




October 19, 2015

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Recommendation for Snack Vending Services

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### Item Description

This item provides a summary of the results from ITN 5769-2 Shared Snack Vending between Florida State University (FSU), Florida Agricultural and Mechanical University (FAMU) and Tallahassee Community College (TCC).

### Overview and Background

Due to the desire of all three institutions to work together on shared initiatives, Florida State University issued a Shared Snack Vending ITN for Florida State University, Florida Agricultural and Mechanical University and Tallahassee Community College in July 2015.

The committee, which consisted of two (2) voting members from each institution and Karen Gibson, Associate Director, FSU Procurement Services, received proposals from possible vendors. The committee then chose two vendors to begin the negotiation process, which consisted of in-person presentations and conference calls negotiating the terms, until a desired outcome was reached for all three institutions. Upon the completion of these negotiations the committee recommends Gilly's Vending, Inc for this service.

**Note:** This is the first shared initiative that is a revenue based contract between two local universities and a local community college in the state of Florida.

### Past Actions by the Board

There were no previous Board actions required for this initiative since the last contract was approved.

### Funding/Financial Implications

There are no funding implications for these services. The College is projecting an annual commission of over \$18,000 from this operation.

### Staff Resource

Barbara Wills

**Recommended Action**

Authorize staff to contract with the vendor listed above to provide snack vending service for the College.