

**PORT OF PALM BEACH DISTRICT  
REQUEST FOR DISCUSSION AND  
COMMISSION ACTION**

**NEW BUSINESS  
ITEM I -2**

---

**PREPARED BY:** Ken Hern Sr. Director Operations, Security & Facilities April 4, 2018

---

**SUBJECT: Vending Machine Services**

- Award of Contract – Gilly Vending, Inc.

---

**BACKGROUND:**

At the December 2017 Port Commission meeting, Port staff requested and received approval to advertise and receive proposals for vending machines services. This is an effort to streamline services: maximizing operational efficiency for the addition of the Grand Classica, highlighting the elegance of our terminal, providing healthy alternatives, and utilizing machines that accept credit and debit cards.

This request for proposal was properly advertised in accordance with our procurement policy, and bids were received by the Port from multiple suppliers. An evaluation team was assembled of Port staff from Operations, Accounting, Business Development and Communications departments.

Upon tabulation of evaluations, the team has identified Gilly Vending, Inc. as the high scorer.

---

**FINANCIAL IMPACT:** Revenues are based on a percentage of base sales yet to be determined.

---

**ADDITIONAL INFORMATION ATTACHED:** No \_\_\_\_\_ Yes X \_\_\_\_\_

---

**RECOMMENDATIONS:** Port staff respectfully requests the Board of Commissioners approve Gilly Vending, Inc. as our service provider based on the evaluations and authorize the Executive Director to enter in a contract.

---

**Respectfully Submitted By:**

  
Manuel Almira, Executive Director

---

**DATE ACTION TAKEN:** \_\_\_\_\_  
Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Deferred To: \_\_\_\_\_  
Incorporated into Minutes: \_\_\_\_\_

Motion By: \_\_\_\_\_  
Seconded By: \_\_\_\_\_  
Unanimous: Yes \_\_\_\_\_ No \_\_\_\_\_  
By: \_\_\_\_\_

