

Sample FitArlington Healthy Vending Scope of Services for Employee Locations (updated December 31, 2013)

The quote will be for the commission percentage of net sales (gross sales less sales tax). Quote shall include delivery FOB destination and shipping of all items. Additionally, it will describe the methods that will be utilized to receive customer feedback and the process that will be in place to respond to the feedback.

The Contractor shall install equipment and provide services for the locations specified in Appendix C. The schedule for installation and placement for each site will be approved by the County. Locations may be added if agreed by both parties. The quote must describe in detail accounting systems and procedures to include information required in complying with the terms of this contract. This includes management reports and other control checks with planned frequency schedules.

EQUIPMENT:

The Contractor shall provide new or like new, vending equipment. The Contractor shall provide the vending machines at no cost to the County. All vending machines shall be energy efficient and with remote monitoring features when possible. Machines shall be able to accept a combination of coins or dollar bills and in will have credit card readers in compliance with the Payment Card Industry Data Security Standards (PCI Compliant)/debit cards in faculty/staff locations when requested by the County. All machines shall be the property of the Contractor. All machines must be removed upon expiration/termination/cancellation of the contract.

Advertising/Labeling

A customized wrap-around that includes the FitArlington logo as shown in the picture below must be on all food and beverage vending machines which includes hot beverage machines. Calorie information is required to be posted for each food and beverage item, as packaged.



Nutrition Standards/Product Specifications

Department of Parks and Recreation (DPR) adopted a Healthy Vending Policy which governs the types of beverage and food products that can be sold on Arlington County property through vending machines. In providing vending products and services under this agreement, the Contractor shall comply with the terms of the nutrition standards and shall offer for sale only such products that conform to the requirements set forth below. A list of food and beverage examples that comply with these guidelines are available upon request from the DPR, Office of Community Health (See list as of December 1, 2013 Appendix A, B). The healthy vending committee will periodically review and revise the product specifications as needed, but at a minimum on an annual basis from the date of their implementation. This review will take into consideration implementation progress and ensure the nutrient standards continue to meet or exceed current dietary recommendations based upon the latest scientific evidence. Appendix A and B have been approved as the acceptable products and provide instructions on how the different types of machines are to be stocked/re-stocked. The Contractor may recommend a comparable product line but the Contractor must secure pre-approval of any products not listed on this document. Discretion is left up to the Contractor on how many of each product is provided unless specified otherwise below.

ADULTS- Require 50% of all the items in snack machines that are accessible to only adults (employee sites, teacher's lounges, etc.) (Appendix C) meet the USDA Competitive Food Standards as outlined above. The percentage of snack products that meet the USDA Competitive Food Standards will increase by 25% quarterly until 100% of the products comply.

- Per the USDA Competitive Food Standards, 50% (increasing by 25% quarterly until 100% of the products comply) of individual **SNACK** products stocked in all **ADULT** machines must have:
 - No more than 200 calories per package
 - No more than 35% of calories from total fat per package
 - Nuts, seeds, nut/seed butters, and reduced fat cheese are exempt from the total fat standard
 - Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the total fat standard
 - Nuts and/or seeds roasted in oils are not exempt
 - Seafood with no added fat is exempt from the total fat standard
 - Combination products are not exempt and must meet all the nutrient standards
 - No more than 10% of calories from saturated fat per package
 - Reduced fat cheese (including part-skim mozzarella) is exempt from the saturated fat standard
 - Nuts and seeds and nut/seed butters are exempt from the saturated fat standard
 - Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the saturated fat standard
 - Nuts and/or seeds roasted in oils are not exempt
 - Combination products are not exempt and must meet all the nutrient standards
 - Zero grams of trans fat per item (≤ 0.5 g per portion)
 - No more than 35% total weight of item (per package) from sugar and caloric sweeteners
 - Dried whole fruits or vegetables; dried whole fruit or vegetable pieces; and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard
 - Products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the sugar standard
 - Nuts and/or seeds roasted in oils are not exempt
 - No more than 200 mg sodium per item (per package)
 - For grain products, must contain at least 50% whole grains by weight or have whole grains as the first ingredient
 - Language for what ingredients qualify as whole grain will be determined by the DPR Office of Community Health
 - For non-grain products, first ingredient must be one of the main food groups: fruits, vegetables, dairy, or protein (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); or be a combination food that contains at least $\frac{1}{4}$ cup fruit and/or vegetable

