

Minutes

RTA Organizational, Services and Performance Monitoring Committee Meeting

10:37 a.m., March 5, 2019

Committee: Lucas (Chair), Bibb, Serrano

Other Board members: Byrne, Clough, Joyce, McCall, Moss, Welo

Not present: None

Also Present: Anderson, Benford, Bober, Burney, Caver, Ciesla, Coppock, Cottrell, Cranford, Czeck, Dangelo, Davis (C), Davis (J), Fields, Garofoli, Gautam, Gibbons, Gillan-Shafron, Hambro, Jackson, Jaszczak, Johnson, Jones, Keshtkaran, Kirkland, Laule, Lendel, Lewis, Ilg, Loh, Moser, Muti, Pasha, Penning, Prendergast, Rusnov, Schipper, Schultz, Shaffer, Shariff, Sims, Smith, Snell, Sohrabian, Stocking, Tarka, Togher, Vukmanic, Wilson, Young, Zeller

Rev. Lucas called the meeting to order at 10:37 a.m. The secretary called the roll and reported that three (3) board members were present.

RFP Procurement: Vending Services

Sharee Lewis, Manager of Support Services and Vanessa Penning, Contract Administrator, made the presentation. The justification is that Support Services is responsible for the management and oversight of the vending services contract for all internal district locations. These locations include Main Office, Hayden, Triskett, Rail, Central Bus Maintenance Facility, Woodhill and Paratransit. The vending machines are placed in the internal areas of the district where only employees have access except in the Main Office outside of the board room. There are 35 machines throughout the district locations.

Scope of services include that the vending machines offer a quick, easily accessible solution for snacks, beverages, coffee, small meals or healthy snack alternatives for RTA's over 2,000 employees throughout their busy work schedules. The revenue received by the RTA from the vending machines is put in a pool of funds intended for employee activities coordinated by each District Council group. This is a revenue generating contract with commission guarantee. The machines will have a credit card option. Vending service and supplies will include, but not limited to food, healthy options, beverages, condiments, paper products, flatware and napkins.

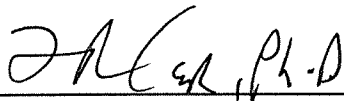
The RFP was issued December 10, 2018. Proposals were solicited for a three-year contract with two, one-year options. The RFP was accessed on RTA's website by eight (8) interested parties. Two (2) companies proposed. The panel consisted of RTA employees from various departments using evaluation criteria. The recommended company is Firelands Vending located in Sandusky, Ohio. A DBE Goal of 0% was established due to lack of certified DBEs. The proposal has commission rates varying between 16%-18% depending on sales with a minimum annual guarantee of \$70,008. Firelands Vending has been in business since 1994. It operates approximately 2,500 machines across northern Ohio. They have experience providing vending services to large, multi-location accounts in the public and private sectors. Its recent clients include Cleveland Clinic, Bowling Green State University and several others.

Staff requests that the Organizational, Services & Performance Monitoring Committee recommend to the Board of Trustees the award of a three-year revenue generating contract with two, one-year options to Firelands Vending.

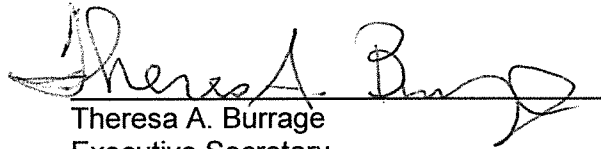
Mr. Serrano noticed the current vendor, AVI, submitted a protest to this recommendation. He asked what the advantages are to changing the vendor. Ms. Penning said Firelands provides nutritional values of food and commission remote reporting options. Ms. Dangelo reminded the committee that they are still in the evaluation process, which is confidential. The protest was just received last night. She is preparing a response to the protest. She can respond to questions from the board about the current vendor and questions raised by the protest. The evaluation process is the same process for every procurement. There is criteria established and a well-positioned panel review. All stakeholders evaluate the proposals using the same criteria. Each proposer is given three opportunities (initial proposal, interview and best and final offer) to state their best position, offer possible ingenuity and growing trends. Firelands presented brand new machines with digital amenities like nutritional value of their products. The vendor will be able to track usage to better enhance revenue.

Mr. Serrano said he would not recommend this until he sees the protest response. Mr. Serrano made a motion to table. It was seconded by Mr. Bibb. There were three (3) ayes and none opposed. It was tabled.

Rev. Lucas adjourned the meeting at 10:46 a.m.



Floun'say R. Caver, Ph.D., Interim CEO
General Manager/Secretary/Treasurer



Theresa A. Burrage
Executive Secretary