

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for snack vending services with Gilly Vending Inc. for the College District.

BACKGROUND

The current snack vending contract which has been in place since April 13, 2009 will expire on April 12, 2019. A new RFP was issued to assess the current snack market opportunities available from the wide array of vendors in the marketplace in order to secure a reliable vendor who can provide the College community with a desired product mix and quality service while ensuring competitive pricing.

A request for proposals, Project Number 19-11, was issued to procure snack vending services. Six (6) responses were received and evaluated by a team consisting of five (5) individuals representing Campus Services, Foundation and Auxiliary Services. After responses were reviewed it was determined the proposal submitted by Gilly Vending Inc. would provide the best value to the College.

IMPACT OF THIS ACTION

Adoption of this recommendation will enable the College community to purchase reasonably priced snacks through vending machines at all campus locations. Vending snack sales will generate a monthly commission payment based on total snack sales payable to the College.

Based on their proposal, Gilly Vending demonstrated the ability to provide quality products and service meeting the College's expectations. With Gilly Vending's attention to service, delivery and product mix, sales are expected to increase.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Gilly Vending will provide a minimum of \$150,000 guaranteed annual revenue to the College's Auxiliary Services department for use by the College. This is approximately \$68,000 greater than the revenue generated in FY18.

MONITORING AND REPORTING TIMELINE

The initial three (3) year award term will commence on June 12, 2019, with renewal options of two (1) one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RFP # 19-11
Regular Board Meeting April 8, 2019
Consideration of Approval to Contract for Snack Vending Services

RESOURCE PERSONNEL

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Project Name Snack Vending Services
Project Number RFP 19-11
Number of Evaluators 5

Stated Criteria	Criteria Explanation	Total Points Available	Accent Food Services	Canteen Vending	Convenience Solutions by Sodexo	Gilly Vending, Inc	InstaHealthy	Mcliff Coffee & Vending
Commission Terms/Tiers Based on Sales	Percentage of sales paid to the College	100	72	87	89	91	57	83
Qualifications and Experience of Firm	Firm's references, reputation and experience	50	48	48	37	48	28	47
Product Line/Product Mix	Product mix and equipment operational features	100	86	83	86	97	59	88
Price of Products	Proposed vending pricing	100	82	79	81	90	75	83
Maintenance Plan/Schedule	Preventative maintenance, service plan, service and delivery schedule.	75	60	56	58	70	49	56
Financial Return to the College	Minimum capital investment to be provided to the College: cash incentives, rebates, value added services, free product	75	49	61	67	72	40	59
100 Points Each x 5 Evaluators		500	397	414	418	468	308	416
Total Points Received								

Final Ranking	
Vendor Name	Total Score
Gilly Vending, Inc.	468
Convenience Solutions by Sodexo	418
Mcliff Coffee & Vending	416
Canteen Vending	414
Accent Food Services	397
Instahealthy	308