

E L M H U R S T P A R K D I S T R I C T
B O A R D O F P A R K C O M M I S S I O N E R S
M E M O R A N D U M

DATE: November 12, 2018

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
 Angela Ferrentino, Director of Facilities
 Sarah Lagesse, Division Manager of Hub & Aquatics
 Andrea Juricic, Facilities Supervisor

RE: SNACK VENDING CONTRACT

ISSUE

The current snack vending contract will end on December 31, 2018. The overall objective is to contract with the single most responsible vendor who has experience in the snack vending industry and has or can obtain the appropriate equipment to meet the indoor snack vending needs of the District. The winning vendor will operate as the exclusive provider for snack vending service and be responsible for delivering, stocking, maintaining, and repairing all machines on District property.

DISCUSSION

With the ending of the current contract with the snack vendor Avcoa on December 31, 2018, a competitive procurement process was conducted to solicit bids from snack vendors who could provide the District with the best opportunity to meet the needs of the community. The vendor will have the exclusive right to place and an obligation to maintain three (3) automated snack vending machines at two (2) facility locations throughout the District. The service locations for snack vending are below.

Site No. Location & Address	Qty. of Machines	Location
1) Courts Plus Fitness Facility 186 S. West Avenue	2 Machines	Indoor
2) Wagner Community Center 615 N. West Avenue	1 Machine	Indoor

The District receives a percentage of sales revenue received by the vendor in exchange for the opportunity to operate as the exclusive provider for snack vending service to the public and staff. Although the financial portion was in the forefront of the District's decision, responsiveness to the bid requirements and supporting materials was taken into consideration to determine what is in the best interest of the District.

The contract term will commence on January 1, 2019 and will continue for one year with an option to extend for two, single additional years. Vendor performance will be reviewed and payments to the District will be evaluated at the end of the first year to determine the whether the contract should be extended or not.

Snack vending specifications were developed and a legal ad was placed in a local newspaper on October 5, 2018 announcing the availability of bid packets and specifications. Specifications were distributed to eight companies with one sealed bid returned, opened and read publicly on October 19, 2018.

The current contract with Avcoa offers 5% commission on vending sales. This contract has resulted in annual revenue of \$415 as of October 29, 2018.

Below is a summary of Local Vending Service, Inc. financial proposal for 2019:

Company	Signing Bonus	Commission	Annual Free Product	Contract Length	Estimated Annual Commission
Local Vending Service, Inc.	NA	5%	NA	3 years	\$425

Positive references for Local Vending Service, Inc. were received from Fannie May and ALC Logistics. Local Vending Service, Inc. has provided snack vending service for these companies for over a year and has satisfactorily delivered the contracted services. Staff is confident that Local Vending Service, Inc. is a reputable company that possesses the experience and capabilities to successfully provide services in accordance with the required specifications and schedule.

RECOMMENDATION

That the Board of Park Commissioners 1) approve a one-year contract to commence on January 1, 2019 with an option to extend for two, single additional years with Local Vending Service, Inc. of Franklin Park and 2) authorize the Executive Director to negotiate and execute said contract.

Thank you.