

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater FY21-120 – Paper and Plastic Items for Cafeterias

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#### **Introduction**

##### **Responsible: Procurement & Warehousing Services (PWS)**

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-120 – Paper and Plastic Items for Cafeterias for a period of thirteen (13) months from October 1, 2020, through November 30, 2021. This contract may be renewed for two (2) additional one (1) year periods. This ITB will replace the existing ITB FY20-024 – Paper and Plastic Items for Cafeterias and will be used by the Food & Nutrition Services Department (FNS).

This ITB completes the District's transition away from Styrofoam serving containers to move into paper-based containers as part of the goal to be more eco-friendly. This contract complements ITB FY21-082 (Plasticware and Flatware Cutlery for Cafeterias), approved by the School Board on May 19, 2020 (Item EE-11), and which also continues the transition from plastic to paper straws.

The spending authority being requested is \$1,159,860.

#### **Goods/Services Description**

##### **Responsible: Food & Nutrition Services (FNS)**

This Bid allows FNS to purchase paper and plastic items that are used for packaging and distributing meals to students and staff in school cafeterias. These essential items are ordered and delivered to the District's Central Warehouse. FNS managers place orders on an as-needed basis for deliveries per agreed upon schedule.

#### **Procurement Method**

##### **Responsible: PWS**

The solicitation for this ITB ran from June 9, 2020, through July 1, 2020. Ninety-six (96) vendors were notified, and twenty-four (24) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received nine (9) 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.

Staff indicates that the performance of the vendors awarded on the previous Bid (FY20-024) and recommended for the award on this Bid (FY21-120), is satisfactory and recommend that these vendors continue servicing the District.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid is the Voluntary Minority/Women Business Enterprise Distributorship Development Program.

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**Financial Impact**  
**Responsible: PWS and FNS**

School closures during COVID-19 affected bid usage patterns and projections. As a result, the spending authority requested is \$1,159,860, which is an adjusted amount to reflect diminished usage. This amount was determined by using the average monthly spend for twelve (12) months instead of the thirteen (13) months bid duration, as shown below:

Average Monthly Spend:	\$96,655
(Times) Months in New Contract:	x 12
Estimated Spend (Rounded)	\$1,159,860

This reduced spending authority will be monitored as part of the ongoing PWS contract management activities. If necessary, additional spending authority will be requested at a future date if usage monitoring during the contract and after schools open to a hybrid or traditional operational model deem it necessary.

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.