



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent


www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
813/ 794-2221 Fax: 813/ 794-2111
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352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us

November 16, 2010

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Second Year Renewal of Three-Year Contract
Bid #10-071-DR: USDA Commodity Sandwich Processing
Café Favorites

On March 16, 2010, official action (attached) was taken to award the above-referenced bid to Café Favorites. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the agreement will expire on June 30, 2011.

Considering services have been satisfactory, Lindsey Wherry, Marketing Manager, Café Favorites was contacted to verify his willingness to enter into the second year of the agreement. As such, Lindsey Wherry has agreed in writing (attached), to enter into the second year of the contract with a price increase of 1.0241%. The increase is based on the monthly producer price indexes published by the Bureau of Statistics, U.S. Department of Labor using 50% weighting from Industry Data Series ID: #PCU48412-48412-, and 50% weighting from Industry Data Series ID: #PCU311---311---, using the month of May, final version. The annual percentage change in the Producer Price Index is based on the May, 2010 index for the second contract year, as stated in the bid document.

USDA timeline for school districts to place orders for commodity foods and identify processing manufacturers is January 15, 2011 for the 2011/2012 school year. Due to the USDA timeline, it is necessary to renew commodity processing bids six (6) months prior to the term of the contract. Purchase orders and product orders through distributors will not be placed with awarded vendors prior to July 1, 2011. This bid in no way affect contracts already in place for the 2010-2011 school year. Because of the USDA timeline, Food and Nutrition Services is requesting permission from The Board to renew Bid #10-071-DR: USDA Sandwich Processing bid six months prior to term of contract.

Therefore, at this time, it is my recommendation to enter into the second year of the agreement with Café Favorites. The second year of the contract will cover the period of July 1, 2011 through June 30, 2012. Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

KDG/dr

Attachments



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BID RENEWAL REQUEST

BID #10-071-DR

BID TITLE: USDA Commodity Sandwich Processing

X

Yes, I agree to renew Bid #10-071-DR under the same terms and conditions as the existing bid. The second year period shall be from July 1, 2010 through June 30, 2011. *with an increase of*

No, I do not agree to renew Bid #09-071-DR *1.0241%*

COMPANY NAME: Café Favorites

SIGNATURE: *Lindsey Wherry*

TYPED NAME AND TITLE: Lindsey Wherry, Marketing Manager

TELEPHONE (WITH AREA CODE): 863-937-8829

FAX NUMBER (WITH AREA CODE): 863-937-8831

E-MAIL: lwherry@cafefavorites.com

DATE: 11/1/10

The prospective bidder certifies, by submission and signature of this bid renewal form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

PLEASE FAX BACK TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY
ATTENTION: Debra Reaves, Buyer Assistant
 PURCHASING DEPARTMENT
 20430 GATOR LANE
 LAND O' LAKES, FL 34638
 (813) 794-2219 (PHONE)
(813) 794-2111 (FAX)

District School Board of Pasco County Bid Recommendation

Bid Title	USDA Commodity Sandwich Processing – Power Buying Group	Number of Vendors Notified	228
Bid Number	10-071-DR	Number of Bids Distributed	7
Date Solicited	11/24/2009	Number of Vendors Bidding	3
Date Opened	12/21/2009	Number of Formal “No Bid” Responses	NA
Date Board Presentation	3/16/2010	Funding Source	Special Revenue
Total Savings	\$16,000 Estimated Annually	Grand Total of Bid	\$200,000 Estimated Annual Expenditure

Recommendation: Recommend acceptance of bids as noted on attached tabulation sheet as lowest and best responsive, responsible bids meeting written specifications.

Term of Contract: This bid is for the USDA Commodity Sandwich Processing for Food and Nutrition Services for use throughout the District and on behalf of the P.O.W.E.R. Buying Group. This is the first year of a three-year bid, renewable annually by written consent of both parties. The first year of the contract is effective July 1, 2010 through June 30, 2011.

Notations and Exceptions: The District is acting as the lead agency for the P.O.W.E.R. Buying Group. The P.O.W.E.R. Buying Group is made up of the following 37 school boards: Bay County, Brevard County, Calhoun County, Charlotte County, Citrus County, Collier County, Desoto County, Flagler County, Franklin County, Glades County, Hardee County, Hendry County, Hernando County, Highlands County, Indian River County, Jackson County, Lake County, Liberty County, Lee County, Leon County, Levy County, Marion County, Martin County, Miami-Dade County, Monroe County, Nassau County, Okaloosa County, Okeechobee County, Osceola County, Pasco County, Santa Rosa County, Seminole County, St. Johns County, St. Lucie County, Sumter County, Volusia County, and Washington County. Individual School Boards are responsible for their own orders, etc.

Recommend award to Café Favorites as the overall low bidder for each group, A through I. As per bid document, each group will be awarded “All or None” to the overall lowest bidder. Group AA “Balance of Line” items will be awarded to Café Favorites as the overall low bidder for group items.

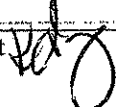
Calculations for the savings were made by using the differences between the lowest bid prices and the next lowest bid prices for both the B119 grilled cheese sandwiches and the meat sandwiches using B119 cheese. This percent calculated to an 8% savings, which is \$16,000 of our projected \$200,000.

Total savings and grand total of bid are estimates of the District’s anticipated annual expenditure.

Offers from the vendors listed herein are the only offers received timely as of the specified opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

Bids Evaluated By: Julie Hedine, Supervisor for Director, Food & Nutrition Services

Bids Prepared By: Debra Reaves, Buyer Assistant

Reviewed and Authorized By: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

Date/Time:

District School Board
of Pasco County

MAR 16 2010

Board Approved