shall read the RFB Definitions and enter a response. | ★ |
| 2.2 | Bidder shall read the Administrative Terms and enter a response. | ★ |
| 2.3 | Bidder shall read the Contract Terms & Conditions and enter a response. | ★ |
| 2.4 | Bidder shall read the Specification Terms and enter a response. | ★ |
| 2.5 | Bidder shall read the Terms and Conditions for GOODS and enter a response. | ★ |
| 2.6 | Bidder shall read the Terms and Conditions for SERVICES and enter a response. | ★ |
| 2.7 | Bidder shall read the Insurance Requirements and enter a response. | ★ |
| 2.8 | Quarterly Sales Report - The Bidder shall provide a detailed quarterly report in Microsoft Excel on ALL sales made under the resulting Contract via e-mail to the Iowa Department of Administrative Services. Bidder shall enter a response. | ★ |
| 2.9 | Administrative Fee - In addition to the approved discounts or prices specified in the solicitation herein, the Bidder shall pay to the Agency a 1.00% Administrative Fee on all sales made against the resulting Contract. The fee shall be paid quarterly to the Iowa Department of Administrative Services. Bidder shall enter a response. | ★ |

Group 3: Payment Terms

Instructions: Bidder shall read and answer the following questions. If you have exceptions to the Terms and Conditions, submit an question(s) in the Question and Answer Section with your exception(s).

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|-----|---|---|
| 3.1 | Payment Terms - Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder. Does the Bidder agree to the terms? | ★ |
| 3.2 | Terms of Pcard Acceptance - The State of Iowa prefers to pay Bidders using its Purchasing Card Program (Pcard) whenever possible. Bidders accepting Pcard payments shall comply with the Terms of Pcard Acceptance. | ★ |

There are no Items added to this event.

1 Bid Specifications. Bidder must satisfy all the specifications to be deemed a Responsible Bidder

#	Item Name, Commodity Code, Description	Allow Alternates	Qty.	UOM	Requested Service Delivery
S1	Full Service Vending Management See Attachments: Scope of Work, Locations and Equipment, and Fill out the Pricing and Commision Table		1		