



June 22, 2009

M E M O R A N D U M

TO: District Board of Trustees

FROM: William D. Law, Jr., President

SUBJECT: Recommendation for Vending Services

Item Description:

This item is to provide the Board a summary of the results from the College's Request for Proposal (RFP 2009-13) for vending services.

Overview:

In May the College issued an RFP for vending services seeking competitive product pricing and reliable customer service. The College advertised in local publications and utilized the state of Florida's vendor bid system to disseminate our request.

Salient Facts:

The College received quotes from two proposers (Gilly Vending and Quality Vending) which were reviewed and evaluated. Based on the received quotes, we feel that Gilly Vending will provide the best variety and quality of products for our students while also proving the most financial benefit to the College.

Past Actions:

There were no previous Board actions required for this initiative.

Future Actions:

No future Board action will be required for this initiative.

Funding/Financial Matters:

Gilly Vending will provide the College a commission of 27% of the monthly gross sales, with a guarantee of \$36,500 annually.

Staff Resource:

Teresa Smith

Recommended Action:

Authorize the staff to contract with Gilly Vending to provide vending services for the College. The desired term of this contract will be five years, with renewal options.