



# Canutillo Independent School District

7965 Arcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: February 4, 2014

SUBJECT: Award of RFP 14-04 Vending Machine Services

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This request is to approve the award of RFP 14-04 Vending Machine Services. Please find the attached recommendation of award and bid evaluation information.

### **ADMINISTRATIVE RECOMMENDATION:**

Administration recommends approval of the award of RFP 14-04 Vending Machine Services to Magnolia Coca-Cola Bottling Company as presented.

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Voice (915) 877-7426  
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**Date:** February 4, 2014  
**To:** CISD Board of Trustees  
**Cc:** Martha Aguirre, Executive Director of Financial Services  
**From:** Ron Gatlin, Purchasing Agent   
**Subject:** Award of RFP 14-04 Vending Machine Services

The Purchasing Department solicited a request for proposals for Vending Machine Services for the district on December 12, 2013 and December 12, 2013. Bids were received on January 9, 2014 and 2 qualified bids were received.

A bid evaluation committee was formed by the Financial Services Division to evaluate the bid. I also attended these meetings and acted as an impartial advisor and did not vote.

The committee met on January 30, 2014 to complete their recommendations.

I have reviewed the proposals, compared services, and concur with the recommendations of the evaluation committee. Therefore, it is my recommendation that the district award RFP 14-04 for Vending Machine Services to Magnolia Coca-Cola Bottling Company.

Please find enclosed copy of the award schedule.

Enclosure

Vending Machine Re-Bid Evaluation Worksheet Totals

RFP #14-04

CRITERIA	WEIGHT	Coca-Cola Refreshments	Pepsi Beverage Co
The Purchase Price	60	160	180
The reputation of the vendor and of the vendor's goods and services	10	30	18
The quality of the vendor's goods or services	10	30	20
The extent to which the goods or services meet the District's needs	10	28	25
The vendor's past relationship with the district	5	15	7
district to comply with laws and rules relating to historically underutilized businesses	0		
The total long-term cost to the district to acquire the vendor's	5	15	14
<b>TOTAL</b>	<b>100</b>	<b>278</b>	<b>264</b>
<b>RANKING</b>		<b>1</b>	<b>2</b>



Purchasing Agent



Date:



Purchasing Clerk



Date:

**Request for Proposal # 14-04  
Vending Machine Re-Bid**

**Bid Evaluation Worksheet**

**Date: January 30, 2014**

CRITERIA	WEIGHT	Coca-Cola Refreshments	Pepsi Beverage
The Purchase Price	60	60	60
The reputation of the vendor and of the vendor's goods and services	10	10	8
The quality of the vendor's goods or services	10	10	8
The extent to which the goods or services meet the district's needs	10	10	8
The vendor's past relationship with the district	5	5	4
The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses	0		
The total long-term cost to the district to acquire the vendor's goods or services	5	5	4.75
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>92.75</b>

**Evaluator:**

Rosalinda Lujan  
Name

Adm. Asst.  
Title

C.I.  
Department

[Signature]  
Signature

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**Request for Proposal # 14-04  
Vending Machine Re-Bid**

**Bid Evaluation Worksheet**

**Date: January 30, 2014**

CRITERIA	WEIGHT	Coca-Cola Refreshments	Pepsi Beverage
The Purchase Price	60	50	60
The reputation of the vendor and of the vendor's goods and services	10	10	7
The quality of the vendor's goods or services	10	10	7
The extent to which the goods or services meet the district's needs	10	10	7
The vendor's past relationship with the district	5	5	1
The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses	0		
The total long-term cost to the district to acquire the vendor's goods or services	5	5	5
<b>TOTAL</b>	<b>100</b>	<b>90</b>	<del>87</del> <sup>TV.</sup> <b>87</b>

**Evaluator:**

Tisha Villalva  
Name

Director's Secretary  
Title

Food Sys  
Department

tisha Villalva  
Signature

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**Request for Proposal # 14-04  
Vending Machine Re-Bid**

**Bid Evaluation Worksheet**

**Date: January 30, 2014**

CRITERIA	WEIGHT	Coca-Cola Refreshments	Pepsi Beverage
The Purchase Price	60	50	60
The reputation of the vendor and of the vendor's goods and services	10	10	3
The quality of the vendor's goods or services	10	10	5
The extent to which the goods or services meet the district's needs	10	8	10
The vendor's past relationship with the district	5	5	2
The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses	0		
The total long-term cost to the district to acquire the vendor's goods or services	5	5	5
<b>TOTAL</b>	<b>100</b>	<b>88</b>	<b>85</b>

**Evaluator:**

Sandra Valdez  
Name

Principal  
Title

JPE  
Department

Sandra Valdez  
Signature

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