

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 19-103C - Purchase and Installation of Indoor/Outdoor Walk-in Freezers/Coolers

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Request for Proposals (RFP) 19-103C - Purchase and Installation of Indoor/Outdoor Walk-in Freezers/Coolers for a period of three (3) years from May 8, 2019 through June 30, 2022, with a renewal option for two (2) additional one (1) year renewal periods. RFP 19-103C was issued to replace the previous Invitation to Bid (ITB) 15-076C - Purchase and Installation of Indoor/Outdoor Walk-in Freezers/Coolers. The requested spending authority for this RFP is \$3,685,000.

Goods/Services Description

Responsible: Food & Nutrition Services (FNS)

Food & Nutrition Services (FNS) identifies the need to continue services to design, supply, and install custom made walk-in freezers/coolers to replace aging and undersized walk-in freezers/coolers. These are essential equipment to maintain food temperatures according to Hazard Analysis and Critical Control Points (HACCP) and Health Department regulations, preventing food safety issues. FNS currently has the funds set aside for the projects.

Procurement Method

Responsible: PWS

The solicitation for this RFP ran from January 22, 2019 through March 7, 2019. There were one hundred, and sixty-four (164) vendors notified, and eighteen (18) vendors downloaded the RFP. Procurement & Warehousing Services received one (1) proposal, which is recommended for award to the highest qualified proposer. This solicitation included pre-qualification as a requirement for minimum eligibility.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid was participating on this project must be listed on the S/M/WBE subcontractor Participation Schedule. State Contracting & Engineering Corporation is recommended for award under this RFP as SBE.

Financial Impact

Responsible: PWS and PPO

The goal with this contract is to renovate/replace five (5) walk-in freezers/coolers per year, for a total of fifteen (15) during the term of the contract. The average cost of the last ten (10) projects is \$223,152.85.

The total spending authority requested is based on the average of the last ten (10) projects completed under ITB 15-076C, with fifteen (15) projects expected to be completed during the term of this contract, and an additional ten (10) percent contingency due to recent tariffs on steel and aluminum imports. The total spending authority requested is \$3,685,000, as demonstrated in the breakdown below:

Average of 10 last projects under 15-076C		\$223,152.85
Total upcoming projects	*	15
Historical Average Monthly Expenditures Combined		\$3,347,292.68
Contingency	*	10%
Estimated forecasted spend		\$3,682,021.94

Total spend authority (rounded)

\$3,685,000

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Funding for this RFP will come from FNS' operating budget. The amount requested was determined based on historical spend and the Department's requirement to satisfy the needs of the District. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.