



Agenda Item Details

Meeting	Aug 23, 2023 - Regular Meeting
Category	5. CONSENT AGENDA
Subject	D. Alternate Purchase No. 112-2324; Supplemental Prime Vendor Accessing RFP 7-2122 (Renewal)
Type	Action (Consent)

Recommendation:

Award purchase order contract to Good Source Solutions / Gold Star Foods, Emmett, ID, in an anticipated amount not to exceed \$450,000.00 for USDA approved meal items during the 2023-2024 fiscal year.

Background:

As the COVID-19 pandemic has continued to disrupt the supply chain nationwide and limit product availability, school districts have found themselves in the unique situation of being unable to secure USDA school meal program menu items necessary to provide nutritious meals for their students. This disruption is forcing last-minute menu changes and substitutions that cause challenges with the production and communication related to special dietary accommodations.

The district has a Prime Vendor RFP, awarded to US Foods, that provides the majority of the menu items for the school meal program. US Foods has partnered well with our district; however, they are struggling with accessing products and having enough drivers available to distribute these items. In an effort to minimize unexpected changes and provide a stable supply of core meal program products, the Nutrition Services department, in conjunction with the Warehouse and Purchasing departments, developed a plan that would allow our district to have a back-up distributor who could act as a Supplemental Prime Vendor should the primary Prime Vendor be unable to provide necessary products. This RFP will allow the district to acquire key products that will help stabilize product availability for the school meal program.

This RFP was issued to the food distributors located in the Spokane/Northern Idaho area as well as being advertised on a public purchasing website. We received notification from two of the large local distributors (URM and Sysco) indicating that they were neither in a position to supply our district these types of products, nor could they make deliveries as requested. Good Source Solutions/Gold Star Foods was the only distributor able to submit a proposal. The district has utilized this firm regularly during the past seventeen years and finds them to be very accommodating when we have been faced with emergency or unusual circumstances. This award will be accessing the second of four additional, optional one-year contracts as allowed in the RFP specifications. Their pricing is deemed fair and reasonable. This expenditure will be paid from the general fund.

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Motion & Voting

Motion by: Director Bedford. Second by: Director Lockwood
Yes: Melissa Bedford, Nikki Lockwood, Jenny Slagle, Mike Wiser
Final Resolution: Motion carries.

AUTHORIZATION FOR ALTERNATIVE PURCHASE PROCESS

GOODS - Dollar Threshold \$40,000-75,000 ☐
Over \$75,000 ☒

SERVICES – Dollar Threshold **FEDERAL - Over \$5,000** ☐
STATE - \$40,000-\$300,000 ☐
STATE – Over \$300,000 ☐

School Board Approval Required ☒

Rationale: Single Source ☐
Service ☐
Accessing Existing Contract ☒

Gold Star Foods
(agency)

SPS RFP 7-2122
(no.)

Purchase Description: Nutrition Services Supplemental Prime Vendor

Rationale: Supplemental purchases to support of the Nutrition Services meal program when the Prime Vendor is unable to provide necessary food or supplies FY 2023-2024 FY

Estimated Amount: **\$450,000.00**

Originating Department Contact Person: Becky Doughty / Maintenance

Purchasing Agent Approval: *Paul Carson*

Date Forwarded for Authorization: 8/16/23

Approval Signature: *Board Approval* Date: 8/23/23
Chief Finance Officer

Board Approval Date 8/23/23

PO# 240189

by: pt



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"Gold Star Foods" ×

"Good Source Solutions" ×

"Tools for Schools" ×

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PURCHASE ORDER NUMBER:

240189

PO DATE: 09/01/23

ORDER DUE DATE: 09/01/23

PAYMENT MAY BE DELAYED UNLESS PO# APPEARS ON
ALL INVOICES, SHIPPING PAPERS, AND PACKAGING.VENDOR NUMBER
013861VENDOR PHONE NUMBER
(800) 574-3663REQUISITION NUMBER
R63761

VENDOR INFORMATION

GOOD SOURCE SOLUTIONS INC
DBA NORTHWEST DIST TOOLS FOR SCHOOLS
POBOX277
EMMETT, ID 83617

ATTN:

BID/QUOTE NO.: RFP 7-2122
CONTRACT NO.: B-JPR-SUPP PRIME
BUYER: PAM T
BUYER PHONE NO.: (509) 354-7127SHIP TO: CENTRAL WAREHOUSE
2815 E GARLAND AVE
SPOKANE, WA 99207SEND INVOICE TO: BUDGET AND ACCOUNTING
200 N BERNARD ST
SPOKANE, WA 99201

FOR:

ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THIS ADDRESS
REGARDLESS OF THE SHIPPING DESTINATION.

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	ITEM TOTAL
0001	450,000	\$	REFERENCE: SUPPLEMENTAL PRIME VENDOR, RFP NO. 7-2122 DATED 10/15/21. AWARD OF PURCHASE ORDER RENEWAL TO YOUR FIRM WAS APPROVED BY THE SCHOOL BOARD ON 08/23/23 TO PROVIDE THE FOLLOWING: DELIVERY OF ITEMS TO THE WAREHOUSE AS SPECIFIED AND IN ACCORDANCE WITH THE TERMS AND CONTITIONS OF THE AFOREMENTIONED RFP FOR SUPPORT OF THE NUTRITION SERVICES PROGRAM. THIS PURCHASE ORDER SHALL BE IN EFFECT FOR THE PERIOD 9/1/23 THROUGH 8/31/24.	1.00	450,000.00
				Subtotal	450,000.00
				Tax	0.00
				PO TOTAL	450,000.00

ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted without authorization.
2. The right of cancellation in case of long delay in shipment is reserved.
3. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if item is backordered or canceled.
4. If not sold F.O.B. destination, prepay shipping charges, if any, and invoice accordingly. No C.O.D.'s will be accepted.
5. Payments shall be paid within 30 days receipt of an acceptable invoice provided goods/services have been received.
6. Authorization for price discrepancies is necessary only if total order is increased more than \$25.

INTERNAL USE ONLY

RECEIVING SIGNATURE:

DATE REC'D:

PURCHASE ORDER
AUTHORIZED BY: