

# MEMORANDUM



Spokane Public Schools  
*excellence for everyone*

June 10, 2020

☐ Information Only  
☐ Action Required By \_\_\_\_\_  
☐ Due Back By \_\_\_\_\_

To: Dr. Linda McDermott  
Associate Superintendent, School Support Services

From: Cindy Coleman  
Director, Business Services

Subject: RFP No. 26-1920, Hot Pizza Delivery Service for Secondary School Nutrition Services Program

## RECOMMENDATION:

It is recommended that a contract be issued to Pizza Rita, Spokane, WA, to supply hot delivered pizza for the Nutrition Services lunch program at district high and middle schools in the estimated amount of \$350,000.

## TABULATION:

See Attached.

## BACKGROUND:

This recommended award will provide hot delivered pizza to the district high and middle schools as part of the Nutrition Services program lunch offerings. In the past, this RFP was evaluated on a pre-determined set of criteria published in the solicitation terms and conditions. These components included price (50%), quality (35%), service (10%) and invoicing processes (5%). This year, in light of the ongoing COVID-19 pandemic, the decision was made to forego the usual student taste testing portion of the evaluation rubric. Since the district has used both vendors who submitted pricing, and neither of whom have changed their recipes, it was determined that taste testing would be redundant and unnecessary. Each vendor scored identically in the service and invoicing processes, which left only the pricing to be the major determining factor. Pizza Rita's pricing was substantially lower than Pizza Pipeline, therefore Purchasing recommends they be awarded this contract. Pizza Rita has provided their product to the district for the past six years and is an excellent business partner, many times going out of their way to serve our students. The term of this contract will start September 1, 2020, and continue through August 31, 2021. Four subsequent one-year renewal options are available as deemed in the best overall interest of the district. Prices shall remain firm for the duration of the contract including any renewal periods unless it is determined that there have been unusual circumstances for which increase or decrease of production costs could not have been anticipated. Expenditures will be paid from the general fund.