

AUTHORIZATION FOR ALTERNATIVE PURCHASE PROCESS

GOODS – Dollar Threshold	\$40,000-75,000	[]
	Over \$75,000	[x]

SERVICES – Dollar Threshold	FEDERAL - Over \$5,000	[]
	STATE - \$40,000-\$300,000	[]
	STATE – Over \$300,000	[]

School Board Approval Required [X]

Rationale:	Single Source	[]
	Service	[]
	Books*	[]
	Accessing Existing Contract	[x]

Spokane Public Schools	3-1819
(agency)	(no.)

Vendor: US Foods, Inc.

Purchase Description: Bakery Products for Nutrition Services Programs

Rationale: Standardize procurement of various products needed for NS meal programs

Estimated Amount: \$240,000.00

Originating Department Contact Person: Doug Wordell / Nutrition Services

Purchasing Agent Approval: Pat Carson

Date Forwarded for Authorization: 08/11/2021

Approval Signature: N/A. Board Approval Date: _____
Associate Superintendent
School Support Services

Board Approval Date 08/11/21 PO# 220180 by: pt

MEMORANDUM



Spokane Public Schools
excellence for everyone

August 11, 2021

☐ Information Only

☐ Action Required By _____

☐ Due Back By _____

To: Cindy Coleman
Director, Business Services

Subject: Bid No. 3-1819 (*Renewal*); US Foods, Inc., Bakery Products for FY 2021-22, Alternate Purchase No. 115-2122

RECOMMENDATION

It is recommended that the board approve a purchase order contract be issued to US Foods, Inc., Spokane, WA, for bakery product items delivered directly to each school site in the anticipated amount of \$240,000.00 for the 2021-2022 school year and 2022 summer feeding program.

BACKGROUND

Bakery items incorporated in this recommendation are to support the Nutrition Services school meal and ala carte programs. This recommended award is for bread products to be delivered directly to each district school site. The district received bids from the two vendors who participated in the summer 2018 solicitation; US Foods (formerly Food Services of America) and United States Bakery (locally known as Franz), with US Foods (FSA) being the low responsible bidder. As such, it was recommended the bid be awarded to US Foods. This is the second of four optional renewals as allowed for in the Bid specifications. The district's nutrition program at each site has been receiving bakery product deliveries directly from US Foods (FSA) for the past twelve years, and has found this to work well. By not sending the bread items through our warehouse, products received are fresher since there is no time delay caused by the "middle man" method of distribution; this also frees up central warehouse freezer space. Expenditures in support of the Nutrition Services meal programs are from the general fund.

**Agenda Item Details**

Meeting	Aug 11, 2021 - Regular Meeting
Category	6. CONSENT AGENDA
Subject	H. Bid No. 3-1819 (Renewal); US Foods, Inc., Bakery Products for FY 2021-22, Alternate Purchase No. 115-2122
Type	Action (Consent)

Recommendation:

Approve issuance of a purchase order contract to US Foods, Inc., Spokane, WA, for bakery product items delivered directly to each school site in the anticipated amount of \$240,000.00 for the 2021-2022 school year and 2022 summer feeding program.

Background:

Bakery items incorporated in this recommendation are to support the Nutrition Services school meal and ala carte programs. This recommended award is for bread products to be delivered directly to each district school site. The district received bids from the two vendors who participated in the summer 2018 solicitation; US Foods (formerly Food Services of America) and United States Bakery (locally known as Franz), with US Foods (FSA) being the low responsible bidder. As such, it was recommended the bid be awarded to US Foods. This is the second of four optional renewals as allowed for in the bid specifications. The district's nutrition program at each site has been receiving bakery product deliveries directly from US Foods (FSA) for the past twelve years, and has found this to work well. By not sending the bread items through our warehouse, products received are fresher since there is no time delay caused by the "middle man" method of distribution; this also frees up central warehouse freezer space. Expenditures in support of the Nutrition Services meal programs are 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

President Haynes requested a motion to approve the Consent Agenda as presented.

Motion by Aryn Ziehnert, second by Jenny Rose Slagle.

Final Resolution: Motion Carries

Yes: Jerrall Haynes, Mike Wiser, Jenny Rose Slagle, Nikki Otero Lockwood, Aryn Ziehnert

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US FOODS, INC. (966301327)

x

DUNS

Unique Entity ID

Example: 123456789

SAM

Unique Entity ID

CAGE / NCAGE

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Purchase Requisition for Miscellaneous Supplies

SPOKANE PUBLIC SCHOOLS
Spokane, Washington

NAME OF PURCHASE:

Loc #: 680

Req #:

Req Date: 29-Jun-21

Due Date:

Deliver To:

Nutrition Services

Suggested Vendor:

Reference Bid 3-1819
US FOODS

Phone #:

Fax #:

DO NOT USE

PO #: 220180

PO Date: 9/1/21

Bid/Quote:

Other: A 14115-212.2

Rd 8/11/21

R. 60551

Ordered By:

(Signature)

Approved By:

(Budgetary Signature)

Special Remarks:

210180

Will items on requisition be used for;

(NOTE, ALL QUESTIONS MUST BE ANSWERED)

...Grant Funding?

