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**  **Interim Supervisor of Field Operations,**  Business Enterprises of Texas (B E T) |
| Subject: | **Availability of Level 1 Facility**  **Facility #: 2-955-4**  **Facility Name: William B Travis Building**  Address: 1701 N. Congress Ave., Austin, TX 78701 |
| Date: | March 15, 2023 |
| 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). 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>

# Type of Facility:

Full-service cafeteria with onsite vending. The cafeteria is located within the William B. Travis Building and receives high visibility with larger than normal walk-in traffic.

# Items Served:

Pre-COVID the cafeteria served a full line of breakfast entrees, plate lunches, cold salads, fresh fruits, wraps, hot soups, assorted desserts, short-order grill and fry items, hot and cold sandwiches, hot and cold beverages, pre-packaged snacks, dairy products, and pastries. Post-COVID, the breakfast and lunch items are limited due to the building population.

# Equipment:

State-owned equipment consists of two talking cash registers, one double-door freezer, two single-door freezers, one chest ice machine, two double-door refrigerators, three single-door refrigerators, four double-door merchandisers, one single-door merchandiser, one sandwich bar, two fryers, one griddle, one range with convection oven, one convection oven, one conveyor toaster, one food processor, one heat proofing cabinet, two microwave ovens, one hand truck, four utility carts, three dunnage racks, two can racks, one bun rack, one refrigerated countertop display, one heated countertop display, one two-slot warmer, one round bowl food prep, one three-compartment sink, one hand sink, three prep tables, various storage shelving units, two gondolas, one built in steam table, one cube style ice maker, beverage counter, dining room tables and chairs. The soft drink, coffee and tea equipment are provided by distributors.

This facility has an ATM machine located in the dining room operated by Choice ATM. There are vending machines in the building which are sub-contracted. Manager receives commissions from the ATM machine and vending services.

# Building Populations:

There are six agencies in the building. Pre-COVID the daily population was approximately 1,600 employees. Post-COVID many employees work in the field, telework, and have flex days off. The current daily population is unknown. This location can be accessed by the public.

# Hours of operation:

6:30 a.m. - 1:30 p.m., Monday through Friday; closed all state holidays.

# Seating Capacity:

There are approximately 90 seats.

# Staffing:

The current manager has two full-time employees. The manager assists as needed with serving on the line, stocking product or cashier duties during busy periods.

# Host Cleaning Responsibilities:

Conduct normal maintenance and repairs; thorough cleaning of the dining room floor areas, and grease trap cleaning.

# Manager Cleaning Responsibilities:

Trash and grease removal, thorough cleaning of the serving, food preparation and storage areas; constant cleanup of all spills; cleaning of all dining room tables, chairs and continuous cleaning of all cafeteria equipment to include the vent hood/ducts and pest control. Manager also ensures that the inspection of the fire suppression system is kept current.

# Transportation:

Public transportation is available and special transit service is available to those that qualify.

# Vending Machines:

The current manager has sub-contracted the services to all the machines in the building. There are five snack machines and five drink machines.

## Vending Service Contract Information

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

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 B E T 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 B E T 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

The facility has ample storage space and has an office located inside one of the storage rooms.

# Required Inventory

The applicant must show the ability to provide $4,585 in resale inventory, $1,003 in miscellaneous inventory and $400 in opening cash for the cash registers.

# Sales Information

Total net sales before expenses for the past twelve months.

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| --- | --- | --- |
| **Month** | **Counter Sales** | **Vending & ATM Commissions** |
| February 2023 | $22,625.86 | $248.97 |
| March 2023 | $24,204.04 | $121.85 |
| April 2023 | $18,556.26 | $270.07 |
| May 2023 | $21,103.98 | $481.69 |
| June 2023 | $22,028.62 | $309.17 |
| July 2023 | $17,348.57 | $393.64 |
| August 2023 | $23,417.23 | $211.37 |
| September 2023 | $19,183.26 | $303.84 |
| October 2023 | $22,561.83 | $361.47 |
| November 2023 | $17,492.67 | $229.91 |
| December 2023 | $11,423.92 | $463.69 |
| January 2023 | $14,102.01 | $225.56 |
| **Average Monthly Sales** | **$19,504.02** | **$301.77** |

**Disclaimer:** The sales amounts for this B E T facility are provided for informational purposes only.  This information is based on a B E T 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 B E T 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: | Samantha Sweezy, 512-538-8620; Nancy Greely, 512-799-5983 |
| E C M Representatives: | Tom Chepey, 210-789-3191  Karla Martinez, 512-809-0846 |
| The official advertisement date: | March 15, 2023 |

# Facility Schedule

The following schedule will apply to this facility:

| Description | Date Due | Time Due |
| --- | --- | --- |
| B E 114 – 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  BET\_D6\_NorthAustin.twc.texas.gov  Include with the application proof of ability to provide the required inventory and proof of current sales tax. | April 1, 2023 | 5:00 p.m. |
| Written applications processed by regional teams are due to the B E T Central Office. |  | 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 late 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.