- Sugar free chewing gum is exempt
- In addition to meeting the USDA Competitive Food Standards, the following conditions apply to **ADULT SNACKS**:
 - No more than 1 slot may have a candy bar that don't meet the USDA Standards
 - No more than 1 slot may have regular potato chips that don't meet the USDA Standards
 - No more than 2 slots may have cookies that don't meet the USDA Standards
 - Require at least 3 slots of dried whole fruits or vegetables; dried whole fruit or vegetable pieces; and dehydrated fruits or vegetables with no added nutritive sweeteners
 - Require at least 2 slots of nuts and/or seeds with no added nutritive sweeteners or fats
 - Preference will be given to products with 2 grams or more of fiber per serving
 - Recommend not stocking products that contain artificial flavors, artificial colors, artificial sweeteners, or other non-nutritive sweeteners (e.g. stevia, erythritol). Products that contain these components must be approved by DPR on a case by case basis.
- The following **BEVERAGE** products may be stocked in **ADULT** machines:
 - Plain water or plain carbonated water (no size limit)
 - Low fat (1%) milk and/or nutritionally equivalent milk alternatives (soy, rice), unflavored
 - Non fat milk and/or nutritionally equivalent milk alternatives (soy, rice), flavored or unflavored
 - 100% fruit/vegetable juice and 100% fruit/vegetable juice diluted with water (with or without carbonation), with no added sweeteners
 - Diet teas, diet sodas, and other low calorie beverages (less than 40 calories per 8 fl oz)
- In addition to meeting the USDA Competitive Food Standards, the following conditions apply to **ADULT BEVERAGES**:
 - Require at least 2 slots/buttons water
 - Water should be calorie-free with no added color, flavor, or sweetener of any kind
 - If drinking water is readily available in the vicinity of the vending machine, unflavored seltzer or flavored seltzer that use natural flavors with no added nutritive sweeteners or artificial sweeteners water may be substituted for the 2 slots of water.
 - Require a maximum of 2 slots/buttons to stock high calorie beverages (more than 40 calories per 8 fl oz), such as 100% juice. The 2 slot limit applies no matter how many slots are in the machine. High calorie beverages are required to be no more than 20 fl oz and 12 fl oz.
 - Require water and seltzer be placed at eye level, or in the highest selling position; High calorie beverages should be placed farthest from eye level, or in the lowest selling position
 - Require calorie information is posted for each beverage, as packaged
 - Recommend not stocking products that contain artificial flavors, artificial colors, artificial sweeteners, or other non-nutritive sweeteners (e.g. stevia, erythritol). Products that contain these components must be approved by DPR on a case by case basis.

Coffee Machines

- The following **COFFEE** products may be stocked:
 - Regular coffee
 - Decaffeinated coffee
 - Unsweetened hot tea
 - Hot cocoa that has less than 150 calories and 20 grams of sugar per 12 fl oz
- In addition to meeting the above standards, the following conditions apply to **COFFEE**:
 - Require cups and portions served are no larger than 12 fl oz
 - Recommend not stocking products that contain artificial flavors, artificial colors, artificial sweeteners, or other non-nutritive sweeteners (e.g. stevia, erythritol). Products that contain these components must be approved by DPR on a case by case basis.
 - Require calorie information is posted for each beverage (separate posters may be used if hung on the machine)
 - Signage should not encourage the consumer to add sugar or cream

Sustainability

It is recommended that the contractor give preference to products in recyclable or compostable packaging and offer some organic, local, or documented sustainably grown products. It is also suggested that they label products that are organic, local, or documented sustainably grown, use Energy Star certified machines, and use energy conservation methods such as LED lighting and occupancy sensors that can be added to existing machines (refrigerated and non-refrigerated).

