

Purchase Request # 3
Regular Board Meeting January 22, 2019
Consideration of Approval to Purchase Vending Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase vending services from Vend Pro, Inc. for the Auxiliary Services department.

BACKGROUND

The District utilizes contracted vending services to provide a variety of beverage and snack options on all campuses and facilities. Since January 2017, the District has contracted with Vend Pro for these services.

Vend Pro has been an exceptionally good partner with the District. They have provided low cost vending options for students, faculty and staff and continue to operate professionally with excellent customer service.

Request for proposal (RFP) Number 4205 was issued to procure vending services. Six (6) responses were received and evaluated by a team consisting of staff who determined the proposal submitted by Vend Pro, Inc. would provide the best value to the District. The bid submitted by Vend Pro, Inc. was determined to be both responsible and responsive to all solicitation requirements.

Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

IMPACT OF THIS ACTION

Vending services in all buildings operated by the District provides for the availability of vended items to meet the needs of students, faculty, staff and visitors during times when other food and beverage options may not be available.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No district funds will be expended for this service. The District will receive commission on the sale of vending products.

MONITORING AND REPORTING TIMELINE

The term of contract will be five (5) years beginning January 1, 2019 and ending December 31, 2023.

RESOURCE PERSONNEL

Ken Lynn

Chief Financial Officer

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