



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

05/06/2024

TO: Terrence D. McCracken – Secretary to the Authority

FROM: Lavonya C. Lester – Director of Administration *LCL*

SUBJECT: Snack Vending Machine Conversion

The Administration department was tasked with reviewing our existing agreement with our current snack vending machine supplier. It has come to our attention that there is no current contract in place and there have been numerous complaints about the quality of the food in the current machines. We have reviewed and compared our existing vendor with other comparable vendors in the local area. We have determined that it is in the best interest of the Authority to switch to a vendor that offers a better variety and selection of food/snack/drink options and has equipment that is up to date with modern technology. Extensive research and analysis were completed by obtaining pricing from four vendors:

Servomation Vending
Crickler Vending
Phantom Vending
Jackson Vending¹

These companies provided quotes for vending services at our Service Center, Van De Water, Sturgeon Point and Ellicott Square locations. Each vendor has agreed to provide their vending machines and snack/drink options to the Authority provided a contract is signed. We were looking for vendors that ensured out of pocket expenses or fees would not be incurred by the Authority and this includes no minimum spending requirement. Each vendor provides different benefits and drawbacks and after review, we determined that the Authority should select Servomation Vending. It provides healthy snack/drink options which have been requested by many employees. This vendor has a selection of vending and micro market options that we can look at in the future when we move to a new building. No set up fees and the machines accept many forms of payment (cash, credit, apple and google pay). In addition, it has a rewards program for frequent users of the machine. There is also a 5% sales commission given to the Authority which will be deposited into the existing employee activity account. We determined this company would be the best option for the Authority.

The Administration department is requesting the review and approval to move forward with Servomation Vending.

¹ Current vending company.

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____ **Project No.:** 202400090
Project Description: Servomation Snack & Refreshment Vending Agreement

Item Description:






- | | | | |
|---|--|---|---------------------------------------|
| <input checked="" type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum |
| <input type="checkbox"/> Recommendation for Award of Contract | <input type="checkbox"/> Recommendation to Reject Bids | | |
| <input type="checkbox"/> Request for Proposals | | | |
| <input type="checkbox"/> Other _____ | | | |

Action Requested:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Board Authorization to Execute | <input type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input checked="" type="checkbox"/> Execution by the Chairman |
| <input type="checkbox"/> Board Authorization to Advertise for Bids | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals | |
| <input type="checkbox"/> Other _____ | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|--|--|-------------------------|
| <input type="checkbox"/> Other (if Applicable) | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Operating Officer |  | Date: <u>05/08/2024</u> |
| <input type="checkbox"/> Executive Engineer | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Director of Administration |  | Date: <u>05/06/2024</u> |
| <input checked="" type="checkbox"/> Risk Manager |  | Date: <u>5/8/2024</u> |
| <input checked="" type="checkbox"/> Chief Financial Officer |  | Date: <u>05/10/2024</u> |
| <input checked="" type="checkbox"/> Legal |  | Date: <u>5-08-2024</u> |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--|------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>5/13/2024</u> |
|--|--|------------------------|

Remarks: Authorization to enter into contract with servomation vending company to provide snack and beverage vending services to all (4) locations.

Resolution Date: _____ **Item No:** _____