

School Board Meeting:

April 22, 2013

Subject:

**Food Service Primary Vendor
Contract Award**

Presenter:

Marilyn Splinter

SUGGESTED SCHOOL BOARD ACTION:

Recommend Board Award Primary Vendor Contract to Upper Lakes Foods

DESCRIPTION:

Food service purchases food from a primary vendor as a means to reduce costs. The primary vendor prices product 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.

The district advertised a Request for Proposal – Food Service Primary Vendor following the February 2013 Board meeting. A mandatory pre-proposal vendor meeting was held March 11, 2013. Seven broad line distributors were represented.

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, listing about fifty high volume items. The Market Basket does not include items the Minnesota School Food Service Buying Group has included in their bid award.

Distributors have relationships with various manufacturers and house labels. In order to evaluate pricing fairly, distributors could submit alternate products for approval until March 19, 2013. The approved alternates would be recognized “as equal” in the Market Basket evaluation.

Proposals from six vendors were opened on April 1, 2013. The proposals were evaluated according to specified criteria with 100 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 twelve-month period with up to four twelve-month extensions.

Upper Lakes Foods is our current primary vendor. The contract ends June 30, 2013. The fixed fee per case Upper lakes Foods quoted for 2013-14 is less than what we are currently paying. The determining factor for a lower fee was bid bond insurance. The Request for Proposal the food service department prepared did not ask for a bid bond. The proposal included alternate means of monitoring and enforcing the contract.