

EDUCATION SERVICE CENTER REGION 19
RFP AWARD SUMMARY

RFP TITLE: Vending Machine Services - ESC Region 19 Purchasing Cooperative
RFP NUMBER: 11-6653
RFP OPENING DATE: April 27, 2011
CONTRACT TERM: Date of award until May 31, 2012 with the option to extend in 12 month increments not to exceed 36 months in the aggregate
(Extended by Region 19 until May 31, 2013)
(Extended by Region 19 until May 31, 2014)

FUNDING SOURCE: Various
RFP's ISSUED: 8
RESPONSES: 2
ADVERTISEMENT DATES: March 20th & March 27th, 2011
BOARD MEETING DATE: July 21st, 2011

RECOMMENDED FOR AWARD **Mcliff Vending and Office Coffee Services**
TOTAL (estimated) **No Cost to ESC Region 19 or its Purchasing Cooperative members**

EXPLANATIONS:

Award of this contract will enable ESC-Region 19 and its Purchasing Cooperative members to utilize the stated goods and services including parts, labor, and warranty when required during the contract period.

SPECIFICATIONS PROVIDED BY: Martin Camacho
ESC Region 19

EVALUATION COMMITTEE: Royce Cleveland
ESC Region 19

Martin Camacho
ESC Region 19

Nancy Alvarado
ESC Region 19

ORDER INFORMATION:

Mcliff Vending and Office Coffee Service
Attn: David Clayton
204 West Powell Lane Bldg. #4
Austin, TX 78753
512-441-8424 / 1-800-580-2145
Fax: 512-334-0199
www.mcliff.com / dclayton@mcliff.com

SPECIAL CONDITIONS

- 1. This bid will be for use by ESC Region 19 and its ESC Purchasing Cooperative members as well as any other members that join during the contract period. While Region 19 Purchasing Cooperative Membership is State-Wide, this contract is intended for use by local agencies participating in the ESC Region 19 Purchasing Cooperative.
- 2. Please indicate which if any of the Purchasing Cooperative Members your company could not or would not be able to provide services to under this agreement?

- Region 19 Head Start Sites _____
- Anthony ISD _____
- Burnham Wood Charter School _____
- Candlelighters of El Paso _____
- Children’s Kingdom Learning Center _____
- Canutillo ISD _____
- Christian Joy Center Academy _____
- City of El Paso _____
- City of Horizon _____
- City of Socorro _____
- Clint ISD _____
- El Paso Academy East _____
- El Paso Catholic Diocese _____
- El Paso ISD _____
- El Paso Community College _____
- El Paso Housing Authority _____
- El Paso MHMR _____
- El Paso School for Excellence _____
- El Paso Water Utilities _____
- Fabens ISD _____
- La Fe Preparatory School _____
- San Elizario ISD _____
- Socorro ISD _____
- St. Mark’s School _____
- St. Raphael School _____
- Texas Tech University Health Sciences _____
- Tornillo ISD _____
- UTEP _____
- Ysleta ISD _____
- YWCA of El Paso _____

