

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 18-027B – Cafeteria Equipment

This request is to approve the recommendation to award Invitation to Bid (ITB) 18-027B – Cafeteria Equipment for a two (2) year contract from January 1, 2018 through December 31, 2019. This ITB will be used by the Food & Nutrition Services department to procure kitchen equipment such as tables, carts, ranges, kettles, refrigerators, freezers, warmers, and more for cafeterias throughout the District. This equipment is purchased on an as-needed basis to replace broken or obsolete equipment. Although this Bid is used primarily by Food & Nutrition Services, other departments and locations may use it as well.

ITB 18-027B was issued to replace the previous ITB 16-033B for Cafeteria Equipment which expires on December 31, 2017. The solicitation for the new bid was advertised from June 28, 2017 through August 9, 2017.

Procurement & Warehousing Services (PWS) received eleven (11) bid responses on August 9, 2017. The ITB recommends award to a primary and alternate vendor. Including alternate awardees allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases. Eight (8) bidders are being recommended for the award as indicated in the Recommendation Tabulation and seven (7) of these are recurring bidders from the previous bid. The Supplier Diversity & Outreach Program department was notified of this ITB's release in order to solicit minority vendors. However, there were no Small/Minority/Women Business Enterprise vendors that responded to this ITB.

The amount requested is \$3,000,000 and was determined based on historical and forecasted expenditures as follows:

\$ 109,193.60	(average monthly expenditures)
<u> x 24</u>	(number of months in new bid)
\$2,620,622.40	(forecasted spending for new bid)
<u>+ 262,062.24</u>	(additional ten (10) percent provision for unexpected needs)
<u>\$2,882,684.64</u>	(recommended spending authority (to be rounded to \$3,000,000))

New bid prices were compared with prices from the previous bid for the item categories that are more common in the District's kitchens and whose items carry prices that exceed \$5,000. The results are seen below:

	Previous Bid Prices (Average)	New Bid Prices (Average)	Percent Difference
Kettles	10,968.07	11,547.00	five (5) percent
Convection Ovens	8,000.77	8,432.75	five (5) percent
Refrigerators	6,108.93	5,624.67	minus nine (-9) percent
Steamers	13,086.75	13,010.80	minus six (-0.6) percent

Recommendation of \$500,000 or Greater
18-027B – Cafeteria Equipment
November 7, 2017 Board Agenda
Page 2

Surveys were compiled with responses by staff from the Food & Nutrition Services department managers who provided feedback on the products, which are attached for perusal. Overall, more than eighty (80) percent of the participants rate the products as excellent, very good, or good. Food & Nutrition Services is now requiring the respondent names on surveys. This feature allows the department to contact and research areas of fair or poor quality product or services. The department will continue to focus on respondent name compliance in the effort to assist school-based concerns and the awarding of bids.