BET Facility Advertisement

The facility named below is available for immediate assignment.

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| To: | Business Enterprises of Texas Licensed Managers and Consultants |
| From: | **Nancy Greely**  **Supervisor of Field Operations,**  Business Enterprises of Texas (B E T) |
| Subject: | **Availability of Level 1 Facility**  **Facility # 2-781-5**  **Facility Name: TDCJ Hutchins State Jail/Lancaster VA CMOP**  **Address:** 1500 East Langdon Rd Dallas, TX 75241 / 2962 S Longhorn Dr Lancaster, TX 75134 |
| Date: | September 13, 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 1 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) and to District 2 email at [BET\_D2\_DFW@twc.texas.gov](mailto:BET_D2_DFW@twc.texas.gov) (BET\_D2\_DFW@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>

**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.**

# Type of Facility:

This is a vending facility which includes a prison service site.



# Items Served:

Vending machine items to include chips, snacks, candy, pastries, cookies, assorted cold food items such as burgers, chicken sandwiches, breakfast sandwiches, hot pockets , 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.**

# Equipment:

State owned equipment provided to the assigned manager are as follows. One (1) cold food machine, eight (8) large snack machines, one (1) bottle drink machine.

There are four (4) Dr Pepper drink machines, which are sub-contracted with Dr Pepper.

# Building Population/ Hours of Operation:

### Texas Department of Criminal Justice Hutchins State Jail (1500 East Langdon Road, Dallas, Texas 75241)

There are 450 regular staff working 24 hours a day. Prison inmate visitation operates every Saturday and Sunday from 8:00 AM to 5:30 PM, with an estimated number of 150 visitors per day.

### Lancaster Veteran Affairs Consolidated Mail Outpatient Pharmacy (2962 S Longhorn Drive, Lancaster, Texas 75134)

There are 300 regular staff working 1st Shift 6:00 AM – 2:30 PM and 2nd Shift 3:30 PM – 12:00 AM. The office staff are available 7:30 AM – 3:30 PM.

# Staffing:

The BET manager may require one (1) full-time employee.

# Host Cleaning Responsibilities:

General cleanliness of the areas except the vending machines.

# Manager 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 or Special Transit available.

# 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 managers presence at the prison facility.

# Vending Machines:

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| --- | --- | --- | --- |
| **LOCATION** | **SNACK** | **DRINK** | **Cold Food** |
| TDCJ Hutchins State Jail | **6** | **4** | **1** |
| Lancaster VA/CMOP | **2** | **1** | **0** |

**Equipment:** All snack vending / cold food vending machines are property of the Texas Workforce Commission (TWC) and are serviced by the BET Manager. One (1) state-owned drink machine is serviced by the manager. Four (4) drink machines are owned and serviced by 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 manager must show the ability to provide $5,000 in vending machine resale inventory, $100 in miscellaneous inventory, and $576 in opening cash for the vending machines.

# Sales Information

Machines sales for past twelve months.

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| --- | --- |
| **Month** | **Vending Sales** |
| Aug 2023 | $8,815 |
| Sept 2023 | $4,972 |
| Oct 2023 | $9,301 |
| Nov 2023 | $12,703 |
| Dec 2023 | $9,838 |
| Jan 2024 | $11,790 |
| Feby 2024 | $10,507 |
| Mar 2024 | $10,009 |
| Apr 2024 | $10,325 |
| May 2024 | $11,011 |
| June 2024 | $9,655 |
| July 2024 | $12,133 |
| **Monthly Sales Total** | **$121,059** |

**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:

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| --- | --- |
| Business Consultants: | Tiffany Bush, 512.470.2304 and Crawford Odom, 512.756.3546. |
| E C M Representatives: | Larry Watson, 903.348.6508 or Dwayne Zuppardo, 972.504.3009. |
| The official advertisement date: | September 13, 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) and to District 2 email at [BET\_D2\_DFW@twc.texas.gov](mailto:BET_D2_DFW@twc.texas.gov)  Include with the application proof of ability to provide the required inventory and proof of current sales tax. | September 30, 2024 | 5:00 p.m. |
| Written applications processed by regional teams are due to the B E T Central Office. | October 7, 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 the end of October 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.