

Cedar Hill Independent School District

BOARD OF TRUSTEES

Meeting Date: April 6, 2020

Presented by: Dr. Gerald Hudson, Superintendent of Schools

Subject: Approve vendor of Food Service Management Company Services for 2020-2021

Action Items

BOARD GOAL: Align the budget process to achieve district goals. This is the legal requirement that will keep the District in compliance with State Purchasing statutes. The bid process allows procurement of goods and services at the best value with the use of public funds.

BACKGROUND INFORMATION: Staff advertised and requested competitive sealed proposals for the purchase of Food Service Management Company Services. As per Texas Department of Agriculture (TDA) guidelines, notifications were sent to all thirty-five Food Service Management Companies registered with TDA. Eight interested vendors attended the mandatory pre-bid meeting held on the 25th of February, 2020. Five companies, including Aramark, Chartwells, SFE, Sodexo, and Taher, responded and were evaluated by a district five-member evaluation committee. The district five-member evaluation committee consisted of the Assistant Superintendent of Operations, two Elementary, one Middle School, and one High School Principal, and were given specific evaluating criteria. The evaluation reflected a cumulative score in favor of Chartwells.

The term of the contract will be July 1, 2020 – June 30, 2021 with the option of four additional one-year contract renewals. Chartwells proposed total annual fees of \$237,859 with a proposed guarantee of \$120,963. The final signed contract is due to TDA, Child Nutrition Division by April 30, 2020.

RECOMMENDATION: Administration requests to approve Chartwells as vendor of Food Service Management Company Services for the 2020-2021 school year.

BOARD ACTION REQUIRED: Motion to approve Chartwells as vendor of Food Service Management Company Services for the 2020-2021 school year.

POLICY AUTHORIZATION:

CH – LEGAL Purchasing and Acquisition

CH – LOCAL Purchasing and Acquisition

CONTACT PERSON(S):

Gilberto Prado, Chief Financial Officer

Caleb Pape, Purchasing and Accounts Payable Manager

FUNDING SOURCE:

2020-2021 Budget

ENCLOSURES:

Attached