

Purchase Request #3
Regular Board Meeting October 25, 2016
Consideration of Approval to
Contract for Vending Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to utilize vending services from Vend Pro of Irving, Texas.

BACKGROUND

With the impending departure of American Food and Vending, the District has an immediate need of sourcing vending services for the District. Collin County has a contract with Vend Pro, who is a full service vending company that has been servicing customers in the North Central Texas area since 2004. Vend Pro has an adequate number of high quality and technically advanced machines in their warehouse to be able to quickly provide the services needed by the District. The District has an Interlocal Agreement in place through the Collin County Governmental Purchaser's Forum that allows utilization of member's contracts. Collin County is a member of the Forum and the contract established with Vend Pro allows for utilization by other Forum members.

Vend Pro's contract with Collin County to provide Vending Services, Contract Number 2015-150, was initially approved by the Collin County Commission's Court on August 10, 2015 and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code. Reference (REF) Number 4032 has been issued as an internal reference for vending services for the District.

IMPACT OF THIS ACTION

Utilization of the Collin County contract will allow for a seamless transition for vending services from America Food and Vending.

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 initial term of contract will be from October 26, 2016 through September 30, 2017.

RESOURCE PERSONNEL

Ken Lynn

Acting VP of Administrative Services/CFO

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