

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

AGENDA DATE: November 7, 2023

PUBLIC HEARING DATE: Not Applicable

CONTACT PERSON(S) NAME AND PHONE NUMBER:

Hector I. Ocaranza, MD, Interim Public Health Director (915) 212-6502
K. Nicole Cote, Managing Director, (915) 212-1092

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: No. 6. Set the Standard for Sound Governance and Fiscal Management

SUBGOAL: 6.7: Deliver effective and efficient processes to maximize value in obtaining goods and services

SUBJECT:

Discussion and action on the award of solicitation No. 2023-0137 Vending Machines to El Paso Snax Company for an initial three (3) year term for an estimated revenue to be generated during the initial term of \$370,262.00. The award also includes a two (2) year option for an estimated revenue amount of \$144,700.00. The total value of the contract is, including the initial term plus the option, for a total of five (5) years, for an estimated revenue to be generated of \$514,962.00. This contract will provide vending machine services to provide beverage, snack, and entrée machines to the City of El Paso sites that request to have a placement of vending machines.

BACKGROUND / DISCUSSION:

This contract will allow for the placement of vending machines that dispense carbonated drinks, snacks and other products for 128 locations throughout the City.

SELECTION SUMMARY:

Solicitation was advertised on January 17, 2023 and January 24, 2023. The solicitation was posted on City website on January 17, 2023. There were a total of twenty-eight (28) viewers online; one (1) bid was received, being a local supplier. An inadequate survey was conducted.

CONTRACT VARIANCE:

The difference based in comparison to the previous contract is as follows: An increase of \$2.00 for the minimum monthly guarantee revenue to the City of El Paso, which represents a 7.14%.

PROTEST

No protest was received for this requirement.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Amount: \$370,262.00

Funding: General Fund – Revenue Generating

Account: 341-1000-450690-41160

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? X YES ___ NO

PRIMARY DEPARTMENT: Public Health Department

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



Hector I. Ocaranza, MD, Interim Public Health Director

**COUNCIL PROJECT FORM
(BEST VALUE)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **REGULAR** agenda for the Council Meeting of **November 7, 2023**.

STRATEGIC GOAL 6 – Set the Standard for Sound Governance and Fiscal Management

The linkage to the Strategic Plan is subsection 6.7 – Deliver effective and efficient processes to maximize value in obtaining goods and services.

Award Summary:

Discussion and action on the award of solicitation No. 2023-0137 Vending Machines to El Paso Snax Company for an initial three (3) year term for an estimated revenue to be generated during the initial term of \$370,262.00. The award also includes a two (2) year option for an estimated revenue amount of \$144,700.00. The total value of the contract is, including the initial term plus the option, for a total of five (5) years, for an estimated revenue to be generated of \$514,962.00. This contract will provide vending machine services to provide beverage, snack, and entrée machines to the City of El Paso sites that request to have a placement of vending machines.

Contract Variance:

The difference based in comparison to the previous contract is as follows: An increase of \$2.00 for the minimum monthly guarantee revenue to the City of El Paso, which represents a 7.14%.

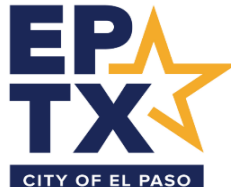
Department:	Public Health
Vendor:	El Paso Snax Company El Paso, TX
Item(s):	All
Initial Term:	3 years
Option to Extend:	2 Years
Annual Estimated Amount:	\$123,420.67
Initial Term Estimated Award:	\$370,262.00 (3 years)
Total Estimated Award:	\$514,962.00 (5 years)
Account No.:	314-1000-450690-41160
Funding Source:	General Fund - Revenue Generating
District(s):	All

This is a Best Value procurement, revenue generating contract.

The Purchasing & Strategic Sourcing and Public Health Departments recommend award as indicated to El Paso Snax Company, the bidder offering the best value bid. In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

*******ADDITIONAL INFO BELOW*******

Notices/Letters/Approvals
Transmittal Letter



Department: Public Health
Solicitation: 2023-0137 Vending machines
Solicitation Description: Goods & Services - Evaluation Approval

Agent: check documents to ensure all the backup has been reviewed prior to Director's Approval:

Attach all necessary documents required for the selected drop down.

