BET Facility Advertisement

The facility named below is available for immediate assignment.

|  |  |
| --- | --- |
| To: | Business Enterprises of Texas Licensed Managers and Consultants |
| From: | **Nancy Greely**  **Interim Supervisor of Field Operations,**  Business Enterprises of Texas (B E T) |
| Subject: | **Availability of Level 2 Facility**  **Facility # 2-997-5**  **Facility Name: Navarro County Rest Area**  Address: 14025 S IH-45E/14020 S IH-45W Richland, TX 76681 |
| Date: | February 23, 2024 |
| Signed | Nancy Greely |

# Eligibility Criteria:

The following summary information is being provided for any licensed manager who wishes to apply for this facility and meets the eligibility requirements for a Level 2 facility as outlined in Rule §854.23(b). Applicants wishing to apply for this advertisement are required to submit a completed B E 114 B E T Business Application form to the Central Office via email at [BET\_Applications@twc.texas.gov](mailto:BET_Applications@twc.texas.gov) (BET\_Applications@twc.texas.gov). The email's subject line must include the B E T Manager's name, facility name, and the facility number they are applying for. Homemade applications or Letters of Intent will not be accepted. The B E 114 is available on the B E T website:

<https://www.twc.texas.gov/programs/vocational-rehabilitation/business-enterprises-texas/facility-management>

# Business Plan:

Applicants must also submit a business plan in accordance with Rule §854.24(e)(1). Applicant shall submit a business plan to the BET director no later than the 20th business day after the postmark date on the notice of facility availability. A business plan must be presented, in electronic format, to the BET director via e-mail at [Cynthia.gonzalez@twc.texas.gov](mailto:Cynthia.gonzalez@twc.texas.gov)

# Type of Facility:

This is a vending route facility serving The Navarro County Rest Areas and TDCJ Boyd Prison.

**NOTE:** **Manager and all employees must pass a Texas Department of Criminal Justice background check before being allowed to work in any TDCJ State Prison Facility. A favorable Texas Department of Criminal Justice background check is required for an applicant to be eligible for this assignment, as required by program Rule §854.23(b)(5)(A). Applicant must submit the required paperwork to the appropriate TDCJ point of contact, within five business days of presentation of request by the Business Consultant. The Texas Department of Criminal Justice (TDCJ) requires that all managers and employees be escorted while servicing the vending machines. Violations of any rules or procedures could result in TDCJ not allowing manager access to the unit, resulting in the loss of the assigned facility.**

# Items Served:

Vending machine items to include chips, snacks, candy, pastries, cookies, water, and assorted drink products. **No gum, chewy fruit flavored candy, candy-coated snacks such as M&Ms, Skittles, Reese’s Pieces and the like can be sold at any of the prison units. Please remember items sold are at the warden’s discretion (TDCJ Boyd Prison Facility only).**

# Building Populations/Hours of Operation:

**Navarro County Highway Rest Areas (14025 S IH-45E/14020 S IH-45W Richland, TX 76681):** Two sites, (South Bound and North Bound). The rest areas are open 24 hours a day, and availability 7 days a week with an estimated visitor population of 400 people per day.

**TDCJ Boyd Unit (220 Spur 113, Teague, TX 75860):** The TDCJ Boyd Prison is open 24 hours a day to a staff population of 200 employees daily and an estimated visitor population of 120 people per week. Location is open all holidays and weekends and the BET manager will be expected to be on call for service issues. The new manager is encouraged to work with the warden so that access to the vending machines can be obtained on holidays and weekends. Regular visitation for inmates is scheduled Mondays, Wednesdays, and Fridays, with a visitor population of 40 people per visitation day. The awarded BET manager and employees must successfully pass a background check before they are cleared to enter the prison.

# Staffing:

The BET manager may require one (1) full-time employee. Manager will need help in stocking and robbing vending machines, working in storage area and transportation. The assigned manager and employees will have to abide by the prison dress and security regulations/policies.

# Host Cleaning Responsibilities:

General cleanliness of the areas except the vending machines.

# Manager Cleaning Responsibilities:

The manager is responsible for the daily operation of the business, servicing and stocking all machines, repairs and cleaning of the equipment as needed. The BET manager is responsible for removal of all trash generated while stocking the facility.

**NOTE:** **Prison wardens may require the assigned manager to stock all visitation areas after 5 p.m. each Saturday night and restock as needed to ensure availability of all products for major public holidays.**

**The manager will have minimal exposure to the general prisoner population. The prison will always provide a security guard. All areas of the prison are highly guarded, however there is always a risk when being exposed to confinement environments.**

# Transportation:

There is no Public and Special Transit available for either site. **Manager will need transportation for product delivery.**

# Additional Vending Facility Information:

Manager must be in constant communication with TDCJ Staff (Warden / Warden’s Secretary) to infom them of the vending service schedule, vending machine maintenance, vending machine removals or replacements, or any other activity which requires the manager’s presence at the prison facility.