Vendor has agreed to service all Cooperative Members

Special Conditions

1. Vendor will provide all labor, supplies, maintenance and equipment on all machines installed.
2. All servicing or problem calls must be handled in acceptable response times.
3. Malfunctioning equipment shall be repaired and operating normally within 24 hours after vendor has been notified. Equipment which cannot be repaired within 24 hours will be removed and replaced in a timely manner. Vendor must have phone number for service calls posted on all machines.
4. No machines may be installed, removed or locations changed without written authorization of the ESC Region 19 or Head Start Centers. The vendor will be allowed to make reasonable adjustments in machine placement or product offering to provide maximum service in keeping with good business practice.
5. All machines must be clean, secure, new or refurbished to like new condition.
6. Each vending machine must accept both coins and one dollar bills and dispense proper change.
7. Vendor shall be responsible for any applicable machine licensing required by local, county or state agencies.
8. The vendor must supply all vending machines, stock the machines and make all the necessary repairs on the machines.
9. Machines must be kept properly stocked and in proper working order at all times.
10. Product pricing – ESC Region 19 Purchasing department is to be notified of any request for a price increase must be submitted in writing 30 days prior to the effective date, along with valid justification for the increase.
11. Storage is not available at vending locations. Vendor must provide storage.
12. Refund procedures – vendor shall supply refund envelopes or bags for each vending location. The refunds shall be made in a timely manner, and all refunds are at face value.
13. Vendor must check in when delivering, restocking machines or servicing machines with the contact person designated for each site listed below. If vendor is interested in seeing machines currently at the Service Centers, contact the persons listed below.
14. Vendor will provide a sample list of products you are offering.
15. If vendor offers an incentive or commission percentage provide a detailed sample report of how the incentive, commission or rebate revenue is tracked and paid.
16. Basis for award will be 70% overall pricing, 30% variety of snacks, and quality of equipment.
17. Region 19 reserves the option to award each lot individually or “all or none” whichever is determined to be in the best interest of Region 19 and the Head Start Centers.
18. All products shall be national brand names: Example Cold beverages – Pepsi-Cola, Coca-Cola or 7-Up products. Snacks: Mars, Hershey’s etc.
19. Vendors must provide data, specification sheets showing dimensions, and features for award consideration.

The following are the names of the contact persons from each of the three (3) Head Start centers, Head Start Multipurpose Center (MPC) and ESC Region 19:

1. Barcelona- (soft drink machine) - Patricia Wiest @ 791-4801
2. Pete Duarte- (soft drink machine) - Norma Favela @ 791-4852
3. Cesar Chavez- (soft drink machine) - Sylvia Morales-Reyes @ 791-4817
4. Head Start MPC- (soft drink and snack machine) - Ed Nicholas @ 276-3798 or Pat Perez @ 790-4672
5. ESC Region 19 – (soft drink and snack machine) - (reimbursements) Anna Lozano @ 780-5046 (service calls) Burnette Johnson @ 780-5085

PROPOSAL RESPONSE FORM:

Lot 1- Soft drinks

12 oz. cans (soda, juice, iced tea, etc.)

List all types offered in 12 oz. cans

Selling Price

All brands of CSD	\$0.75
Welch Juices	\$1.00
Nestea, Brisk Tea	\$0.75

Soft drinks

20 oz. plastic bottles (soda, juice, iced tea, sport drinks, water, etc.)

List all types offered in 20 oz. cans

Selling Price

All brands of 20 oz. CSD	\$1.25
20 oz. PowerAde & Water	\$1.25
15.2 oz. Minute Maid Juice	\$1.50
16 oz. Energy Drinks	\$2.75

Lot 2- Chips, Snacks

(Potato chips, corn chips, pork rinds, cheese crackers, peanuts, etc.)

List all types offered

Bag size (large, small)

Selling Price

Frito-Lay brand Chips	LSS Size Bag	\$1.00
Austin Crackers	1.38 oz.	\$0.75
Planters Peanuts	2.0 oz.	\$1.00
Nature Valley Granola Bars	1.6 oz.	\$1.00
Oreo Sleeve Cookies	1.8 oz.	\$1.00
Nutri Grain Bars	1.3 oz.	\$1.00
Cheez-it Cheese Crackers	2.0 oz.	\$1.00
Welch's Fruit Snacks	1.5 oz.	\$1.00
Kars Sweet-n-Salty	2.0 oz.	\$1.00
Corn-nut	1.4 oz.	\$1.00

PROPOSAL RESPONSE FORM:

Lot 3- Cookies, Pastries

(Chips Ahoy, Oreos, Grandma's, Honey buns, Danishes, etc.)

<u>List all types offered</u>	<u>Bag size</u>	<u>Selling Price</u>
Famos Amos Choc Chip	2.0 oz bag	\$1.00
Pop Tarts	3.6 oz. 2/pack	\$1.00
Rice Krispies Treats	2.13 oz.	\$1.00
Zoo Aminal Crackers	2.0 oz.	\$1.00
Fresh Pastry	various sizes and varieties	\$1.00
Gardetto's	1.75 oz.	\$1.00

Lot 4- Candy bars, snack bars

(Hershey's, Mars, Snickers, etc.)

