

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less FY20-025 – Kitchen and Cafeteria Supplies

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20-025 – Kitchen and Cafeteria Supplies for a period of twenty-four (24) months from November 1, 2019 through October 31, 2021. This ITB may be renewed for two (2) additional one (1) year periods. This ITB will replace the existing ITB 17-039B – Kitchen and Cafeteria Supplies and will be used by the Food & Nutrition Services Department (FNS). The spend authority requested is \$320,000.

Goods/Services Description

Responsible: Food & Nutrition Services (FNS)

This Bid allows FNS to purchase a variety of supplies such as pots, pans, storage containers, and other cooking tools needed in school kitchens and cafeteria locations through the District. The majority of these items are ordered and delivered to the District's Central Warehouse for distribution to cafeteria locations.

This bid also incorporates ten (10) new items in an effort to equip kitchens with additional products that have been identified as necessary for optimal function. These new products have been taken into consideration in the determination of the spend request.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from May 21, 2019 through June 19, 2019. Three hundred and seventy-five (375) vendors were notified, and thirty-nine (39) vendors downloaded the ITB documentation. Procurement received three (3) responses. The bid has primary and alternate vendors who met all specifications, terms, and conditions of the ITB. 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.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid is the Voluntary S/M/WBE Distributorship Development Program in which The School Board of Broward County, Florida, encourages manufacturers to establish authorized dealerships or distributorships with S/M/WBE suppliers of their products on a non-discriminatory basis.

Financial Impact

Responsible: PWS and FNS

Based on historical and usage analyses, the recommended spend authority is \$320,000 and was determined based on the material requirements to satisfy the needs of the District and up-to-date pricing. Since current spending analyses are based on older pricing and usage estimates, it was necessary to take into consideration the prices offered on the new bid and up-to-date material usage to ensure adequate funding. Additional consideration was also given to the estimated usage and pricing for the new items incorporated on the bid; these figures were added to the calculations to ensure adequate funding for the term of the bid. Exhibit 1 provides full details on the line-by-line calculations and is attached to this Board Agenda Item.

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Estimated Amount for Existing Items	\$270,002
Estimated Amount for New Items Added	49,043
Total Estimated Spend (Rounded)	\$320,000

Funding for this Bid will come from the FNS operating budget. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the contract award amount.