Contractor Responsibilities

Contractor shall provide all necessary labor and supervision to accomplish the task detailed herein. Contractor personnel shall be adequately trained, present a professional appearance and be readily identified by uniform or identification badge as an employee of the Contractor while on County property.

Contractor shall work with the County to determine the need for area signage and, no signs, advertising or promotions shall be initiated by the Contractor without prior approval by the County.

Contractor shall be responsible for the removal of all empty cartons and defective and spoiled products from the vending area to a waste disposal area designated by the County.

All products must be monitored by Contractor to ensure no out of date products remain in the machines. Expiration dates should be visible on all products in the snack machines.

Schedule of Service

The Contractor will service (replenish) all machines on a regularly scheduled basis. It should not be necessary for any department to call the Contractor and inquire as to why machines have not been serviced. Machines are to be stocked on average once a week. The contractor will provide a schedule as to when the machines will be service/replenish to the county before the machines are installed at County locations. Machines are to be replenished on average once a week during business hours (8am-4pm) depending on the need and volume of sales at the location. The Contractor will provide a name, phone number, and email address of a contact person who the county can call regarding concerns with the machines. This person will not be the person who provides the weekly service to the machines. Phone calls and e-mails to this contact person must be responded to within 24 hours of the County's call. A monthly meeting with this contact person will be schedule at the convenience of the County. Once the County has determined that service delivery is meeting expectations these meetings will be quarterly.

Service Calls

The County expects prompt service from the Contractor in response to equipment that is inoperable; vending problems related to lost money, equipment failure or product complaints. Service calls shall be responded to within forty-eight (48) hours from County notification to Contractor. If equipment repairs cannot be made on-site, and downtime is determined by the County to be excessive, the Contractor may be requested to replace the equipment with a loaner unit until such times as repairs can be completed or the Contractor provides a permanent replacement. If the Contractor cannot comply within 48 hours, the Contractor must notify the County by email or phone with alternate arrangements.

Lost, Stolen or Damaged Equipment

Lost stolen or damaged equipment shall be replaced or repaired (as applicable) at no cost to the County.

Supply of Merchandise

The Contractor agrees to provide and maintain an adequate supply of merchandise for dispensing in the equipment provided. The Contractor shall be responsible to provide an adequate routing schedule to ensure that merchandise is continuously available and equipment is properly functioning.

Refunds

Refunds are the responsibility of the Contractor. The Contractor will attach refund stickers to all machines providing contact information and instructions on how to obtain refunds.

Pricing

Items are to be priced in the \$1.00 to \$2.50 range. Approval from the County is required for price changes. If agreed by both parties, the Contractor is encouraged to provide products at the universal pricing structure of \$1.25.

Items that meet the DPR nutrition standards may not be priced higher than those that do not meet nutrition standards.

Prices are to be firm through-out the term of the contract. Prices for the sale of vending services are determined by mutual consent of County and Contractor, which prices can be annually adjusted at a rate equal to or greater of the then-current rate published for the Consumer Price Index Food Away From Home or for the relevant Employment Cost Index. In the event of material changes in any of the Operating Charges, including, but not limited to any change in any federal, state or local law including regulatory or legislative mandates, the Contractor may adjust prices proportionate to the increases reflected by such changes with approval from the County.

If the price is increased after 365 days the unit price may be increased only upon approval of a written request to the Purchasing Agent. The request must be received at least 30 days prior to the effective date and shall become effective only upon approval by the County Purchasing Agent. The Contractor shall also provide a price list of all items that will be sold in the vending machines.

