



MEMORANDUM

TO: Shawn Pratt, Superintendent

FROM: Laura Duree, Director of Purchasing

DATE: August 18, 2025

RE: RFP2025-05-642 Coffee Service

The above referenced bid was advertised on May 9 and May 16, 2025 with e-Bid opening on July 7, 2025. Bid notifications were sent to all registered vendors with commodities regarding Coffee Service via the purchasing e-Bidding site.

Two (2) proposals were submitted, opened and evaluated with the results detailed in the attached Evaluation Summary. It is recommended to award to Parks Coffee based on the best value to the district.