

**1. Board Action**



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# **Executive Committee Action**

**Subject: Vending Services**

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## **BACKGROUND**

The T currently provides vending machine services for employees and certain transit customers. In an effort to maintain customer satisfaction, The T has solicited proposals from qualified firms to provide vending machine services at the HRP Transportation Complex, the T&P, the ITC lobby, and in the Customer Service break room. We have requested that 20% of the snacks be of a healthier nature to promote our employees' health.

The vending machine sales also contribute to the Employee Flower Fund through commissions received by sales from these machines. There is a guaranteed commission if sales are lower than an established minimum. The Employee Flower Fund provides flowers during times of employee hospitalization or bereavement and also finances employee functions/parties.

## **REQUEST FOR PROPOSAL**

In accordance with the Fort Worth Transportation Authority Procurement Policy, Request For Proposals (RFP13-T053) for Vending Services was advertised locally and on The T's web site. The RFP was downloaded from The T's website by 6 firms.

Two proposals were received. The proposers were Accent Food Services and CDS Vending. The proposal documents were reviewed against a matrix of requirements and ranked by the evaluation committee consisting of Bill Wagner, Asst. Director Facilities Maintenance; Keith Kunkle, Network Administrator; Pearlethea Toliver, Scheduler; and Rossetta Chaney, Service Writer; and Katrina Vijil, Buyer, served as an ex-officio member. The proposal documents were evaluated based upon: 1) Company Experience and History; 2) Compliance; 3) DBE Utilization; and 4) Fee/Compensation. CDS Vending had the highest overall rating; therefore, their proposal is being recommended.

## **DBE UTILIZATION**

CDS Vending is a certified DBE firm.

## **FINANCING**

Commission revenue from vending machines is donated to The T's Employee Flower Fund; therefore, there is no impact to The T's operating budget. The T's Flower Fund will receive 16% of the sales from the vending machines. Based on the figures from August 2012 to August 2013, the total of commission sales that The T received was approximately \$11,925.58. Due to the fluctuation of sales, the potential dollar amount for the next year cannot be estimated.

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Disposition by Board of Directors

Secretary Approval: *Autie Burdette* Date: 11/18/13

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**LEGAL**

The T's General Counsel has found that the solicitation, Request For Proposals, and proposal of the firm recommended below are in compliance with all applicable Federal and state regulations and The T's procurement requirements.

**RECOMMENDATION**

It is recommended that The T's Board of Directors authorize the interim President/Executive Director to enter into a six year contract with CDS Vending to provide vending services for employees and customers.

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Disposition by Board of Directors

Secretary Approval: \_\_\_\_\_

*Peter B. [Signature]*

Date: \_\_\_\_\_

*11/18/13*