

Greater Cleveland Regional Transit Authority

SUMMARY OF PROPOSED AWARD VENDING SERVICES

Presented to: Organizational, Services &
Performance Monitoring Committee

March 5, 2019



Project Overview

Vending Services

Justification:

- Support Services is responsible for the management and oversight of the vending services contract for all internal district locations. Those locations are: Main Office Building, Hayden District, Triskett District, Rail District, Central Bus Maintenance Facility, Woodhill District, and Paratransit District.

Project Overview

Vending Services

Justification, continued:

- The vending machines are placed in the internal areas of the districts where only employees have access (except 1st floor of Main Office Bldg).
- There are a total of 35 machines throughout the district locations.

Project Overview

Vending Services

Scope of Services:

- The vending machines offer a quick, easily accessible solution for snacks, beverages, coffee, small meals, or healthy snack alternatives for GCRTA's 2,000+ employees throughout their busy work schedules.
- The revenue received by GCRTA from the vending machines is put into a pool of funds intended for employee activities coordinated by each district council group.

Project Overview

Vending Services

Scope of Services, continued:

- Revenue Generating with commission guarantee
- Vending machines will have credit card option
- Vending services and supplies provided will include, but not be limited to:
 - Food (including healthy options)
 - Beverages
 - Condiments
 - Paper Products
 - Flatware
 - Napkins

Procurement Overview

Vending Services

- RFP issued December 10, 2018
- Proposals were solicited for a three year contract with two, one-year options
- Accessed on the GCRTA website by eight interested parties
- Two companies proposed

Procurement Overview

Vending Services

Evaluation Panel Members:

- Legal
- Human Resources
- Procurement
- Support Services
- Office of Business Development

Procurement Overview

Vending Services

Evaluation Criteria:

- Service Offered
- Commission Percentage/Expected Revenue
- Vendor Experience & Reputation with public and private sector clients having multiple locations
- Variety – Food/Beverage options with healthy food choices
- Planning

Procurement Overview

Vending Services

Recommended Company:

- Firelands Vending
 - Located in Sandusky, Ohio
- DBE Goal of 0% was established due to lack of certified DBEs

Procurement Overview

Vending Services

Annual Revenue Guarantee

- Year One: \$70,008
- Year Two: \$70,008
- Year Three: \$70,008
- Year Four: \$70,008
- Year Five: \$70,008

Minimum Total Guarantee: \$350,040

Procurement Overview

Vending Services

Company Experience:

- Firelands Vending has been in business since 1994
- 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

Procurement Overview

Vending Services

Recent clients include:

- Cleveland Clinic (20+ locations and 150+ machines)
- Bowling Green State University (both main campus & offsite campus- 35+ locations and 65+ machines)

Procurement Overview

Vending Services

Recent clients include:

- Lucas County Government (15+ locations and 60+ machines)
- ProMedica Hospital Systems (50+ locations and 175+ machines)

Procurement Overview

Vending Services

Recommendation:

- 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.

Procurement Overview Vending Services

QUESTIONS/COMMENTS