

Action Item

Subject:

Vending Machines – Snacks & Coffee, Request for Proposal (RFP)

Background:

The District has contracted with Sodexo as the vending machine company for the past three years. Proviso East and Proviso West has four snack vending machines each located throughout their buildings. Proviso Math & Science Academy has two snack vending machines and one coffee machine. The snack machines located in the student cafeteria are to be supplied with healthy snacks such as baked chips, granola bars, 100-calorie snacks, etc. The other snack machines are located in areas designated for staff and faculty and are supplied with healthy snacks as well as other options.

An RFP was emailed to seven vendors and posted to the District's website on June 14, 2017, for vending services to provide the following: four snack machines at Proviso East and Proviso West each, two coffee machines at Proviso East and Proviso West, and two snack machines and 1 coffee machine at Proviso Math and Science Academy. Two companies responded:

Local Vending Service, Inc – 20% commission on sales

Sodexo - \$5500 1st year, each year thereafter \$2,000 increase

Administration's Analysis:

Both companies offer healthy vending snacks. Sodexo energy-saving machines are equipped with *Sure Vend Technology*. This technology guarantees 100% product delivery which reduces the need for refunds. The machines are equipped to accept Visa, MasterCard, Discover, American Express, cash, or Apple Pay. Snack prices will remain the same.

Statute, Administrative Policy or Board Rules Statement:

The IL School Code (105 ILCS 5/10-20.21) and Board policy #4:60 require that all contracts for goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000 shall be approved by the Board of Education.

Implementation Plan:

Sodexo will have the additional vending machines in place no later than August 7, 2017.

Administration's Recommendation:

That the Board of Education of Proviso Township High Schools District 209 accepts the Superintendent's recommendation to award the contract to Sodexo for a three-year period with an annual commission of \$5,500, to be increased each year by \$2,000. There is no cost to the District for this contract.