



# Gregory-Portland Independent School District

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## 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  
BRITTNEY SOLIZ-SANDOVAL

DATE: Monday April 20, 2026

SUBJECT: Discuss and Take Possible Action on CSP# 2526-06 Food and Nutrition Services Freezer Addition.

### 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

N/A

PRIORITY 4: EFFICIENT AND EFFECTIVE DISTRICT AND CAMPUS OPERATIONS

4.3 Ensure Strategic Alignment of Resources

### BACKGROUND INFORMATION:

The District is seeking a qualified construction company to renovate the existing freezer at the Food and Nutrition Services building and construct an expanded 40' x 50' (2,000 square feet) outdoor freezer. This new addition will serve as the School District's primary storage facility for cold and frozen foods. The project includes the construction of an enclosed metal building attached to the existing Food and Nutrition Services facility. Upon completion, the current

freezer will be converted into a cooler for refrigerated food storage.

Additionally, the project includes an alternate option to upgrade the propane tank and generator systems. This need arises from the anticipated demolition of T.M. Clark and provides the District with the opportunity to centralize cold and frozen food storage in a single, efficient location.

Proposals were received on April 16 and were reviewed and scored prior to the April 20 Board meeting.

Vendors were scored on the following criteria:

Price: Monetary proposal amount– 50 points

Ability to Meet District Needs: Past experience and reputation of the vendor with school Districts, technical compliance & design– 25 points

Vendor Reputation & Experience Overall experience and reputation of the vendor with similar-sized customers, local Support capabilities– 15 points

Quality of Proposal Submission: Response to RFP, all required documentation and organization of the Proposer’s submission – 10 points

**Committee**

|                    |  |
|--------------------|--|
| Michael Thieme     | Senior Director of Safety & Support Services |
| Jeff Atkinson      | Food Service Director                        |
| Lee Roy Gonzalez   | Maintenance Director                         |
| Chris Casarez      | Purchasing Coordinator                       |
| Dominick Hernandez | Construction Specialist                      |
| Todd Brendalen     | Architect (LWA) Non-Scoring Advisor          |

**RECOMMENDATION:**

Administration recommends approval of the highest-ranking contractor based on the Committee Scoring and recommendation.

**FINANCIAL IMPACT:**

Opinion of Probable Cost is \$1,100,000 from Excessive Food Service Fund Balance and Bond 2025 Food Service Equipment Replacement Funds

BOARD RELATED POLICY:

CH (LEGAL)

CV (LEGAL)

CVB (LEGAL)

ACTION ITEM SUGGESTED MOTION (if applicable):

The School Board accepts Administration's recommendation to Award \_\_\_\_\_ at a price of \_\_\_\_\_ to construct the Food and Nutrition Services Freezer Addition in response to CSP#2526-06.