**Cut-and-Paste Acquisition Language for Vending Machine Service [Service Solicitation]**

**Statement of Work [*Include in solicitation AND contract language*]**

The Contractor shall maintain the vending machine equipment in such a way to ensure that energy savings are maximized. Any replacement equipment required in the operation and maintenance of the equipment shall meet [ENERGY STAR ®](https://www.energystar.gov/productfinder/) certification guidelines. The Contractor shall use these products to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user.

**Technical Specifications [*Include in solicitation AND contract language*]**

The Contractor shall supply vending machines that are ENERGY STAR ® certified for all covered products purchased under this contract (see Statement of Work for a list of covered products).

To find ENERGY STAR ® certified vending machines, visit: <https://www.energystar.gov/productfinder/product/certified-vending-machines/results>

The Contractor must operate and maintain the vending machines provided at the low power mode for the duration of the contract.

**Document Requirements [*Include in solicitation AND contract language*]**

The Contractor shall verify that all vending machines supplied are ENERGY STAR ® certified. Verification can be made by submitting manufacturer cut sheets or other documentation that confirms the products comply with efficiency requirements for each model of the covered product supplied.

The Contractor shall provide documents showing prior experience in specifying, purchasing, and using ENERGY STAR ® certified products. The Contractor shall provide a list of all relevant contracts over the past two years involving the specification, purchase, and use of ENERGY STAR ® certified products.

If the Contractor intends to subcontract any work involving purchasing products, the Contractor shall provide documents showing the subcontractor’s prior experience with purchasing and using ENERGY STAR ® certified products.

**Evaluation Criteria**

[*Option 1*] *Price*

The Contractor will be evaluated based on Best Value, including considerations for products purchased under this contract, as assessed through life cycle cost analysis. The Contractor is required to provide the cost for each product using the life cycle cost formula below:

LCC = I + Repl − Res + E + W + OMR + X

where:

LCC = Total LCC in present-value dollars of a given alternative

I = Present-value investment costs

Repl = Present-value capital replacement costs

Res = Present-value residual value (resale value, scrap value, salvage value) less disposal costs

E = Present-value energy costs

W = Present-value water costs

OMR = Present-value non-fuel operating, maintenance, and repair costs

X = Present-value other costs (benefits treated as negative costs)

For more information on how to calculate life cycle cost, refer to <https://nvlpubs.nist.gov/nistpubs/hb/2020/NIST.HB.135-2020.pdf>

[*Option 2*] *Technical Approach*

The Contractor will be evaluated on their ability to verify that all vending machines they supply under this contract are ENERGY STAR ® certified.

*Past Performance*

The Contractor will be awarded points based on evidence supplied of the Contractor’s past performance in providing and operating energy-efficient products with contracts of similar size, scope, and complexity. Evidence will be evaluated based on the relevance of the submitted information, the level of detail, and verification from the Contractor’s references.

**Reporting** **[*Optional*]**

[*Insert in* ***Document Requirements*** *section*] The Contractor shall submit a sample Green Products Report. This report will serve as an example of the regular Green Products Report expected during the duration of the contract and should include the type of product supplied, quantity, dollar value, and type of green certification the product qualifies for, for all vending machines supplied.

[*Insert in* ***Evaluation Criteria*** *section*] Additional points shall be awarded to the Contractor able to provide a quarterly Green Products Report to [*your organization*] within 30 days of the end of every quarter the contract is valid for. The Green Products report must include all of the information specified in the **Document Requirements** section for all vending machines supplied.

[*Insert in* ***Document Requirements*** *section \*Include in contract language*] The Contractor shall provide a quarterly Green Products Report to [*your organization*] within 30 days of the end of every quarter the contract is valid for. This report should include the type of product supplied, quantity, dollar value, and type of green certification the product qualifies for, for all vending machines supplied.

Reference: SF Tool Green Procurement Compilation - <https://sftool.gov/greenprocurement>