

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 ☐
Books* ☐
Accessing Existing Contract ☒

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: \$ 5,650,000.00

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

Purchasing Agent Approval: 

Date Forwarded for Authorization: 08/10/2022

Approval Signature: _____ Date: _____
Associate Superintendent
School Support Services

Board Approval Date 08/10/22 PO# 230178 by: pt

Purchase Requisition for Miscellaneous Supplies

SPOKANE PUBLIC SCHOOLS
Spokane, Washington

NAME OF PURCHASE:

Loc #: 680	Req #:	Req Date: 20-Jul-22	Due Date:	DO NOT USE PO #: <u>250178</u> PO Date: <u>9/1/22</u> Bid/Quote: <u>RFP-13-1819</u> Other: <u>A1+107-2223</u> <u>R62206</u>
Deliver To: Nutrition Services		Suggested Vendor: Reference Bid 13-1819 US Foods Phone #: Fax #:		
Ordered By: _____ (Signature)				
Approved By: <u>K. Dougherty</u> (Budgetary Signature)				
Special Remarks: _____				220 178

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 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	000.198N.42.65630		\$ 5,400,000.00	\$ 5,400,000.00
		Prime Vendor	000.198N.44.65611			
1	EA	Summer Meal Program	315.198S.42.65630		\$ 50,000.00	\$ 50,000.00
			315.198S.44.65611			
			303.198S.42.65630			
			303.198S.44.65611			
			320.198S.42.65630			
			320.198S.44.65611			
1	Ea	FFVP	000.198F.42.65630		\$ 200,000.00	\$ 200,000.00
		Purchases from 9/1/22 through 8/31/23				
		Please send copy of PO to Nutrition Services				
SUBTOTAL					\$	5,650,000.00
SHIPPING & HANDLING RATE					0.00%	\$ -
SUBTOTAL					\$	5,650,000.00
SALES TAX RATE					0.00%	\$ -
TOTAL					\$	5,650,000.00



Agenda Item Details

Meeting	Aug 10, 2022 - Regular Meeting
Category	6. CONSENT AGENDA
Subject	H. RFP 13-1819 (Renewal); US Foods, Inc., Nutrition Services Prime Vendor for FY2022-23; Alternate Purchase No. 107-2223
Type	Action (Consent)

Recommendation:

Approval to renew the purchase order contract with US Foods, Inc., Spokane, WA, in the anticipated estimated amount of \$5,650,000, for food products and supplies purchased during the 2022-23 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 NEWTECH Skill 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 has effectively served the district as the prime vendor for the past 23 years. This renewal will access the third of four additional one-year renewal options 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

Motion by: Melissa Bedford. Second by: Riley Smith.

Yes: Melissa Bedford, Jenny Slagle, Riley Smith, Nikki Lockwood

Final Resolution: Motion carries.

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☐ All Words 

☐ Exact Phrase 

e.g. 123456789, Smith Corp

"US Foods Inc."

Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



Exclusion Program



Location



Dates



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PURCHASE ORDER NUMBER: 230178

PO DATE: 09/01/22	ORDER DUE DATE: 09/01/22	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 R62206

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
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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	5,400,0	\$	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 8/10/22 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 9/1/22 THROUGH 8/31/23.	1.00	5,400,000.00
0002	200,000	\$	FRESH FRUITS AND VEGETABLES GRANT PROGRAM	1.00	200,000.00
0003	50,000	\$	SUMMER MEALS PROGRAM	1.00	50,000.00
Subtotal				5,650,000.00	
Tax				0.00	

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.

PO TOTAL 5,650,000.00

INTERNAL USE ONLY	
RECEIVING SIGNATURE: _____	DATE REC'D: ____/____/____

PURCHASE ORDER AUTHORIZED BY:

Pam Satosky