

Collin County Community College District Board of Trustees

2023-10-X

October 27, 2023

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval of a Contract to Purchase Vending Services from Compass Group USA

DISCUSSION: The District utilizes vending services to provide a variety of beverage and snack options on all campuses and facilities. From January 2017 – June 2022, the District contracted with Vend Pro for these services. In June 2022, Vend Pro was acquired by Compass Group USA.

A Request For Proposal (RFP) was issued in September 2023, and the District received two responses. The bid submitted by Compass Group USA was determined to be both responsible and responsive to all solicitation requirements.

No District funds will be expended for this service. The District will receive commission on the sale of vending products, and the commission will be recorded in the Auxiliary Fund. If approved, the contract term is for January 1, 2024 through December 31, 2028.

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends approval of the vending machine services contract for the District for the period January 1, 2024 through December 31, 2028.

SUGGESTED MOTION: This item comes as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the proposed vending machine services contract as presented."