



FOOD SERVICES DEPARTMENT

2150 East Fifteenth Street
Tucson, Arizona 85719-6316

Office: (520) 225-4700
FAX: (520) 225-4867

TO: Kevin Startt, Director of Purchasing

FR: Patricia K. Bowers, Purchasing Manager

RE: Executive Summary – IFB # 18-50-18, Produce

Date: November 2, 2017

Dept.: Food Services

Date Issued: October 15, 2017

Due Date: October 30, 2017

Addendum: One Addendum issued October 25, 2017

Email List: 117 Vendors, 16 Bid Downloads, 21 No Bid Responses, 3 Bid Responses

BACKGROUND:

The purpose of this solicitation is to award multiple vendors who can provide fresh produce delivery to Central Warehouse and thirty – eight school service sites. The first term of the contract is effective upon award through June 30, 2017, estimated expenditure \$ 519,900.00, with a renewal option on the fiscal year for a total contract length not to exceed two years. Estimated expenditure during second term: \$ 927,900.00.

EVALUATION:

CATEGORY I: Large volume deliveries to Central Warehouse, 1 x day, and direct deliveries to 38 Elem, Middle and High School sites, 1 x week.

The respondees are asked to submit actual pricing from one week time-frame, August 2017. This pricing is analyzed in the following methods:

1. Single Unit/Market Basket: – one item of each like item analysis. Lowest responsive and responsible bidder: Stern Produce
2. High Volume Analysis: This spreadsheet calculates twenty – eight (28) fruits and vegetables procured by volume. Lowest responsive and responsible bidder: Stern Produce
3. Sample Order Work Sheets: This analysis compares a typical weekly Food Services Central Warehouse Elementary, Satellite Sites, Supper Program, Sack Lunch, Ed Center, and Catering produce order, and a High School delivered order. Lowest responsive and responsible bidder: Stern Produce.

My recommendation is to award the vendor with the lowest cost and responsible and responsive bid response while meeting the specifications set forth in the bid. Therefore, I am recommending that we award to the company, Stern Produce

CATEGORY II: Small delivery to a single Central Warehouse of local grown produce and educational tools to provide supplemental information to the classroom or use for adult catering functions.

My recommendation is to award the vendor with the lowest cost and responsible and responsive bid response while meeting the specifications set forth in the bid. Therefore, I am recommending that we award to Stern Produce and Community Food Bank of Southern Arizona.

1. Determination made that the educational tools for classroom needs of the District and greater variety of fruits and vegetables may be obtained, based on harvest times and infrastructure of each company.

AWARD RECOMMENDATION:

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

Contract award is recommended to the following firm(s) for the indicated services:

Stern Produce and Community Food Bank of Southern Arizona Inc.

Kevin Startt

Kevin Startt, Director of Purchasing