



Gregory-Portland Independent School District

BOARD MEMORANDUM

TO: DR. MICHELLE CAVAZOS

FROM: JEFF ATKINSON/
CHRIS CASAREZ

CC: BOARD OF TRUSTEES
DR. ISMAEL GONZALEZ III
DEBORAH GARZA
DR. MICHAEL NORRIS
PENNY ARMSTRONG

DATE: Monday MARCH 24, 2024

SUBJECT: Discussion and Take Possible Action on RFP #2425-01
Delivered Pizza for Food & Nutrition Services

PRIORITIES

PRIORITY 1: EXCEPTIONAL STUDENT PERFORMANCE

N/A

PRIORITY 2: HIGH PERFORMING AND ENGAGED WORKFORCE

N/A

PRIORITY 3: QUALITY SERVICE AND IMPACTFUL COMMUNITY ENGAGEMENT

3.1 Increase Student Satisfaction

PRIORITY 4: EFFICIENT AND EFFECTIVE DISTRICT AND CAMPUS OPERATIONS

4.3 Ensure Strategic Alignment of Resources

BACKGROUND INFORMATION:

The District is seeking a qualified Pizza provider to deliver 86 pizzas, each school day, to designated school sites for lunch sales. The ingredients must meet the USDA nutritional requirements for schools to be considered. The District had contracted with Domino's through 2022, then after an RFP in 2022, has been contracted with Papa Johns for the past two years. Due to a price increase from \$6.50 to a proposed \$9.99 per pizza, the District went out to RFP with Papa Johns being the only bidder. After a Food Service audit, the

auditor recommended we go out to bid immediately and include the termination clause and contract work hours and safety standards since this contract is paid for with Federal dollars. Sealed Proposals were received by the district on March 20th at 2:00 p.m. The committee will evaluate the submitted bids on March 21st in advance of the School Board meeting.

Service Providers were scored on the following criteria:

Price (50 points)

Ability to meet the District's Needs (20 points)

Reputation of Vendor Services (20 points)

Quality of Vendors Response (10 points)

The committee reviewing the proposals was:

Jeff Atkinson, Food Service Director

Tammy Childers, Secretary to the Food Service Director

Andrea Young, Assistant Director for Food Service

RECOMMENDATION:

The Committee will collaborate on March 21st, to evaluate and score the proposals based on the published criteria. The Committee will recommend the top-ranked proposer at the March 24th School Board meeting.

FINANCIAL IMPACT:

Budget expectations are roughly \$10 dollars per 8-slice pizza. The slices will in turn be served as the entrée portion for reimbursable school lunches.

2024-25 Fiscal Year Spent: \$122,627.

BOARD RELATED POLICY:

CH (LEGAL)

CH (LOCAL)

ACTION ITEM SUGGESTED MOTION (if applicable):

The School Board accepts Administration's recommendation to Award _____ at a price of _____ per pizza to support GPISD with Delivered Pizza for Food & Nutrition Services for the 2024-2025 School Year in response to RFP#2425-01, with two possible One-year renewals.