

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spending Authority 16-156B – Disposable Compartment Trays for Cafeterias

The School Board of Broward County, Florida (SBBC), awarded the Invitation to Bid (ITB) 16-156B - Disposable Compartment Trays for Cafeterias on June 21, 2016 for a two (2) year contract from July 1, 2016 through June 30, 2018. This contract is in its eighteenth (18) month and is utilized by the Food & Nutrition Services Department to procure the disposable trays that are used by students and staff in the District's cafeterias to hold and carry their food items to the dining areas. This is an essential item ordered for delivery to the District's Central Warehouse. Food & 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 & Nutrition Services operating budget.

Food & Nutrition Services department is requesting approval to exercise the ITB's first contract renewal for an additional one (1) year period from July 1, 2018 through June 30, 2019. This ITB includes an option to renew the contract term per Section 4, Special Condition 5, Contract Renewal: "The term of the bid shall be for two (2) years, and may, by mutual agreement between SBBC and the Awardee, be renewed for two additional one-year periods and, if needed, 90 days beyond the expiration date of the final renewal period." The bid's primary awarded vendor, Lace Foodservice Corporation, has accepted the request to renew the contract. The bid's alternate awarded vendor, Dade Paper & Bag Co. did not elect to renew the contract.

In addition to requesting approval for this one (1) year renewal, a request is also presented to approve an increase in spending authority of \$3,685,000. At the current rate of usage, the unused authorized spending authority of \$462,529 will be consumed and in need of an additional funding allocation before bid expiration. The amount requested will be necessary to provide adequate funding for the remaining of the current bid term and the additional twelve (12) months of the renewal as shown below:

Financial Impact

\$ 230,415	Average monthly expenditure
x 6	Number of months remaining in current bid
\$ 1,382,490	Total needed for remaining months in current bid
- 462,529	Unused Authorized Spending
<u>\$ 919,961</u>	Forecasted additional funding needed before current bid expiration-to be rounded to \$920,000)
\$ 230,415	Average monthly expenditure
x 12	Number of months in contract renewal
\$ 2,764,980	Forecast recommendation for twelve (12) month renewal - to be rounded to \$2,765,000)

\$2,765,000 + 920,000 = \$3,685,000 Total recommended spend authority

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This recommendation for renewal is in the best interests of the District to benefit from fixed prices and continuity of services. Staff has indicated that vendor performance is satisfactory and recommend the extension and continuation of services with the awarded vendor. Surveys were compiled with responses provided by Food & Nutrition Services department managers who provided feedback on the products and delivery services provided by the awarded vendor. Based on the results of the customer satisfaction surveys, a total of one hundred and eighteen (118) responses were received with eighty -five (85) percent rating product quality as excellent, very good, or good and also favoring re-approval of the current brand of disposable cafeteria trays.

Attempts were made to benchmark against Miami Dade County Public Schools (MDCPS), and Palm Beach County Schools (PBCS); however, their products are not comparable. MDCPS and PBCS use trays made out of plastic and foam. The trays used by SBBC are made of one hundred (100) percent recycled, pre-consumer fibers that are biodegradable, sturdy, resistant, and completely disposed of through the SOMAT pulping system in place in the District's cafeterias.