

Millcreek

1330 East Chambers Ave
Millcreek, UT 84106

Request for Qualifications

Floral Vending Machine on Millcreek Common

Due March 27, 2026, at noon local time

1. **Introduction.** Millcreek (the “City”) is requesting proposals (“Proposals” or “Responses”) from qualified proposers (“Proposers”) to have a floral vending machine (“Services”) on Millcreek Common at 1355 East 3300 South, Millcreek, Utah (the “Project”).

1.1. **Intent.** This Request for Proposals (this “Request”) intends to set forth the minimum acceptable requirements for Responses to this request.

2. **Background and Detailed Description of Services.** The City was incorporated in December of 2016 and currently has an approximate population of 65,000. Millcreek has a moderate number of active commercial enterprises, including small businesses, in a broad spectrum of residential strata. Millcreek has many public and private schools, major hospitals, clinics, libraries, and community-supporting non-profit headquarters. Fifty percent of households are starter homeowners, young professionals, and generationally established.

A description of the Services is as follows: The Proposer must be willing to provide and manage a floral vending machine placed outside on Millcreek Common Plaza as a fixture at Millcreek Common from the June 15, 2026 through June 30, 2027. The floral machine must be a temperature-controlled vending unit offering fresh, gift-ready bouquets guests can purchase. Accessible to the public 24 hours a day, seven days a week. The Proposer accepts full management of supplies, inventory, merchandising, restocks, quality and freshness checks. The Proposer also understands that they will pay the City \$400 per month in rent.

3. **Proposal Requirements.** An electronic copy in PDF of the Proposal is required to be submitted to Lacy Gill at lgill@millcreekut.gov, as listed below, by noon local time on Friday, March 27, 2026. Any response, modification, or amendment received after the due date and time is considered late. No late response, modification, or amendment will be accepted. No electronic Responses will be accepted except for the PDF copy described above. Proposals must include the following elements and be signed by an authorized representative of the Proposer:

3.1. **Letter.** A letter expressing an interest in providing the Services should be included. The introductory letter should be addressed to:

Millcreek City Hall
1330 East Chambers Ave
Millcreek, UT 84106
lgill@millcreekut.gov

Include an e-mail address for the consultant's primary contact.

3.2. **Experience and Qualifications.** In the letter, describe the Proposer's experience and qualifications to meet the requirements of the City as outlined herein. Include a general overview and history of your company, number of years in business, number of employees, corporate headquarters location, type of business, names of the firm's chief officers, and where you do business. Identify proposed staff members who would be involved in providing the services requested herein and submit statements or resumes detailing their qualifications. Your proposal should include information on the levels of training received by each staff member and detailed descriptions of their involvement with projects of similar or identical scope.

3.3. **Project Approach.** Describe in the letter the following:

- A. Your understanding of the Project and a general description of your proposed approach to the Project's scope of services.
- B. A detailed work plan outlining each required task necessary for completion of the Project is described in this Request.

4. **Evaluation Criteria and Scoring Process.** An evaluation committee will review all Proposals received. Each evaluation criterion has been given a percentage based on its relative value. The requirements and each associated percentage are as follows:

- Experience and Qualifications (50%)
- Project Approach (50%)

6. **Selection.** The City's designee may conduct discussions with Proposers who are being considered to be selected for the award. In addition, one or more Proposers may be invited to participate in an interview; however, Proposals may be accepted without discussion or interview. The Mayor or her designee will make the award.

7. **General Information.** The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify, or waive any requirement set forth in this Request. Response to this Request is at the Proposer's sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. The City anticipates selecting one of the responding Proposers, but there is no guarantee that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Access Management Act (Utah Code Ann. § 63G-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

8. **Terms of Contract.** The successful Proposer must contract with the City to provide the services described herein. If the selected Proposer and the City Attorney are unable to negotiate an acceptable agreement, then another Proposer(s) will be selected by the Mayor or her designee, and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

9. **Contact Person.** For more information on the Proposal, contact Lacy Gill, 1330 East Chambers Ave, Millcreek, UT 84106, or for Americans with Disabilities Act (ADA) accommodation, contact the ADA coordinator at adainfo@millcreekut.gov.