

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Vending Machine Services (Annual Contract) – RFP No. 22-0007
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of a contract with Five Star Food Service (Chattanooga, TN) to provide snack and drink vending machine services for various City Locations.

Five Star Food Service will provide all labor and equipment to provide the following services, but not limited to:

- A. Servicing of vending machines
- B. Maintain and/or replace inoperable machines
- C. Examine stock and remove outdated/expired product
- D. Provide a phone number for customers to call when refunds are required

The initial term of the contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. The contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Annual Contract History:

The previous five-year contract was awarded on November 8, 2016 (Resolution No. 399-16) to Five Star Food Services, Inc. (Chattanooga, TN).

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on October 28, 2021. This RFP has been advertised, opened, and evaluated. Three proposals were received on December 10, 2021, from the following firms:

- Coca-Cola Bottling Company United (Columbus, GA)**
- Five Star Food Service (Chattanooga, TN)**
- Refreshing USA (Everett, WA)**

The following events took place after receipt of the proposal:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	01/12/22	The Purchasing Manager advised evaluation committee members of the RFP rules and regulations. Project Manager provided overview and expectations of the contracted vendor(s). Proposals were disbursed to each committee member for review via a folder on OneDrive.

1 st Evaluation Meeting	01/26/22	The committee discussed each proposal. During discussion, it appeared there was no need for the soft drink vending component of the RFP, due to existing soft drink vending machines at various locations with separate contracts; including the contract awarded to Coca-Cola to provide Exclusive Pouring Rights and Soft Drink Vending Machines for Various Parks and Recreation Facilities, per RFP No. 13-0022. Consequently, the Committee requested an inventory of the soft drink vending machines.
Inventory Results and Notification Letters	03/01/22	As a result of the inventory, the Committee determined the existing soft drink vending machine agreements needed to stay in place. Therefore, the Committee agreed to remove the soft drink vending machine requirement from this RFP. Notification letters were sent to each vendor informing them of the removal of the soft drink vending machine requirement. For this particular RFP, Coca-Cola submitted a proposal for soft drink machine vending only; no snack machine vending was included. Therefore, the Committee deemed that Coca-Cola's proposal would be removed from further consideration. A separate notification letter was sent to Coca-Cola informing of the Committee's decision.
2 nd Evaluation Meeting	03/14/22	The Committee met to discuss the proposals from Five Star and Refreshing USA. Clarifications were requested.
Clarification Request	04/01/22	Request for clarification was forwarded to the vendors.
Clarification Received	04/04/22	The vendors submitted the requested clarification information, which was forwarded to the Committee. The Committee indicated they were ready to begin evaluations.
Evaluation Forms Sent	04/06/22	Evaluation forms were forwarded to voting committee members.
Evaluation Forms Received	04/26/22	The last set of evaluation forms were returned to the Purchasing Division.
Evaluation Results	07/06/22	The evaluation results were forwarded to the Committee and the Committee indicated they were ready to vote.
Final Ballot	07/11/22	Ballots were forwarded to the Committee for their final vote.
Ballots Received	07/19/22	The final ballots were received and resulted in award recommendation to Five Star Food Service, Inc.

Evaluation Committee:

The proposals were reviewed by voting members of the Evaluation Committee, which consisted of one representative from Public Works, one representative from METRA and one representative from Parks and Recreation.

One representative from Parks and Recreation and one representative from METRA served as alternate voters.

One representative from the Chief Administrator's Office and one additional representative from Parks and Recreation served as non-voting advisors.

Award Recommendation:

By a vote of 2-to-1, the voting committee members recommended award to Five Star Food Service, Inc. (Chattanooga, TN).

Vendor Qualifications/Experience:

- Over the past 25 years, Five Star Food Service has grown into one of the largest full-line vending, micro market, office coffee and café service providers in the Southeastern U.S.
- The vendor is supported by more than 35 service centers based in the Southeastern US and employs over 1,500 team members.
- Five Star Food Service maintains 5,000 vending machines throughout their service footprint.

Client Work History

- *TSYS (Columbus, GA): Contract initiated March, 2018*
- *Aludyne Columbus Foundry (Columbus, GA): Contract initiated August, 2018*
- *Eastman Kodak Company (Columbus, GA): Contract initiated July, 2019*

The City's Procurement Ordinance, Article 3-110 (Competitive Sealed Proposals (Negotiations), governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Revenue from the vending machine(s) will be deposited in the following Revenue Account: General Fund – Government Wide Revenue – Facilities Rental; 0101 – 0999 – 1999 – REVN – 4665.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH FIVE STAR FOOD SERVICES, INC. (CHATTANOOGA, TN), TO PROVIDE VENDING MACHINE SERVICES FOR VARIOUS CITY LOCATIONS.

WHEREAS, an RFP was administered (RFP No. 22-0007) and three (3) proposals were received; and,

WHEREAS, the proposal submitted by Five Star Food Service, Inc., met all proposal requirements; and,

WHEREAS, the term of this contract shall be for two (2) years, with the option to renew for three (3) consecutive twelve-month periods. Contract renewal will be based upon the vendor’s service during the previous contract term and will be contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to enter into a contract with Five Star Food Service, Inc. (Chattanooga, TN), to provide vending machine services for various City locations. Revenue from the vending machine(s) will be deposited in the following Revenue Account: General Fund – Government Wide Revenue – Facilities Rental; 0101 – 0999 – 1999 – REVN – 4665.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2022 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor