



MEETING OF: July 10, 2018

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TITLE: Approval to Award Invitation for Bids (IFB) 19-20-19 - Single Service Disposable Products

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ITEM #: 7

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Information:

Study:

Action: X

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PURPOSE:

To award the line item bid for single service disposable products for school food service use.

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DESCRIPTION AND JUSTIFICATION:

IFB 19-20-19 has been executed for the purpose of procuring single service disposable food service supplies to support the Food Services Program in the District for fiscal year 18/19. Specifications were prepared by Food Service procurement staff. Food Services staff and the District Purchasing Department reviewed the bid responses and are making the recommendations for award.

This bid is being awarded by line item. A determination has been made to award to multiple vendors for this bid to meet the varying needs of the using department, shipping requirements, while awarding to the vendor with the lowest cost that meets the bid specifications.

The bid is effective upon award and good for up to one year, through June 30, 2019. Expenditures under this bid are estimated at \$620,000. Food Service funds are budgeted for the expenditures on these single service disposable products for FY 18/19.

An executive summary that further summarizes the bid process and recommendations for award is attached for your review. A bid comparison is also attached for your review.

The evaluation process was conducted in accordance with AZ Administrative Code R7-2-1031 - Bid Evaluation and Award.

Kevin Startt, Director of Purchasing/Food Services, will be present to answer questions regarding the need for this product and the procurement process.

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BOARD POLICY CONSIDERATIONS:

In compliance with Governing Board Policy DJ - Purchasing Procedures.

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LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

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Legal Advisor Signature (if applicable)

## BUDGET CONSIDERATIONS:

District Budget  
 State/Federal Funds  
 Other

Budget Cost      Budget Code  
 estimated \$620K per 510.100.3100.6611.5012.90320.5012  
 FY 18/19

Budget Certification (for use by Office of Financial Services only):

Date 6/27.18

I certify that funds for this expenditure in the amount of \$\$620k are available and may be:

Authorized from current year budget  
 Authorized with School Board approval

Code:    Fund:

## INITIATOR(S):

Kevin Startt, Director of Purchasing/Food Services

6-27-2018

Name

Title

Date

## DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:

Click to download

 [Executive Summary 19-20-19](#)
 [Bid Comparison 19-20-19](#)

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM  
CONTINUATION SHEET