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**MEMORANDUM**  
**HUMAN RESOURCES DEPARTMENT**

TO: Thomas Thomas, City Manager

SUBJECT: Vending Provider

DATE: October 2, 2013

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Human Resources conducted a request-for-proposal (RFP) for vending services. The vending services contract will cover all city facilities with exception of Parks and Sunset Marina. In the past, vending has been decentralized with different employee groups operating vending services within their shops. The new vending services contract will place all machines under the direction of Human Resources.

Bids were mailed out on August 5 with a deadline for return of August 26. Thirteen bids were mailed directly to local vending companies. Human Resources placed a legal notification with the Rock Island Argus / Daily Dispatch on Tuesday, August 13.

In the RFP, vendors were asked to provide set product prices for a three-year period. Upon termination of the contract, the parties have the option to renew the contract for two additional one-year periods. The contract assumes no commission for the city.

Two vending companies (Vander Vending and AD Huesing) submitted responses. The bid results can be viewed in Attachment A. Based on the bid results, Vander Vending and AD Huesing have identical beverage prices with the exceptions of water and energy drinks. However, Vander Vending can provide snack food machines while AD Huesing is unable to accommodate snack vending. Vander Vending also has a wider variety of beverage choices that it can provide to customers.

**Recommendation:** City Council approves a three year agreement with Vander Vending for the quoted rates. The agreement will be from October 1, 2013 through March 31, 2016.

Submitted by: John Thorson, HR Director

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Approved by: Thomas Thomas, City Manager

ATTACHMENT A

VENDING RATE PROPOSAL (3 Year Agreement)

	AD Huesing Vending (1)	Vander Vending (2)
1 20 oz. bottle of soda	\$1.25	\$1.25
2 12 oz. can of soda	\$0.50	\$0.50
3 Juice 15.2 oz.	\$1.25	\$1.25
4 20 oz. bottle of water	\$1.25	\$1.00
5 Candy bars	N/A	\$0.75
6 Cookies	N/A	\$0.75
7 Pastries	N/A	\$0.75
8 Chips	N/A	\$0.75
9 Other vending items:		
a. Energy drinks	\$1.75	\$2.00

Notes:

**Non-commission rate for all products**

**N/A - Not Available**

(1) Soda: Pepsi, Diet Pepsi, Mtn. Dew, Diet Mtn. Dew, Cherry Pepsi, Diet Cherry Pepsi, Caf. Free Pepsi, Caf. Free Diet Pepsi, Sierra Mist, Mug Rootbeer, Diet Mug Rootbeer, Crush, Strawberry, Lemonade, Fruit Punch and Lipton Tea

Juices included: Cranberry, Cranberry Grape, Orange, Apple, Ruby Red, Pineapple, Peach Mango, Strawberry Kiwi

Energy drinks included: Rockstar, Amp

(2) Soda/Juices: Coke, Pepsi, Welch's, Nesquick. Can mix a variety of products.

Candy: Hershey, M&M, Mars, Just Born, Promotion in Motion, Cadbury, Adams, Wrigley, Pepsico, General Mills, Kraft Keebler, Jack Links

Energy drinks include: Red Bull.

Vander Vending offers frozen food and coffee machines if requested.