




## Interoffice Memorandum

August 22, 2017

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

CONTACT: Lee Isbell, Senior Monitoring and Evaluation Coordinator, Fiscal and  
Operational Support Division  
407-836-0208

SUBJECT: Award of Invitation for Bids Y17-1069-MV, Vending Machines at  
Corrections Department

### ACTION REQUESTED:

Approval to award Invitation for Bids Y17-1069-MV, Vending Machines at Corrections Department, to the responsive and responsible bidder offering the highest percentage of revenue to the County, Compass Group USA, Inc. by and through its Canteen Vending Services Division for a 5-year term. This is a revenue generating contract. The gross revenue estimate is \$200,000 annually with 25.5% payable to the County on commissionable machines. Further, request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

### PROCUREMENT:

To provide beverage and snacks for purchase by the general public, inmates and County employees. The services include a combination of commissionable and non-commissionable machines.

### FUNDING:

This is a revenue generating contract; funds will be deposited into accounting lines 0001-081-3801-4195 and 1660-081-3830-4195.

### APPROVALS:

The Corrections Department and Business Development Division concur with this recommendation.

### REMARKS:

Two bids were received in response to Invitation for Bids Y17-1069-MV and were evaluated for responsiveness, responsibility and price. Contract award is recommended, on a revenue percentage basis, to the responsive and responsible bidder offering the highest percentage of revenue to the County, Compass Group USA, Inc. by and through

its Canteen Vending Services Division in accordance with the terms and conditions of the solicitation.

Recommendation for award is therefore made to Compass Group USA, Inc. by and through its Canteen Vending Services Division.

The bid tabulation is as follows:

<u>Company Name</u>	<u>Percentage Payable to the County</u>
Compass Group USA, Inc. by and through its Canteen Vending Services Division	25.5%
Right Choice Vending/Coffee	15%




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

July 12, 2017

TO: Melisa Vergara, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y17-1069-MV, Vending Machines for Corrections Department

The Business Development Division evaluated the **2 bids** submitted for this project and found that **none** of the bidders are Orange County Certified Minority Women Business Enterprises. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Sheena Ferguson, Manager, Business Development Division

