



## FOOD SERVICES DEPARTMENT

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**TO:** Kevin Startt, Director of Purchasing

**FR:** Patricia K. Bowers, Purchasing Manager

**RE:** Executive Summary – Invitation for Bid No. 18-33-19, Dry Goods

**Date:** July 26, 2017

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**Dept.: Food Services**

**Date Issued: June 25, 2017**

**No. of Responses Received: 31**

### **BACKGROUND:**

It is the intent of the TUSD Food Services Department to procure a variety of dry goods and pantry items including, but not limited to condiments, sugars, flours, and spices for use in the National School Lunch Program and related Food Services' programs, which benefit the District.

Invitation for Bid was posted electronically and sent to one-hundred thirty (130) vendors using the District on-line bidding service, azPurchasing.org. Twenty-eight (28) vendors submitted a no-bid response; three vendors (3) submitted a response.

The IFB is a twelve (12) month contract, line item award to multiple vendors. Estimated expenditure is \$ 407,900.00. It is advantageous to the District to award to multiple vendors, in lieu on an all or nothing, or categorical award, as the result is lower costs.

### **EVALUATION:**

The Food Service software, WinSnap, produces the Bid Comparison report which is analyzed for cost, nutritional value, pack size and approved brands that have previously been tested.

### **AWARD RECOMMENDATION:**

The IFB is awarded by line item to the lowest bidder of pre-approved brands that meet USDA nutritional requirements for multiple menus, with case minimum requirements that are not detrimental to cash – flow and / or storage capacities. All items with one bid proposed price have been found to be fair and reasonable.

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1021 (Competitive Sealed Bidding) and all applicable Tucson Unified School District rules and regulations. I have determined that the pricing is fair and reasonable.

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Kevin Startt  
Director of Purchasing