



MEMORANDUM

Date: May 7, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Christina Bervaldi
Director of Finance

From: Lucas Torres-Bull
Procurement Manager

Subject: **Rejecting all remaining proposals received in response to Request for Proposals (RFP) No. 26-007, Re-Bid Vending Machine, Equipment, Operation, and Management Services, pursuant to Section 2-834(4) of the City of Key West Code of Ordinances, after one proposer withdrew its proposal and the remaining proposals were determined not to meet the minimum qualifications required for the requested services. (File ID: 26-5322)**

Introduction

Requesting approval from the City Commission to reject all remaining proposals received in response to Request for Proposals (RFP) No. 26-007, Re-Bid Vending Machine, Equipment, Operation, and Management Services, pursuant to Section 2-834(4) of the City of Key West Code of Ordinances. Staff recommends rejection based on the withdrawal of one proposer and the determination that the remaining proposals did not meet the minimum qualifications required to provide the requested services.

Background

On October 23, 2025, at 8:30 a.m. Eastern Daylight Time, the City of Key West issued Request for Proposals (RFP No. 25-021) for Vending Machine, Equipment, Operations, and Management Services. The solicitation was publicly advertised on DemandStar, now known as OpenBid, and in the *Key West Citizen* on the same date. Proposal responses were due to the City Clerk's Office no later than December 3, 2025, at 3:00 p.m. Eastern Standard Time.

On the proposal due date, the City Clerk's Office received only one proposal in response to RFP No. 25-021.

- Vending Mamas

Upon review of the proposal submitted, staff determined that it did not sufficiently meet the City's needs and expectations, including with respect to scope alignment, technical requirements, and overall value to the City. Pursuant to Section 2-834(4) of the City of Key West Code of Ordinances, which authorizes the rejection of any or all bids or proposals when determined to be in the best interest of the City, staff did not recommend the proposal for further evaluation or award.

Because the proposal was not recommended for further consideration, the City Attorney's Office advised that the solicitation could be rejected administratively at the staff level. Accordingly, RFP No. 25-021 was administratively rejected on February 17, 2026.

On March 5, 2026, at 8:00 a.m. Eastern Standard Time, the City of Key West reissued the solicitation as RFP No. 26-007 for the same Vending Machine, Equipment, Operations, and Management Services. The reissued solicitation was publicly advertised on DemandStar, now known as OpenBid, and in the *Key West Citizen* on the same date. Proposal responses were due to the City Clerk's Office no later than March 18, 2026, at 8:00 a.m. Eastern Daylight Time.

On the proposal due date, the City Clerk's Office received two proposals in response to RFP No. 26-007:

- D2C Vends
- Vending Mama's LLC

Prior to staff completing its evaluation of the proposals received under RFP No. 26-007, Vending Mama's LLC voluntarily withdrew its proposal on April 2, 2026. As a result, only one proposal, submitted by D2C Vends, remained for review.

Upon review of the remaining proposal, staff determined that D2C Vends did not meet the minimum qualifications and submittal requirements set forth in the RFP. Specifically, the RFP required that the proposer, or the principals of the firm, be regularly engaged in the vending machine business and possess a minimum of five (5) years of experience in performance and operation; provide three references for similar services performed within the past five years; and hold a valid DBPR vending machine license. The RFP further required that copies of all applicable licenses and certifications be submitted with the proposal and provided that proposals must meet or exceed the minimum qualifications set forth in Section 2.2 in order to be deemed responsive.

Based on the proposal submitted, D2C Vends identified itself under its organizational profile as having been established in 2026 and stated that D2C Vend LLC is a newly established business that has not yet entered into any contracts. While the proposal referenced prior experience of the owner through a separate business, “Vending Bar Box,” the proposing entity itself did not demonstrate the required five years of operation. In addition, the proposal identified only one reference rather than the three references required by the solicitation. Staff also did not identify clear evidence within the proposal submission that D2C Vends provided a DBPR vending machine license, despite that license being a minimum qualification and required submittal under the RFP.

Accordingly, staff determined that the remaining proposal was non-responsive and did not satisfy the minimum qualifications required under the solicitation. Given the withdrawal of one proposer, the absence of meaningful competition, and the remaining proposer’s failure to meet the solicitation’s minimum requirements, staff does not recommend award under RFP No. 26-007.

Procurement

Rejecting the proposals received under RFP No. 26-007 will result in no cost or financial obligation to the City. No contract award is being recommended, no compensation is due to any proposer, and the City is not obligated to expend any funds in connection with this action.

Recommendation

Staff recommends approval by the City Commission to reject all remaining proposals received in response to Request for Proposals (RFP) No. 26-007, Re-Bid Vending Machine, Equipment, Operations, and Management Services, pursuant to Section 2-834(4) of the City of Key West Code of Ordinances. Staff’s recommendation is based upon the withdrawal of one proposer and the determination that the sole remaining proposal did not satisfy the minimum qualifications and solicitation requirements necessary to be considered responsive for award.