

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

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MEMORANDUM

DATE: September 27, 2018

TO: Kevin Startt
Director of Purchasing

FROM: Teresa Chapman
Procurement Agent

Subject: Executive Summary – Bid No. 19-45-19
Dry Goods

Dept: Food Services
Due Date: September 6, 2018

Date Issued: August 23, 2018
No. of Bids Received: 4

BACKGROUND

It is the intention of the Tucson Unified School District to procure Dry Goods food products for school food service use.

EVALUATION

Notification of IFB 19-45-19 was emailed to 95 vendors using www.azpurchasing.org, the District's official bidder list. TUSD received four (4) bids and fourteen (14) "NO" bids.

Bids were reviewed to determine whether they were responsive and responsible, and then an abstract was created based on their submitted pricing. The contract shall be awarded to the lowest responsible and responsive bidder or bidders whose bid or bids conform in all material respects to the requirements set forth in the invitation for bids.

All four bids were reviewed and determined to be responsive and responsible. An abstract was created based on bid pricing for each group category. It was determined to award bid line by line. The abstract is attached for your review. A determination has been made to award to multiple vendors in order to meet the varying needs of the Food Service Department, shipping requirements, while awarding to the vendor with the lowest cost while meeting the bid specifications.

AWARD RECOMMENDATION:

Contract award is recommended to the following vendors for the indicated line item:

Farmer Bros Co
Malone Meat and Poultry
Shamrock Foods
US Foods

The bid is effective upon award and good for up to one year, through June 30, 2019. Expenditures under this bid are estimated at \$415,000. Food Service funds are budgeted for the expenditures on these dry good products for FY 18/19.

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1031 (Bid Evaluation and Award) and all applicable Tucson Unified School District rules and regulations.

Concurrence:

Kevin Startt

September 27, 2018

Kevin Startt, Purchasing Director

Date