

ALT# 110-2122

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 13-1819
(agency) (no.)

Vendor: US Foods, Inc.

Purchase Description: Prime Vendor for Nutrition Services Programs & Skills Center

Rationale: Standardize procurement of various products needed for meal programs

Estimated Amount: \$4,737,000.00

Originating Department Contact Person: Doug Wordell/Nut Serv; Karene Duffy/Skills Ctr

Purchasing Agent Approval: *Brian 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# 220178 by: pt
220199

Purchase Requisition for Miscellaneous Supplies

SPOKANE PUBLIC SCHOOLS
Spokane, Washington

NAME OF PURCHASE:

Loc #: 680	Req #:	Req Date: 29-Jun-21	Due Date:	DO NOT USE
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Deliver To:</p> <p>Nutrition Services</p> </div> <div style="width: 45%;"> <p>Suggested Vendor:</p> <p>Reference Bid 13-1819 US FOODS</p> <p>Phone #: Fax #:</p> </div> </div>				<p>PO #: <u>220178</u></p> <p>PO Date: <u>9/1/21</u></p> <p>Bid/Quote:</p> <p>Other: <u>A17110-2122</u> <u>B2 8/11/21</u></p> <p style="text-align: right;"><u>R 60547</u></p>

<p>Ordered By: _____ (Signature)</p> <p>Approved By: <u>Angie Wadell</u> (Budgetary Signature)</p> <p>Special Remarks: _____</p>	<p><u>7/1/21</u></p> <p style="color: red; font-weight: bold;">220178</p>
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Will items on requisition be used for;	(NOTE, ALL QUESTIONS MUST BE ANSWERED)
...Grant Funding? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Yes IF for Federal Grant or Non-Federal Grant operated in partnership with a Federal Grant.
...Elementary Instruction? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If yes, approval needed from a Director of Elementary Curriculum. →
...Secondary Instruction? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If yes, approval needed from the Director of Secondary Curriculum. →
...Tech Services, hardware or software? <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If yes, approval needed from the Director of Technology Services. →

Qty.	Unit	Description	Account #	Stock #	Unit Cost	Total Cost
1	EA	Reference Bid 13-1819	680.198N.42.65630		\$ 4,500,000.00	\$ 4,500,000.00
		Prime Vendor	680.198N.44.65611			
1	EA	Summer Meal Program	315.198S.42.65630		\$ 40,000.00	\$ 40,000.00
			315.198S.44.65611			
			320.198S.42.65630			
			320.198S.44.65611			
			303.198S.42.65630			
			303.198S.44.65611			
		FFVP	680.198F.42.65630		\$ 175,000.00	\$ 175,000.00
		Purchases through 9/1/21 through 8/31/22				
		Please send copy of PO to Nutrition Services				
					SUBTOTAL	\$ 4,715,000.00
					SHIPPING & HANDLING RATE	0.00% \$ -
					SUBTOTAL	\$ 4,715,000.00
					SALES TAX RATE	0.00% \$ -
					TOTAL	\$ 4,715,000.00

**Agenda Item Details**

Meeting	Aug 11, 2021 - Regular Meeting
Category	6. CONSENT AGENDA
Subject	F. RFP 13-1819 (Renewal); US Foods, Inc., Nutrition Services Prime Vendor for FY2021-22; Alternate Purchase No. 110-2122
Type	Action (Consent)

Recommendation:

Approve renewal of the purchase order contract with US Foods, Inc., Spokane, WA, in the anticipated estimated amount of \$4,737,000, for food products and supplies purchased during the 2021-22 fiscal year, per the terms and conditions of RFP No. 13-1819.

Background:

This contract provides food products and supplies in support of the Nutrition Services meal programs and the Skills Center Culinary program. The prime vendor system has allowed the Nutrition Services and warehouse teams to more effectively manage food inventory, preparation/serving supplies, purchases, and distribution. By awarding to a single prime vendor, the district receives just-in-time product, has the benefit of a more flexible procurement model with a wider variety of offerings, and a shorter lead time for specialty items. The district receives superior customer service by building a partnership with the prime vendor provider when compared to that received from a vendor who makes only a single drop-ship delivery in the more traditional procurement approach. Product quality is at a higher level given the quick turn-around of goods.