☒ YES☐ NO

Yes IF for Federal Grant or Non-Federal Grant operated in partnership with a Federal Grant.

...Elementary Instruction?

☐ YES☒ NO

If yes, approval needed from a Director of Elementary Curriculum. _____

...Secondary Instruction?

☐ YES☒ NO

If yes, approval needed from the Director of Secondary Curriculum. _____

...Tech Services,
hardware or software?

☒ YES☒ NO

If yes, approval needed from the Director of Technology Services.

[illegible]



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PURCHASE ORDER NUMBER:

220180

PO DATE: 09/01/21

ORDER DUE DATE: 09/01/21

PAYMENT MAY BE DELAYED UNLESS PO# APPEARS ON
ALL INVOICES, SHIPPING PAPERS, AND PACKAGING.

VENDOR NUMBER
034080

VENDOR PHONE NUMBER
(509) 483-7708 ext: KIM
FX (206) 676-4244

REQUISITION NUMBER
R60551

VENDOR INFORMATION
US FOODS INC
USF-SPOKANE
POBOX34172
SEATTLE, WA 98124

ATTN: ALT 115-2122
BID/QUOTE NO.: 3-1819
CONTRACT NO.: B-JPR-BAKERY
BUYER: PAM T
BUYER PHONE NO.: (509) 354-7127

SHIP TO: NUTRITION SERVICES
200 N BERNARD ST
SPOKANE, WA 99201

SEND INVOICE TO: NUTRITION SERVICES
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	210,000	\$	REFERENCE: BAKERY PRODUCTS, BID NO. 3-1819, DATED AUGUST, 2018. AWARD OF PURCHASE ORDER RENEWAL TO YOUR FIRM WAS APPROVED BY THE SCHOOL BOARD 8/11/21 TO SUPPLY THE FOLLOWING ITEMS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE AFOREMENTIONED BID.	1.00	210,000.00
0002	30,000	\$	SUMMER MEAL PROGRAM VARIOUS BAKERY PRODUCTS AS LISTED BELOW: 419462, BREAD, WHOLE GRAIN, PULLMAN, 24 OZ, 21 SLICE. \$1.33 736636, BUN, WHOLE GRAIN, HAMBURGER, 8 CT. \$.90 736649, BUN, WHOLE GRAIN, HOT DOG, 8 CT. \$.90 736662, BAGEL, WHOLE GRAIN, PLAIN, 6 CT. \$1.66 836736, BAGEL, WHOLE GRAIN, BLUEBERRY, 6 CT. \$1.66 419423, MUFFIN, ENGLISH, WHOLE GRAIN, 6 CT. \$1.15	1.00	30,000.00
					* CONTINUED*

ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

PO TOTAL

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:

Pam Satosky



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Page 2 of 2

PURCHASE ORDER NUMBER:
220180

PO DATE: 09/01/21	ORDER DUE DATE: 09/01/21	PAYMENT MAY BE DELAYED UNLESS PO# APPEARS ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGING.
VENDOR NUMBER 034080	VENDOR PHONE NUMBER (509) 483-7708 ext: KIM FX (206) 676-4244	REQUISITION NUMBER R60551

VENDOR INFORMATION
US FOODS INC
USF-SPOKANE
POBOX34172
SEATTLE, WA 98124

ATTN: ALT 115-2122
BID/QUOTE NO.: 3-1819
CONTRACT NO.: B-JPR-BAKERY
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SHIP TO: NUTRITION SERVICES
200 N BERNARD ST
SPOKANE, WA 99201

SEND INVOICE TO: NUTRITION SERVICES
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
			736610, HOAGY, DELI ROLL, WHOLE GRAIN, 6 CT. \$1.64		
			736584, DINNER ROLL, PULL APART, WHOLE GRAIN, 12 CT. \$1.87		
			THE TERM OF THIS PURCHASE ORDER IS 9/1/21 THROUGH 8/31/22.		
				Subtotal	240,000.00
				Tax	0.00

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4. If not sold F.O.B. destination, prepay shipping charges, if any, and invoice accordingly. No C.O.D.'s will be accepted.
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6. Authorization for price discrepancies is necessary only if total order is increased more than \$25.

PO TOTAL 240,000.00

INTERNAL USE ONLY

RECEIVING SIGNATURE: _____

DATE REC'D: ____/____/____

PURCHASE ORDER
AUTHORIZED BY: _____

Pam Satosky