# Vending Machines:

|  |  |  |
| --- | --- | --- |
| **LOCATION** | **SNACK** | **DRINK** |
| Navarro Rest Area Northbound | **2** | **2** |
| Navarro Rest Area Southbound | **2** | **2** |
| TDCJ Boyd unit | **4** | **3** |

**Equipment:** All eight snack machines are property of the Texas Workforce Commission (TWC) and are serviced by the BET manager. The assigned manager will work with local distributors for the drink machines. The current manager sub-contracts the service of the drink machines to Dr Pepper.

## Vending Service Contract Information

Any vending service contract the BET Manager negotiates must contain the following statements, information, and be pre-approved by BET:

1. The vending machines shall contain only products that show expiration dates on each package. The contractor is responsible for the rotation and adequate supply of products. All product types must be offered year-round including products containing chocolate. No products may be sold beyond their expiration dates.
2. The contractor shall consistently provide vending services adequate to meet customer demand and customer satisfaction.
3. The vending machines shall be labeled with a professional looking sign or decal (Hand-written signs or decals are **not** acceptable), prominently placed on the front, displaying the contractor’s name, telephone number, and refund information. The contractor shall establish and provide the BET manager with a copy of their refund and or reimbursement system for every service site.
4. The vending machine products and prices shall be identified by professional looking signs or tags (Handwritten signs or tags are **not** acceptable.) The Texas Workforce Commission (TWC) establishes the price ranges for products sold in vending machines/merchandisers located in approved TWC areas. The BET manager working with the contractor shall establish specific product pricing. The contractor may not price products more than TWC price ranges.
5. At no time can the contractor remove vending machines or change the machine mix without prior authorization from the BET manager.
6. All vending machines placed in state and federal buildings shall have operational Energy Saving Devices.
7. The contractor shall keep the contractor’s machines and all adjacent areas neat and sanitary. The contractor shall clean spills that occur while filling or cleaning machines, shall clean the front of the machines after restocking or servicing them and remove packaging and waste from the area after each service call.
8. In performing the services covered under this contract, the contractor shall comply with all applicable federal, state, or local laws, including, those related to occupational safety and health, equal employment opportunity, immigration and naturalization, the Americans with Disabilities Act, and the State Tax and Insurance Law.
9. The contractor shall not enter any subcontract for services under this contract without previous approval provided in writing by the BET manager.
10. If the vending contractor vacates the business for any reason including bankruptcy, the BET manager shall reserve the right to remove, store and sell any equipment not removed at the end of a 30-day cancellation notice. If the contractor stops providing service, the BET manager reserves the right to remove, store, and sell any equipment not removed after five calendar days without service. This agreement does not provide exclusive right to operate vending services on service sites. This agreement is not assignable to another party.

# Storage Area:

There is no on-site storage available.

# Required Inventory:

The applicant must show the ability to provide $5,250 in resale inventory, $150 in miscellaneous inventory and $450 in opening cash.

# Sales Information

Sales for the past twelve months.

|  |  |  |
| --- | --- | --- |
| **Month** | **Vending Sales** | **Vending Commissions** |
| 3/2023 | $11,213 | $0 |
| 4/2023 | $10,865 | $2,158 |
| 5/2023 | $14,304 | $1,720 |
| 6/2023 | $12,234 | $5,041 |
| 7/2023 | $15,277 | $4,621 |
| 8/2023 | $11,052 | $4,585 |
| 9/2023 | $10,184 | $4,078 |
| 10/2023 | $12,785 | $3,131 |
| 11/2023 | $14,399 | $4,606 |
| 12/2023 | $11,927 | $3,225 |
| 1/2024 | $11,359 | $2,839 |
| **Average Monthly Sales** | **$12,327** | **$3,273** |

**Disclaimer:** The sales amounts for this BET facility are provided for informational purposes only.  This information is based on a BET manager’s reporting for the stated time periods and not intended to infer the sales reflected would be replicated when the facility is under different management.  Inherent variables exist which can affect the sales potential and profitability of any BET facility including but not limited to the manager’s capabilities of maximizing profits and other external factors.

# Contact Information

For information regarding this facility, please contact:

|  |  |
| --- | --- |
| Business Consultants: | Crawford Odom, 512-756-3546 |
| E C M Representatives: | Larry Watson, 903-348-6508  Dewayne Zuppardo, 972-504-3009 |
| The official advertisement date: | February 23, 2024 |

# Facility Schedule

The following schedule will apply to this facility:

| Description | Date Due | Time Due |
| --- | --- | --- |
| BE114 – The B E T Business Application form is due to B E T Central Office via email at [BET\_Applications@twc.texas.gov](mailto:BET_Applications@twc.texas.gov)  Include with the application proof of ability to provide the required inventory and proof of current sales tax. | March 11, 2024 | 5:00 p.m. |
| Written applications processed by regional teams are due to the B E T Central Office. | March 18, 2024 | 5:00 p.m. |
| Interviews will be held virtually | TBD |  |
| Facility changeover schedule.  Coordination will be completed between the outgoing and incoming managers to determine a definite timetable. | Tentatively scheduled for early April 2024. |  |

# Advertisement Disclaimer

The information listed in this advertisement, such as products offered, hours of operation, employee counts, sales projections, and the number or type of vending machines, is all subject to modification due to changing business trends and demands. No information provided in any facility advertisement should be considered as a contractual obligation by the Texas Workforce Commission, real or implied.