

School Board Meeting:

April 24, 2023

Subject:

**Nutrition Services Primary
Vendor Contract Award**

Presenter:

**Kim Hinrichs, Director
Nutrition Services**

SUGGESTED SCHOOL BOARD ACTION:

Recommend Board Award Primary Vendor Contract to Upper Lakes Foods.

DESCRIPTION:

Nutrition Services purchases food from a primary vendor as a means to reduce costs. The primary vendor prices products based on their laid in costs plus a service fee. The vendor submits a proposal to the district in which they identify their service capabilities and the fee per case they will charge.

A significant portion of the primary vendor proposal is the pricing for the items listed in the Market Basket. The Market Basket is prepared by the district, it includes 25 high volume items.

Proposals from two vendors were opened on March 24, 2023. The proposals were evaluated according to specific criteria with 200 points available.

The vendor with the highest score was Upper Lakes Foods. The recommendation is for the Board to award the Primary Vendor contract to Upper Lakes Foods for one 12-month period with up to four 12-month extensions.

Upper Lakes Foods is our current primary vendor. The current contract ends June 30, 2023. The new contract would begin July 1, 2023 through June 30, 2024 with the opportunity to extend the contract up to four times.

ATTACHMENT(S):

- RFP Bid Scoring Analysis BHMSchools 2023-2024.xlsx