



TUCSON UNIFIED SCHOOL DISTRICT

MEETING October 16, 2018
OF:

TITLE: Approval of Invitation for Bids (IFB) 19-44-19 Snack Foods (Food Services)

ITEM #: 4

Information:

Study:

Action: X

PURPOSE:

For Governing Board Approval to award the line item bid for snack food products for District Food Service use for fiscal year 18/19.

DESCRIPTION AND JUSTIFICATION:

IFB 19-44-19 has been executed for the purpose of procuring snack food products to support the Food Services Program for the District for fiscal year 18/19. Specifications were prepared according to program/department needs. District Food Service staff have reviewed the bid responses and have indicated recommendations for award.

Bid notifications were emailed to 100 vendors using www.azpurchasing.org, the District's official bidder list. The District Purchasing Department received four bids and eleven "No Bids."

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

This bid is effective upon award and is good for up to one year. Expenditures under this bid are estimated at \$550,000. The District Food Services Department has budgeted for the expenditures for these snack food products for FY 18/19.

An executive summary that further summarizes the bid process is attached for your review. A bid comparison is also attached for your review. The recommended vendors for the specified line items are:

Malone Meat and Poultry
National Food Group
Shamrock Foods
US Foods

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 these products and the procurement process.

BOARD POLICY CONSIDERATIONS:

In compliance with Governing Board Policy DJ - Purchasing Procedures.

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:

Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

| | |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> | District Budget |
| <input checked="" type="checkbox"/> | State/Federal Funds |
| <input type="checkbox"/> | Other |
| <u>Budget Cost</u> | <u>Budget Code</u> |
| \$550,000 | 510.100.3100.6633.5012.90300.5012 |

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

Date 10/1/18
I certify that funds for this expenditure in the amount of \$550k 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 | 9/28/2018 |
| Name | Title |
| | Date |

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

| |
|--|
| ATTACHMENTS: |
| Click to download |
| Executive Summary - IFB 19-44-19 - Snack Foods |
| Bid Comparison |

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM
CONTINUATION SHEET