Signatures Recommending Approval:

NJ 3/8/2023
Norma Jimenez, Senior Procurement Analyst Date

N/A
Paula Salas, Purchasing Agent Date

Rhonda Easter 3/10/2023
Rhonda N. Easter, Assistant Purchasing Director Date

K. Nicole Cote 3/13/2023
K. Nicole Cote Date
Managing Director

Review Notes:

1. Committee Scoresheet
2. Averages
3. Prices
4. Bid Form
5. Rater Summary
6. Raters
7. References
8. Experience - Comparable Contract Forms

CITY OF EL PASO BV SCORESHEET

PROJECT: 2023-0137 Vending machines

Evaluation of Submittal

	MAX POINTS	El Paso Snax Company El Paso, TX
Factor A - Price	35	35.00
Factor B - Experience – Comparable Contracts	35	26.25
Factor C - References	30	30.00
TOTAL SCORE	100	91.25
		1



**CITY OF EL PASO
BID TABULATION FORM**



Project Name: Vending Machines **Solicitation #: 2023-0137**
Solicitation Opening Date: February 15, 2023 **Department: Public Health**

		El Paso Snax Company El Paso, TX			
Item No.	Description	Percent of Monthly Gross Revenue Paid to City of El Paso (Minimum of 15% per machine) (A)	Minimum Monthly Guarantee to City of El Paso (Per Machine) (B)		
1	SNACK VENDING MACHINE SERVICE (Estimated 50 to 75 Vending Machines)	32.50%	\$ 30.00		
2	BEVERAGE VENDING MACHINE SERVICE (Estimated 10 to 20 Vending Machines)	32.50%	\$ 30.00		
3	ENTRÉE VENDING MACHINE SERVICE (Estimated 145 to 175 Vending Machines)	27.50%	\$ 30.00		
<u>OPTION TO EXTEND THE TERM OF THE AGREEMENT</u> THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS. THE TERM OF THIS CONTRACT SHALL BE BASED ON ONE OF THE SELECTIONS BELOW AND UNDER THE SAME TERMS AND CONDITIONS. THE CITY MANAGER OR DESIGNEE MAY EXTEND THE OPTION TO EXTEND.					
BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:					
TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR		<input checked="" type="checkbox"/>			
NO OPTION OFFERED		<input type="checkbox"/>			
AMENDMENTS ACKNOWLEDGED:		YES			
BIDS SOLICITED: 342 LOCAL BIDS SOLICITED: 143 BIDS RECEIVED: 1 LOCAL BIDS RECEIVED: 1 NO BIDS: 4					

NOTE: The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.

Approved by: _____/s/_____
 Date Approved 2/22/2023

Viewer's List
2023-0137 Vending Machines

No.	Participant Name	Response Date	Response Status	City	State
1	El Paso Snax Co (Ronnie Hickey)	02/15/2023	Submitted	El Paso	TX
2	DYER CYCLE	01/18/2023	No Bid	El Paso	TX
3	WOFFORD TRUCK PARTS (TE EL PASO,LLC)	01/17/2023	No Bid	EL PASO	TX
4	Alpha Line Detailing LLC		Viewed	El Paso	TX
5	CED El Paso		Viewed	El Paso	TX
6	City of El Paso Strategic Partners		Viewed	El Paso	TX
7	Creative Print Plus (Estela Martinez)		Viewed	EL PASO	TX
8	Gold Station Medical (Gold Station Capital, LLC)		Viewed	EL PASO	TX
9	Holguin Productions LLC		Viewed	El Paso	TX
10	Lowntro LP dba Roy Lown's Classic Awards and Billiards		Viewed	El Paso	TX
11	Party Bowl (Border Tobacco Co Inc)		Viewed	El Paso	TX
12	Reel Passion Media		Viewed	el paso	TX
13	Ricks Paving & Sealing Inc.		Viewed	El Paso	TX
14	Roc Candy (Francisco Rocha)		Viewed	El Paso	TX
15	Southern Flavz BBQ		Viewed	El Paso	TX
16	Spark Multinational, LLC		Viewed	El Paso	TX
17	Subway (Lonche, Inc.)		Viewed	El Paso	TX
18	Sun City Hot Shot LLC		Viewed	El Paso	TX
19	Thyme Matters		Viewed	El Paso	TX
20	Construction Reporter		Viewed	Albuquerque	NM
21	Tropical Paradise Inc. dba Cool Tropics		Viewed	Bedford	MA
22	Affinity Group		Viewed	Farmers Branch	TX
23	Deltek		Viewed	Herndon	VA
24	Mike Stahl Seafood Co LLC		Viewed	Huntington Beach	CA
25	Texas Correctional Industries (Texas Department of Criminal Justice)		Viewed	Huntsville	TX
26	Woodeez Stone & Laser Imaging (Woodeez Woodcrafts, LLC)		Viewed	San Antonio	TX
27	Money Handling Machines, Inc	01/18/2023	No Bid	Tempe	AZ
28	McCormick's Group, LLC	01/17/2023	No Bid	Wheeling	IL