

INDIAN RIVER COUNTY
 OFFICE OF MANAGEMENT AND BUDGET
 PURCHASING DIVISION

DATE: May 10, 2019

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator
 Kristin Daniels, Budget Director

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Authorization to Negotiate – RFP 2019030 Vending Services

BACKGROUND:

On behalf of the Recreation Division, a Request for Proposals (RFP) was advertised for installation, maintenance and operation of vending machines at the IG Building, Gifford Aquatic Center, North County Aquatic Center, and Shooting Range. Additional County sites may be added, as needed. This is a new agreement and sales of beverages and snacks at these facilities is currently handled by County staff.

RFP RESULTS:

Advertising Date: March 14, 2019

RFP Opening Date: April 11, 2019

Broadcast to: 89 Demandstar Subscribers/3 Vendor Registry Subscribers

RFP Documents Reviewed by: 8 firms (3 on Demandstar and 5 on Vendor Registry through ircgov.com)

Replies: 1 Firm

ANALYSIS:

The single response was submitted by the Florida Division of Blind Services (“DBS”). A selection committee comprised of Kristin Daniels, Budget Director, Mike Redstone, Recreation Manager, Kevin Kirwin, Director of Parks and Conservation, David Smith, Aquatics Manager and Rich Nalbandian, IG Venue Manager independently evaluated and scored the submitted proposal in accordance with the RFP and the County Purchasing Manual. The committee met on May 10, 2019 to discuss the proposal and their recommendation.

The committee determined the DBS proposal to be responsible and the firm qualified to provide the requested services.

FUNDING:

No funding is required through the award of this proposal. All proceeds from the resulting agreement will be deposited into the appropriate facility concessions account. Compensation to the County was proposed at 12% of monthly proceeds, with a minimum \$100 monthly guaranteed.

RECOMMENDATION:

Staff recommends the Board approve the committee's acceptance of the single proposal and authorize negotiations with Florida Division of Blind Services, with an agreement to be brought to the Board for approval.

For May 21, 2019