

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater 19-050B – Appliances, Commercial Equipment, Supplies and Parts (Catalog)

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This request is to approve the recommendation to award Invitation to Bid (ITB) 19-050B, for a two (2) year contract from December 1, 2018 through November 31, 2020. This ITB replaces existing ITB's 17-171B (Household, Commercial and Industrial Equipment and Accessories (Catalog) and 18-019B (Culinary Arts Supplies Equipment & Repair Parts (Catalog). Procurement & Warehousing Services identified that these two (2) bids shared common items that could be combined to facilitate efficiency and avoid duplicity.

This Bid will be utilized by the Stockroom and Maintenance Departments to purchase repair parts needed to repair and maintain the District's culinary equipment. Additionally, Food & Nutrition Services, schools and District locations in need of culinary equipment may also access the manufacturers on this Bid to purchase appliances (refrigerators, cooking equipment, and small kitchen appliances, among others) as needed to furnish cafeteria kitchens and also to support culinary arts programs.

The solicitation was advertised from June 1, 2018 through June 27, 2018. Thirty (30) vendors downloaded the bid, and five (5) bids were received before bid opening. This ITB is recommended for award to all vendors offering single, non-zero, fixed percentage discounts and meeting all specifications, terms, and conditions of the bid. Vendors recommended for award will then be in a favorable position to compete for business based on their percentage discounts and catalog prices offered.

Two (2) of the vendors recommended for the award (Heritage Food Service Group, Inc. and Lace Foodservice Corporation) are current awardees in the existing contract. The remaining three (3) companies are new to this contract.

#### Financial Impact

Funding for this Bid will come from individual School, and Department approved budgets. The amount requested is \$1,180,000 and was determined based on historical and forecasted expenditures reflected in the Financial Analysis Worksheet.

\$ 49,083	<u>(average monthly expenditure ITB's 17-171B and 18-019B)</u>
<u>      </u> x 24	<u>(number of months in the new bid)</u>
<b><u>\$ 1,177,991</u></b>	<b><u>(forecasted spending for new bid-to be rounded to \$1,180,000)</u></b>