

C.M. 11-08-16(7)(A)

"ITEM A"

399-16

A RESOLUTION
NO. 399-16

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

WHEREAS, an RFP was administered (RFP No. 17-0005) and one (1) proposal was received; and,

WHEREAS, in accordance with Section 3-108, Item H of the Procurement Ordinance, the Purchasing Division performed due diligence by conducting a survey of non-responsive firms to determine if it was necessary to revise the specifications to encourage more competition. Based on the responses to the survey, the Purchasing Division determined that revisions were not required; and

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

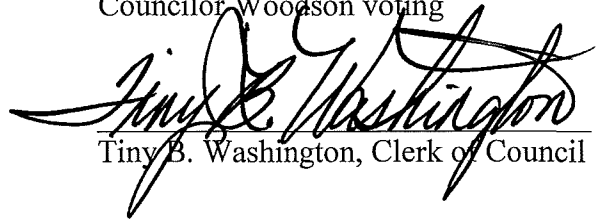
WHEREAS, the term of this contract shall be for two (2) years, with the option to renew for three (3) consecutive twelve-month periods. Contract renewal will be based upon the vendor's service during the previous contract term and will be contingent upon the mutual agreement of the City and the Contractor.

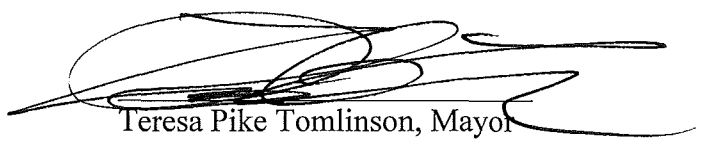
NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to enter into a contract with Five Star Food Service, Inc., to provide snack 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 8th day of November 2016 and adopted at said meeting by the affirmative vote of eight members of said Council.

- | | |
|------------------------------|-------------------|
| Councilor Allen voting | ABSENT FOR VOTE . |
| Councilor Baker voting | <u>YES</u> . |
| Councilor Barnes voting | <u>YES</u> . |
| Councilor Davis voting | <u>YES</u> . |
| Councilor Garrett voting | <u>YES</u> . |
| Councilor Henderson voting | <u>YES</u> . |
| Councilor Huff voting | <u>YES</u> . |
| Councilor Thomas voting | <u>YES</u> . |
| Councilor Turner Pugh voting | <u>YES</u> . |
| Councilor Woodson voting | ABSENT FOR VOTE . |


Tiny B. Washington, Clerk of Council


Teresa Pike Tomlinson, Mayor

**Columbus Consolidated Government
Council Meeting**

November 8, 2016

Agenda Report # 59

TO: Mayor and Councilors
SUBJECT: Purchase Authorizations
INITIATED BY: Finance Department

(A) SNACK MACHINE VENDING SERVICES FOR VARIOUS LOCATIONS (ANNUAL CONTRACT) – RFP NO. 17-0005

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

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

- A. Weekly 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 October 26, 2010 (Resolution No. 379-10) to Five Star Food Services, Inc. (Chattanooga, TN).

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web pages of the Purchasing Division and the Georgia Procurement Registry on June 9, 2016. This RFP has been advertised, opened and evaluated. One proposal was received on August 19, 2016.

The Purchasing Division received two (2) statements of “No Proposal Submission”. The Vending Center, Inc. (Birmingham, AL) does not offer this service as they are a distributor of vending equipment. Old Fashion Foods, Inc. (Austell, GA) states Columbus is beyond their service area.

In accordance with Section 3-108, Item H of the Procurement Ordinance, the Purchasing Division performed due diligence by conducting a survey of non-responsive firms to determine if it was necessary to revise the specifications to encourage more competition. The following (2) firms were surveyed:

1. A-Action, Inc.: This vendor had submitted a proposal for the last contract. An email was sent, for which the vendor did not provide a response.
2. Automatic Vending Service: This vendor had previously submitted emails expressing interest in submitting a proposal, however when asked why they did not submit a proposal their response was: "We have been really busy because we just recently purchased this business from the previous owner. We have been working hard to make the accounts we have now better and we have also added a lot of accounts recently."

Based on the responses to the survey and "no proposal submissions", the Purchasing Division determined that revisions were not required to the specifications. The Purchasing Division opened the one (1) proposal received from the following firm:

Five Star Food Service, Inc. (Chattanooga, TN)

The following events took place after receipt of the proposal:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation/1 st Evaluation Meeting	10/4/16	Due to only receiving one proposal, the Pre-Evaluation and First Evaluation committee meetings were combined. The Purchasing Manager advised evaluation committee members of the RFP rules and process. The proposal, which had been previously disbursed to each committee member to review, was discussed. Committee members requested clarification of the proposal.
Clarification Request	10/4/16	Request for clarification was forwarded to the vendor.
Clarification Received	10/11/16	The vendor submitted the requested clarification information, which was forwarded to the Committee.
Evaluation Ballots Sent to Committee	10/14/2016	Evaluation ballots forwarded to voting committee members.
Recommendation Received	10/19/16	Via email, the committee members unanimously voted to award to the sole responsive firm.

Evaluation Committee:

The proposal was reviewed by the Evaluation Committee, which consisted of one (1) voting member from the Department of Parks and Recreation, one (1) voting member from the Department of Public Works/Fleet Management, and one (1) voting member from the Department of Transportation/METRA. A representative from the City Manager's Office served as a non-voting advisor.

Award Recommendation:

The evaluation committee unanimously recommends award of the contract to Five Star Food Service, Inc., the sole responding firm, as reflected by their comments provided below:

- Five Star currently provides great service
- Five Star maintains a good variety of snack choices in the vending machines
- Five Star responds quickly when service is needed
- Five Star services machines on a regular basis.

Vendor Experience/Qualifications:

- Five Star Food Service, Inc., has been in operation for 23 years, and their core business is Vending Services.
- The firm maintains approximately 4000 vending machines throughout the Southeast.
- The firm is supported by 14 operational centers within the states of Tennessee, Georgia, and Alabama; and employs approximately 900 team members.
- The team members responsible for supporting the City's vending operations are: John Robbins, Scott Hale, Wayne McMillan, and Brady Martin. The industry experience of these individuals averages 19.5 years each.

Client Work History

- *TSYS (Columbus, GA): Contract initiated "over 10 years ago"*
- *NCR (Columbus, GA): Contract initiated October, 2009*
- *Swift Spinning, Inc. (Columbus, GA): Contract initiated September, 1994*

The City's Procurement Ordinance Article 3-110, Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services, 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.

Funds will be deposited into the following Revenue Account: General Fund –Government Wide Revenue – Facilities Rental; 0101-0999-1999-REVN-4665.