



To: Coppell ISD Board of Trustees
 From: Sid Grant
 Date: March 19, 2018
 cc: Brad Hunt, Kelly Penny, Louis Macias, Larry Guerra, Jean Mosley

Re: Child Nutrition Fund Balance Use Request and Award of Vendor

The Child Nutrition Department is requesting permission to use a portion (\$455,385.00) of its fund balance to renovate and replace the following cafeteria serving line equipment and other kitchen appliances. The Request for Proposal (RFP) purchasing method as provided in the Texas Education Code 44.031 was used to obtain proposals. Pasco Brokerage, Inc., through RFP #2016 Serving Line Counter Replacements, proposed the solution with the best value.

As a reminder, the Child Nutrition fund balance reached a total of \$1,156,889.94 as of August 31, 2017. Given the size of the fund balance, our auditor has indicated we need to spend down a significant portion of the fund balance to satisfy the requirements of the state. Therefore, with the additional requests below, we will essentially be decreasing our fund balance to a total of \$701,504.94, thereby putting our fund balance at a level within the state requirements. The remaining fund balance will be sufficient to cover three months of operational expenses, which is the maximum the state prefers school districts to have in their child nutrition fund balance.

Specific Repair/Replacement and Cost by School:

| | |
|--|---------------------|
| <u>Cottonwood, Valley Ranch, and Lakeside Elementary</u> | |
| • Replace Serving Counters | \$ 347,997 |
| <u>Cottonwood Creek Elementary</u> | |
| • Replace Steamer and Ovens | \$ 62,322 |
| <u>CMS North Middle School</u> | |
| • Replace Pass Through Coolers and Warmers | <u>\$ 45,066</u> |
| Total Recommended Award to Pasco Brokerage, Inc. | \$455,385.00 |

Recommended Motion: I move that we approve Pasco Brokerage, Inc. as the vendor to complete the cafeteria serving line replacements and other miscellaneous kitchen equipment at Cottonwood Creek Elementary, Lakeside Elementary, Valley Ranch Elementary, and Coppell Middle School North as presented, at a total cost of \$455,385.00, and that the Child Nutrition fund balance be utilized to fund this purchase.