Commission

The commission percentage net sales (gross sales less sales tax). If a Commission check is rendered, the DPR commission check should be sent to _____. Contractor shall keep full and detailed business records and accounts and exercise such controls as may be necessary for proper business and financial management under this Agreement. The County shall be afforded access to Contractor's records including, but not limited to, financial records, reports, and memoranda. The Contractor shall preserve the records for a period of three (3) years after final payment, or for a longer period as may be required by law. Quarterly, the Contractor will provide the DPR and the County Contract Point of Contact with a monthly and year-to-date Profit and Loss Statement, which should include gross and net sales figures and the number of vends per machine per day per vending location. Additionally, this statement should include sales information about specific products. If items are not selling in appropriate quantities, a re-negotiation of products can occur.

Tastings, Public Education and Market Research

The Contractor agrees to host up to four marketing events per year throughout the DPR facilities. The events shall include tastings and healthy snack choice education. The Contractor will bear the cost of the snacks and beverages for the marketing events. The Contractor is encouraged to expand the consumer's knowledge and understanding of the importance of healthy vending and the nutritional value found in the Contractor's products. The Contractor is also encouraged to conduct basic market analysis during the tastings, seeking information from customers on buy/snacking habits. Any information or marketing must not conflict with those provided by the Office of Community Health.

Americans with Disabilities Act (ADA) Compliance

All vending machines shall meet the requirements of the Americans with Disabilities Act in that all controls must be located between two and four feet from ground level.

APPENDIX B- ADULT MACHINES APPROVED PRODUCTS (2 pages)**Approved Beverage Product list and Specifications:**

Product/ Portion Size (oz)	Specifications
Regular soda (Coke or Pepsi) (≤20 fl oz)	No more than 1 slot
100% fruit and/or vegetable juice (≤16 fl oz)	No more than 1 slot
Water (any size)	At least 2 slots
Seltzer (any size)	At least 1 slot
Low fat/Non fat milk or milk alternatives (≤12 fl oz)	
Diet Mountain Dew (≤20 fl oz)	At least 1 slot
Diet and/or Unsweetened Tea (≤20 fl oz)	At least 1 slot
Diet Dr Pepper (≤20 fl oz)	
Coke Zero (≤20 fl oz)	
Diet Coke (≤20 fl oz)	
Diet Pepsi (≤20 fl oz)	
Diet Sprite (≤20 fl oz)	
Flavored water (≤20 fl oz)	
Sprite Zero (≤20 fl oz)	

Each machine should have at least 2 fruit and/or vegetable options and 2 seeds options. Each machine should have no more than 1 slot of a candy bar, 1 slot of regular potato chips, and 2 slots of cookies that don't meet the USDA Standards. Items highlighted in yellow do not meet the USDA Competitive Food Standards and will be phased out quarterly.

Approved Snack Product List:

