

**Purchase Request #7**  
**Regular Board Meeting March 4, 2024**  
**Consideration of Approval to Contract for Snack Vending Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

To ensure all students, faculty, and staff snack vending needs are met, the College has historically provided snack vending machines at various College locations. The machines offer a variety of options including, but not limited to chips, crackers, cookies, candies, pastries, trail mixes, granola bars, protein bars, and chewing gum. There will also be a limited number of specialty machines that provide items such as fresh salads, wraps, and bowls.

Request for proposals #24-08 was issued on November 14, 2023, to procure snack vending services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Four responses were received and evaluated by a team comprised of representatives from auxiliary services, administrative services, cafeteria services, and student support services who determined the proposal submitted by Canteen Vending will provide the best value to the College.

**IMPACT OF THIS ACTION**

Adoption of this recommendation will enable the College to be serviced with snack vending machines teeming with reasonably priced snacks for students, faculty, staff, and visitors to consume. The snack vending services agreement also includes an annual monetary incentive payment, annual snack vending machine guarantee, and tiered commission percentages for net sales.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This is a revenue agreement; thus, the College will not incur any monetary expenses. The annual projected revenue is estimated at \$85,000, which yields an estimated five-year contractual total of \$425,000.

**MONITORING AND REPORTING TIMELINE**

The initial three-year award term will commence on July 12, 2024, through July 11, 2027, with two one-year renewal options.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

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**RFP #24-08**  
**Snack Vending Services**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: Qualifications and Experience of Firm and Personnel	Section 2: Product Line / Product Mix	Section 3: Maintenance Plan and Delivery Schedule	Section 4: Value Added Services	Section 5: References	Section 6: Financial Return	Section 7: Price of Products	Total Points	Short List
	<i>Total Points</i>	20	15	10	10	10	20	15	100	
1	Canteen Vending	17.80	12.66	7.10	7.20	6.70	16.06	15.00	<b>82.52</b>	<b>Yes</b>
2	Gilly Vending	18.36	12.30	8.30	7.10	8.00	15.51	9.45	<b>79.02</b>	<b>Yes</b>
3	Techbeans LLC	14.56	10.65	8.20	8.40	3.40	14.65	13.42	<b>73.28</b>	<b>No</b>
4	Mcliff Coffee + Vending	14.00	10.95	6.20	6.10	3.30	14.00	10.21	<b>64.76</b>	<b>No</b>

**FINAL SCORES**

#	Shortlist Vendors	Qualification	Presentation	Final Score
	<i>Total Points</i>	100	40	140
1	Canteen Vending	82.52	34.24	<b>116.76</b>
2	Gilly Vending	79.02	32.60	<b>111.62</b>