

Board of Trustees of the Nebraska State Colleges

Auxiliary Operations

POLICY NAME: Beverage and Snack Vending Contracts

POLICY NUMBER: 9302

A. PURPOSE

To state the goals and terms for beverage and snack vending contracts.

DEFINITIONS

1. Exclusive Contract – The commodity or service opportunity is limited to a single vendor.

B. POLICY

1. Beverage and Snack Vending Contract Objectives

The objectives of beverage and snack vending contracts are a) to provide convenient access to beverages and snacks to the campus population; b) provide the service at competitive prices; c) promote and support the college and student experience.

2. Exclusive Contract

The Colleges may offer an exclusive campuswide contract for beverage service, for snack vending service, or a single campuswide contract for both beverage and snack vending service.

2.1. Beverage Service

- The beverage service may include premix and postmix beverage products and various bottled or packaged beverage products.
- The beverage service will be utilized by the contracted food service provider.
- The contract may or may not include coffee products used by the food service provider.
- Certain beverage items may be excluded in the contract.

2.2. Snack Vending Service

- The snack vending service will be limited to convenience vending machines.
- Packaged snacks may be provided by the food service provider at their convenience locations.
- Certain snack items may be excluded in the contract.

3. Contract Requirements

The following are the requirements for bidding and contracting with a beverage and/or snack vending provider:

- Proposals are to be solicited from qualified beverage and snack vendors using a competitive sealed bid process.
- The initial term of the contract cannot exceed five (5) years, with clearly identified start and end dates, but may have options to renew for four (4) additional one (1) year periods beyond the initial period.
- A copy of the proposed contract is to be submitted to the System Office for legal review prior to submitting it to the Board for approval.
- The RFP should not be incorporated as an Appendix to the contract. Any necessary representations in the RFP should be part of the contract terms.
- The contract should not include any mandatory renegotiation terms.
- The contract is to be approved by the Board upon recommendation by the President.
- The College is to provide a contract signed by the vendor to the Board for approval. Upon approval of the Board the approved contract is to be signed by the President or Vice President for Administration and Finance, and then by the Chancellor or Vice Chancellor for Finance and Administration, or General Counsel.
- The contract must have a termination clause that will allow the College to terminate the contract with appropriate notice and clearly established deadlines that will allow sufficient time to replace the vendor before the start of the next fiscal year.

4. Profits from Beverage and Snack Vending Contracts

The contract may include in-kind support, promotional items or sponsorships in support of the College, but the profits from the beverage and snack vending operation will be deposited with and retained by the Auxiliary System.

SOURCE:

Policy Adopted: September 2024

Policy Revised: