

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater 16-156B – Disposable Compartment Trays for Cafeterias

This request is to approve the recommendation to award Bid 16-156B – Disposable Compartment Trays for Cafeterias for a two (2) year contract from July 1, 2016, through June 30, 2018. This Bid will be used to purchase the disposable breakfast and lunch trays used by students and staff to carry food items to dining areas. This is an essential item ordered for delivery to the District’s Central Warehouse. Food and Nutrition Service managers place orders for the trays on an as-needed basis for bi-monthly deliveries per agreed upon schedule. Funding for this bid will come from the Food and Nutrition Services operating budget.

The amount requested was determined based on the material requirements to satisfy the needs of the District utilizing historical and forecasted expenditures reflected in the Financial Analysis Worksheet and also up-to-date pricing. This bid represents a reduction in funding request of \$1,390,000.

Item	Item Name and Material No.	Previous Bid PO Total for Item (A)	Previous Bid Price (B)	Total Cases Ordered in 23 Months (C)= (A) / (B)	Avg. Cases Ordered per Month (D)= (C) / 23	Estimated No. of Cases Required for New Bid (E)= (D) X 24	New Bid Price (F)	Estimated Spend for Item under new bid price (G)= (E) X (F)
1	Tray-5 Compartment 1003980	\$4,364,454*	\$34.98	124,770	5,425	130,194.77	\$35.40	\$4,608,895

\*This figure includes one Purchase Order in the amount of \$34,420 that has been entered in the system but not invoiced yet. This amount has been taken into consideration in determining the Spending Authority request as it represents bid usage.

Bid 16-156B was issued to replace Bid 15-013B for Disposable Fiber Compartment Trays for Cafeterias which expires on June 30, 2016. The solicitation for the new bid was advertised from April 22, 2016, through May 9, 2016. The bid was awarded to a primary vendor, Lace Food Service Corporation and an alternate vendor, Dade Paper & Bag Co., who met all specifications, terms, and conditions of the bid. Including an alternate awardee allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

Procurement & Warehousing Services Department received nine (9) bids from seven (7) respondents (two bidders submitted alternate bids) and three (3) of the bidders were Minority/Women Business Enterprise bidders. In contrast, the previous tray bid received participations from two (2) bidders. This was the result of an outreach effort whereby, in addition to DemandStar, the Procurement & Warehousing Services Department and its Supplier Diversity Team sent emails notifying potential bidders of the upcoming bid.

Bidders submitting alternate brands for consideration provided samples with their bids and these were tested for sturdiness and leakage resistance at two school locations, Piper High School and Westpine Middle. Bidders were also invited to observe the tests. An analysis of the test determined that the sample provided by the low bidder, EMF Enterprises, did not meet the specification for sturdiness and leak resistance.

Feedback surveys were compiled with responses provided by staff from the Central Warehouse and from Food and Nutrition Services, all of whom deal directly with the awarded vendor Lace Food Service Corporation. Additionally, Food and Nutrition Services conducted a survey among Food and Nutrition Services managers to provide feedback analyzing products included in this Bid. A total of eighty four (84) responses were received with seventy (70) to eighty-three (83) percent rating the product’s quality as excellent, very good or good.