Type	Product/ Portion Size (oz)	Specifications
Bars	Enjoy Life Cocoa Loco Chewy Bar 1 oz	
Bars	Fiber 1 Oats & Choc 1.4 oz	
Bars	Kellogg NutriGrain Blueberry	
Bars	Kellogg NutriGrain Strawberry	
Bars	Kind Bar Fruit & Nut 1.4 oz	
Bars	Nature Valley Chewy Oatmeal Raisin Bar .89 oz	
Bars	Nature Valley Oats and Honey 1.5 oz	
Bars	Snickers Marathon Smart Stuff Crunchy Multigrain 1.23 oz	
Bars	Quaker Chewy Chocolate Chip 1.5 oz	
Bars	Quaker Chewy Rocky Road or S'mores Granola Bar .9 oz	
Candy	Snickers 2.07 oz	No more than 1 slot
Chips	Baked Lays BBQ or Sour Cream & Onion .88 oz	
Chips	Baked Lays Original or Southwestern Ranch 1 oz	
Chips	Baked Tostitos Scoops 1 oz	
Chips	Herr's Baked Potato Chips, Original 1 oz	
Chips	Kashi Hummus Crisp (Caramelized Onion or Sundried Tomato Basil & Feta) .81 oz	
Chips	Lay's Classic 1.5 oz	No more than 1 slot
Chips	Popchips Kettle .8 oz (this size and flavor only)	
Chips	Popcorners Kettle, Caramel or Sea Salt 1.1oz (not the other flavors)	
Chips	Reduced Fat Doritos (cool ranch, nacho cheese, or sweet chili) 1 oz	
Chips	Smartfood Selects Cinnamon Brown Sugar Chips 1 oz	
Chips	Special K Cracker Chips (sea salt, sour cream and onion, southwest ranch) .87 oz	
Chips	Stacy's Pita Chips Cinnamon Sugar 1.5 oz	
Chips	Sun Chips Original 1.5 oz	
Cookies	100 Calorie Oreo Thins or chips ahoy .81 oz	
Cookies	Pure Organic Chocolate Brownie 1.7 oz	
Cookies	Betty Crocker Oatmeal Butterscotch 1.24 oz	
Cookies	Betty Crocker Oatmeal Chocolate Chip 1.24 oz	
Cookies	Larabar Cherry Pie	
Cookies	Snackwells 1.7 oz	No more than 1 slot

Crackers	Campbell Soup Co. Cheddar Goldfish Crackers made with Whole Grain.7 oz	
Crackers	Honey Maid Lil' Squares Cinnamon 1.06 oz	
Crackers	Lays Munch Cheese PB Cracker 1.42 oz	
Crackers	Simply Chex Chocolate Caramel 1.20 oz	
Crackers	Smart Foods 4 Schools Whole Grain Cinnamon 1 oz	
Crackers	Wheat Thins 1 oz	
Fruit	Bare Fruit All-Natural Apple Chips (Cinnamon, Fuji Red, Granny Smith) 1.69 oz	
Fruit	Much-Ado-About-Mango Peeled 1.4 oz	
Fruit	Sensible Foods Crunch Snacks (Strawberry Banana, Orchard Blend, Fuji Apple) .42 oz	
Fruit	Sensible Foods Fruit Snacks (Apple Harvest, Tropical Blend, Cherry Berry) .75 oz	
Fruit	Funky Monkey Fruit Snack (Carneval, Bananamon, Purple Funk, MangOJ, Jivealme) 1 oz	
Nuts	Kar Nuts Original Unsalted Trail Mix 2 oz	
Nuts	Kar's Nuts Brown Sugar Granola Trail Mix 1 oz	
Nuts	Mrs. Mays (Almond Crunch or Cran Blueberry Crunch) 2 oz	
Nuts	PLANTERS Lightly salted peanuts 2 oz	
Popcorn	Pirates Booty 1 oz	
Popcorn	Popcorn Indiana 1 oz	
Popcorn	Vic's White Cheddar Popcorn .6 oz	
Pretzels	Rold Gold Hartzels Pretzels .7 oz	
Pretzels	Snyder's Sourdough Specials 1.8 oz	
Seeds	David Pumpkin Seeds .75 oz	
Seeds	David Sunflower Seeds .9 oz	
Vegetable	Sensible Foods Organic Sweet Corn Snack .75 oz	
Vegetable	Sensible Foods Roasted Edamame Crunch Snack .75 oz	

This product list is provided for the purpose of example only and will be updated on a quarterly basis. Product formulations change frequently, so it is important to always read nutrition labels to confirm that products meet the nutrient criteria. Inclusion on this list is not an endorsement of any product by the Arlington County Department of Parks and Recreation or Arlington County. To request inclusion of additional products on this list, please contact ekrepp@arlingtonva.us.

APPENDIX C- Vending locations

Locations may be added if agreed by both parties with an installation date 3-6 weeks after agreement.

Name	Address
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