<u>List all types offered</u>	<u>Bar size (regular, large)</u>	<u>Selling Price</u>
Mars Products	vend size	\$1.00
Hershey Products	vend size	\$1.00
Nestles Products	vend size	\$1.00

Lot 5- Healthy Alternatives

(Non or Low fat, Baked chips, Health bars, Granola bars, etc.)

<u>List all types offered</u>	<u>Size</u>	<u>Selling Price</u>
Zoo Austin Crackers	2.13 oz.	\$1.00
Gradetto's Snack Mix	1.75 oz.	\$1.00
Welch Fruit Snacks	1.5 oz.	\$1.00
Nutri Grain Bars	1.3 oz.	\$1.00
Planters Peanuts	2.0 oz. bag	\$1.00
Kars Sweet-n-Salty	2.0 oz. bag	\$1.00
Baked Lays	LSS Bag (1.125 oz.)	\$1.00
Rice Krispies Treats	2.13 oz.	\$1.00

PROPOSAL RESPONSE FORM:

Please attach a price list of any other related items vendor sells, as it will become part of the final award such as Sandwiches, Food, Fruit, etc.

Price list attached? Yes No

List all types offered

Size

Selling Price

On file

PROPOSAL RESPONSE FORM (REQUIRED FOR AWARD CONSIDERATION):

PROVIDE BUSINESS NAME, CONTACT PERSON, PHONE NUMBER, ADDRESS, AND EMAIL IF AVAILABLE OF 3 ACCOUNTS VENDOR IS CURRENTLY SERVING FOR ITEMS VENDOR IS BIDDING ON (REQUIRED FOR AWARD CONSIDERATION AND EVALUATION PURPOSES; THESE BUSINESSES WILL BE CONTACTED)

On File

PROVIDE SPECIFICATIONS ON COMMERCIAL EQUIPMENT PROPOSED THAT WOULD BE UTILIZED IN THE EVENT YOUR COMPANY WAS AWARDED THE CONTRACT?

PROVIDED? YES NO

Mcliff Vending and Office Coffee Service agrees to install and maintain "Recyclers" on select machines located at Region 19 locations.

* Cash recycling enables vending machines to dispense change with the same \$1, \$5, \$10, or \$20 bill that it takes in for purchases.

RESPONSE TIME FROM INITIAL TIME VENDOR IS CONTACTED FOR SERVICE CALLS OR SERVICING AND RE STOCKING MACHINE?

Mcliff Vending answers service calls within 4 hours of the call being logged into our system.

Mcliff Vending services the machine on a daily or as needed schedule.

PROPOSAL RESPONSE FORM (REQUIRED FOR AWARD CONSIDERATION):

HOW MANY TIMES PER WEEK ARE MACHINES SERVICED AND STOCKED?

If a machine sells \$150.00 per week it will be serviced 1 time a week

If a machine sells \$500.00 per week it will be serviced 3 times a week

DOES VENDOR HAVE A REBATE, COMMISSION OR INCENTIVE OFFER? (PROVIDE DETAILS)

Proposal on file – Prices listed are based on a 10% commission back to the ESC Region 19 Purchasing Cooperative member including ESC Region 19 per month based on sales.

PROPOSAL RESPONSE FORM (REQUIRED FOR AWARD CONSIDERATION):

PROVIDE NUMBER OF SALES/SERVICE VEHICLES IN EL PASO MARKET?

Mcliff is operating 7 route and service vehicles in the El Paso market.

PROVIDE NUMBER OF EMPLOYEES WORKING IN THE EL PASO AREA?

13 full time employees in the El Paso market

PROVIDE NUMBER OF YEARS IN BUSINESS IN EL PASO?

Mcliff Vending has been providing El Paso with vending service for over 30 years

Approved by: _____
(James R. Vasquez)
Approved by: _____
(James R. Vasquez)
Approved by: _____
(James R. Vasquez)

Date: _____
(May 12, 2011)
Date: _____
(April 26, 2012)
Date: _____
(April 30, 2013)