US Foods (formerly Food Services of America) was awarded the contract as a result of staff analysis using the proposal evaluation criteria. Each vendor was judged on their compliance with various non-optional critical qualifying factors identified in the RFP document. These factors, coupled with positive evaluation criteria scores, resulted in this vendor being recommended for award. US Foods, and before that Food Services of America, has effectively served the district as the prime vendor for the past 22 years. This renewal will access the second of four additional one-year renewal option available in accordance with the terms and conditions of the RFP. Prices are considered fair and reasonable. Expenditures will be provided 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

MEMORANDUM



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excellence for everyone

- ☐ Information Only
- ☐ Action Required By _____
- ☐ Due Back By _____

August 11, 2021

To: Cindy Coleman
Chief Finance and Business Services Officer

Subject: RFP 13-1819 (*Renewal*); US Foods, Inc., Nutrition Services Prime Vendor for FY2021-22;
Alternate Purchase No. 110-2122

RECOMMENDATION:

Approval to renew the purchase order contract with US Foods, Inc., Spokane, WA, in the anticipated estimated amount of \$4,737,000, for food products and supplies purchased during the 2021-22 fiscal year, per the terms and conditions of RFP No. 13-1819.

BACKGROUND:

This recommended contract provides food products and supplies in support of the nutrition services meal programs and the Skills Center Culinary program. The prime vendor system has allowed the nutrition services and warehouse teams to more effectively manage food inventory, preparation/serving supplies, purchases, and distribution. By awarding to a single prime vendor the district receives just in time product, has the benefit of a more flexible procurement model with a wider variety of offerings, and a shorter lead time for specialty items. The district receives superior customer service by building a partnership with the prime vendor provider when compared to that received from a vendor who makes only a single drop ship delivery in the more traditional procurement approach. Product quality is at a higher level given the quick turn-around of goods.

US Foods (formerly Food Services of America) was awarded the contract as a result of staff analysis using the Proposal Evaluation Criteria. Each vendor was judged on their compliance with various non-optional critical qualifying factors identified in the RFP document. These factors, coupled with positive evaluation criteria scores, resulted in this vendor being recommended for award. US Foods, and before that Food Services of America, has effectively served the district as the prime vendor for the past 22 years. This renewal will access the second of four additional one-year renewal option available in accordance with the terms and conditions of the RFP. Prices are considered fair and reasonable. Expenditures will be provided from the general fund.

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Excluded Entity



Entity Name

US FOODS, INC. (966301327)



DUNS

Unique Entity ID

Example: 123456789

SAM

Unique Entity ID

CAGE / NCAGE

- Federal Organizations
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- Exclusion Program
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PURCHASE ORDER NUMBER:

220178

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
R60547

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

ATTN:
BID/QUOTE NO.: 13-1819
CONTRACT NO.: B-JPR-PRIME VEND
BUYER: PAM T
BUYER PHONE NO.: (509) 354-7127

SHIP TO: CENTRAL WAREHOUSE
2815 E GARLAND AVE
SPOKANE, WA 99207

SEND 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	4,500,0	\$	REFERENCE: NUTRITION SERVICES PRIME VENDOR, RFP NO. 13-1819 DATED 5/10/19. AWARD OF PURCHASE ORDER CONTRACT TO YOUR FIRM WAS RENEWED BY THE SCHOOL BOARD ON 8/11/21 TO PROVIDE THE FOLLOWING: DELIVERY OF ITEMS TO WAREHOUSE, SITE KITCHENS AND CATERING 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 9/1/21 THROUGH 8/31/22.	1.00	4,500,000.00
0002	175,000	\$	FRESH FRUITS AND VEGETABLES GRANT PROGRAM	1.00	175,000.00
0003	40,000	\$	SUMMER MEALS PROGRAM	1.00	40,000.00
Subtotal				4,715,000.00	
Tax				0.00	

ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

PO TOTAL 4,715,000.00

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