

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.6	General Services	Revised:	September 2008
<b>Policy 6.6.7</b>	<b>University Vending Services</b>	Responsibility:	Assistant Vice President for Business Affairs

# UNIVERSITY VENDING SERVICES

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## Overview

The Department of General Services manages University Vending Services. All machine malfunctions, compliments, complaints, or concerns should be directed to the Department of General Services. Vending Services at the University are provided through a contract with a commercial vending services provider. Selection of the University's vending services contractor is handled through a competitive "Request for Proposal" (RFP) process, in accordance with University of Texas System Policy, [UTS 130](#), "*Vending Machine Contracts*". As the RFP development, bid evaluation, and contractor selection processes occur, meaningful input from faculty, staff, and student patrons is solicited. The University's vending contractor is L.C. Vending Company (Snacks/Cold Food/Hot Beverages) and San Antonio Coca-Cola Bottling Company (Carbonated and Non-Carbonated Beverages). The current contract term extends through August 31, 2009.

In addition to participation in the vending contractor selection/renewal process, student and other patrons' input will also be solicited during the term of the contract. This input is in the form of periodic customer satisfaction surveys regarding vending contractor performance. Vending machines are located in selected areas throughout the Health Science Center campus and various remote sites for cold and hot beverages, snacks, ice cream, and/or cold foods (sandwiches, etc.). Microwave ovens are in various locations.

Information about Vending Services is available at the following internet address:

<http://www.utsystem.edu/facservices/vending.htm>.

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