

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater FY21-082 – Plasticware and Flatware Cutlery for Cafeterias

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-082 – Plasticware and Flatware Cutlery for Cafeterias for a period of thirteen (13) months from July 1, 2020, through August 31, 2021. This contract may be renewed for two (2) additional one (1) year periods. This ITB will replace the existing ITB FY20-011 – Plasticware and Flatware Cutlery for Cafeterias and will be used by the Food & Nutrition Services Department (FNS).

The spending authority being requested is \$685,000.

Goods/Services Description

Responsible: Food & Nutrition Services (FNS)

This Bid allows FNS to purchase both bulk and individually packaged cutlery, including napkins and straws with forks, sporks, or fork and spoon that are used by students and staff in the dining areas. These essential items are ordered in truckload quantities and delivered to the District's Central Warehouse. FNS managers place orders on an as-needed basis for bi-monthly deliveries per agreed upon schedule.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from February 20, 2020 through March 19, 2020. Two hundred thirty-nine (239) vendors were notified, and eighteen (18) vendors downloaded the ITB documentation. Procurement & Warehousing Services received eight (8) responses, and the lowest responsive and responsible bidder is recommended for award.

The bid includes cutlery packets that substitute plastic straws with paper straws in an effort to continue reducing the usage of plastic straws in the District.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid is the Voluntary M/WBE Distributorship Development Program.

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Financial Impact
Responsible: PWS and FNS

Based on budgetary and usage analyses, the recommended spend authority is \$685,000 and was determined based on the material requirements to satisfy the needs of the District and up-to-date pricing.

Item Name	Estimated No. of Cases Required for New Bid	New Bid Price	Estimated Spend for Items Under New Bid Price
FORK PACKS, PLASTIC	1,806	\$16.12	\$29,106
FORKS, PLASTIC	520	\$4.52	\$2,350
TEASPOONS, PLASTIC	520	\$4.52	\$2,350
SPORK PACKS, PLASTIC	26,693	\$15.16	\$404,671
KNIVES	600	\$4.52	\$2,712
FORK/SPOON COMBO	10,812	\$22.56	\$243,927
		Total (rounded)	\$685,000

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