

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**.

**\*All fields must be completed.\***

*Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: \_\_\_\_\_

Please mark one:  Bill Request or  Resolution Request

**1. Has your agency submitted this request in the last 12 months?**

Yes  No

**If yes, please explain:**

**2. Title:** An ordinance request from the Denver Marketing Office under the Office of Economic Development to seek a six-month, no cost extension to the Compass Group Inc., with a trade name of Canteen Vending Services, contract for vending services. The new term shall begin June 16, 2014 and end December 31, 2014 and will afford the agency sufficient time to conduct a formal bidding process for a new vendor.

**3. Requesting Agency:** Office of Economic Development

**4. Contact Person:** *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Gaelina M. Tesfaye
- **Phone:** 720.913.1682
- **Email:** Gaelina.Tesfaye@denvergov.org

**5. Contact Person:** *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Gaelina M. Tesfaye
- **Phone:** 720.913.1682
- **Email:** Gaelina.Tesfaye@denvergov.org

**6. General description of proposed ordinance including contract scope of work if applicable:**

The City and County of Denver, through the Denver Marketing Office, Office of Economic Development, Parks and Recreation, Public Works and General Services are proposing to extend the term of the current contract from June 17, 2014 until December 31, 2014. This amendment will prevent the interruption of services and will allow sufficient time to issue a formal request for proposal.

See executive summary attached as a part of this request.

**\*\*Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field.)*

- a. **Contract Control Number:** RC96003
- b. **Duration:** Six (6) months
- c. **Location:** Various locations
- d. **Affected Council District:** All districts
- e. **Benefits:** n/a
- f. **Costs:** No cost ordinance change

**7. Is there any controversy surrounding this ordinance?** *(Groups or individuals who may have concerns about it?)* **Please explain**

There is no controversy surrounding this ordinance so we are requesting that this be placed on consent agenda.

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

# EXECUTIVE SUMMARY - CANTEEN VENDING SERVICES

## BACKGROUND

In 2007 the Office of Economic Development, Denver Marketing Office began the long and arduous work of re-evaluation and coordinating the possible resources for a Citywide Vending and Beverage service provider. Consequently, in October 2008, a Request for Proposal was released for Vending Services. As a result of that competitive process, Canteen Vending Services was selected as the winning bidder. That contract expires on June 15, 2014. We are requesting an extension to that contract to allow sufficient time to conduct a second, Request for Proposal (RFP) for a new vendor and new term to commence on January 1, 2015.

## VENDING SERVICES

Canteen shall retain the exclusive right to maintain/install vending machines at the specific predetermined locations or as otherwise proposed and approved by the City. Canteen shall have the right to request additions, deletions and/or alternate locations for its machines, however, all modifications or deviations from the list of approved locations shall be approved in writing by the City and be partially based upon average productivity. There will be no charge to the City for the adding or removal of vending machines.

## PAYMENT/ PRICING

The City shall receive the following commissions for:

- **Snacks** – Eighteen and One-Half percent (**18.5%**)
- **Carbonated Beverages and Water** – Forty-percent (**40%**)
- **Non-Carbonated Beverages** – Thirty-three percent (**33%**)

All commission payments (with the exception of the first year) shall be made for the preceding quarter on October 15, 2014 and January 15, 2015.

## PRODUCT

Canteen shall provide a minimum of 15% of better-for-you choices called Balanced Choices. Balanced Choices' approved snacks products are define by the following nutrition criteria per serving:

- 7 grams of fat or less
- 260 calories or less
- 250 mg sodium or less

Selections shall include items that are fat free, low fat, sugar free, caffeine free, hydrating beverages and organic items (where available). Balanced choices will be clearly visible and marked.

## EQUIPMENT

Where applicable, each machine shall be clearly marked with the Canteens name, address and phone number for requests for repairs or refunds.

Canteen shall:

- Respond to maintenance calls in two hours our less
- Ensure that service phone numbers are visible on all vendors
- Requests for repairs will be completed within 24 hours.

Canteen shall also install credit card readers to high volume/high traffic areas for both snacks and beverage machines, if applicable.

Canteen shall work with the facility manager or designated representative to develop the best and quickest

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procedure for refunding monies in the event a customer experiences losses due to a machine malfunction or damaged product. The City will not be responsible for disputes over refunds.

**RESTOCKING/SERVICE/MAINTENANCE**

Canteen shall track and report the services and repair history for the purpose of decreasing response time for service calls and increasing quality of service provided.

Canteen shall document all repairs and work directly with the designated facility managers or representative to assure timely completion of any call for service, repair or restocking.

**CONTRACT ADMINISTRATION**

Canteen and the City of Denver, Office of Economic Development contract administrator shall agree reassess, evaluate and discuss any issues with product, equipment, restocking, service, maintenance to correct any concerns from either side, if applicable. Reports documenting equipment failures, repair/service history, refunds, restocking shall be provided by Canteen to the City.

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