

# WEST TEXAS FOOD SERVICE COOPERATIVE

Education Service Centers Regions 9, 14, 15, 16, 17, 18 and 19

November 15, 2012

## Action Required

Re: West Texas Food Service Cooperative, 2013-2014

Dear Superintendent Addressed:

The enclosed packet of materials contains pertinent information and an Interlocal Agreement to participate in the 2013-2014 West Texas Food Service Cooperative (WTFSC). The packet was compiled so that districts could review the information to make an informed choice concerning district participation for the coming year. The information may also be used for school board presentations. **The deadline for returning the Interlocal Agreement for any or all component areas is January 31, 2013.** This deadline is necessary to facilitate the bid and ordering processes for the 2013-2014 school year.

The Interlocal Agreement (page 3) is to be completed by all districts that wish to participate in any area of the Cooperative for the 2013-2014 year. *Please complete the Interlocal Agreement for your district and return the original signed document to the Region 17 ESC, 1111 West Loop 289, Lubbock, Texas 79416, attention Judy Gray by the **January 31, 2013 deadline.** The food service director for your district has also been emailed a packet with this information should you have any questions regarding past participation or you may contact our office for information.*

The United States Department of Agriculture does not allow federal funds received by ESC Child Nutrition components to be used to support purchasing cooperatives. Therefore, the Cooperative is a totally self funded entity. To provide this revenue, a fee of .85% of each district purchase is charged through a Vendor Participation Fee. This fee is collected directly from the awarded vendors. Districts, even though incurring the fee indirectly, pay no fee directly to the Cooperative for participation.

Studies indicate that school districts benefit through cooperative participation with a considerable cost savings. While the purchasing power of the WTFSC is significant; the costs of goods and services continues to rise annually. The industry standard shows increases have been approximately 15 percent for most food service goods and services over the past two years. For the same time period, the WTFSC increases have been approximately 9 percent. Cooperative participation also reduces costs associated with advertising, paperwork, and time spent on the bidding process as well as more buying power. Consideration should be given to each of these areas by any size district when making future participation decisions. Other benefits of the Cooperative and services provided are included in the enclosed materials.

If I can be of further assistance in this matter, please call me at 806/281-5809. I am available to talk to your school board if needed. Thank you for your consideration for participation in the 2013-2014 Cooperative.

Sincerely,

Shelly Robinson  
Cooperative Coordinator

SJR/jkg  
Enclosures

# **INTERLOCAL AGREEMENT**

**The following Interlocal Agreement is to be completed by all districts that wish to participate in any area of the Cooperative**

**NOTE: BE SURE TO CHECK THE APPROPRIATE COMPONENT(S) FOR PARTICIPATION.**



## West Texas Food Service Cooperative

2013-2014 Interlocal Agreement

ESC Contact: Shelly Robinson

806-281-5809



This agreement is entered into pursuant to the authority granted by Chapter 791 of The Texas Government Code and Chapter 8 of The Texas Education Code, by and between:

### I. Term of Contract

The term of this contract shall be from the date of acceptance by authorized \_\_\_\_\_ ISD personnel through July 31, 2014. The participating party(ies) may with mutual agreement among all other participating parties, rescind the contract with a ninety (90) day written notice with continued participation until all commodity processed commitments are received.

### II. General Provisions

Participating Education Service Centers will organize and administer The West Texas Food Service Cooperative (Cooperative) with Region 17 Education Service Center acting as the fiscal agent (Coordinating Center). Authority for such services is granted by Title 7, Chapter 791 Interlocal Cooperation Contracts Act of the Texas Government Code. The goal of the Cooperative is to obtain substantial savings on specified items for member districts through volume purchasing.

#### A. ROLE OF REGION 17 EDUCATION SERVICE CENTER (COORDINATING CENTER)

1. Provide for the organizational and administrative structure of the program.
2. Provide for staff time necessary for efficient operation of the program.
3. Host Regional Advisory Board meetings for food service purchasing and commodity processing components.
4. Provide onsite and/or technology based regional and/or area trainings as requested/necessary.
5. Initiate and implement activities related to the bidding and vendors selection process, in accordance with competitive bidding procedures for Texas public schools.
6. Review annual fiscal report with member districts at a Fall Advisory Board Meeting.
7. Provide districts with Service Report/Product Comment Forms to address quality assurance and vendor complaint issues more consistently.
8. The Cooperative will not be held accountable for product warranties, product qualities, failure to deliver by vendor(s), or failure of payment to vendor(s) by participating members.

#### B. ROLE OF THE PARTICIPATING DISTRICT:

1. Commit to participate in the Cooperative by resolution of the governing body.
2. Designate a contact person for the Cooperative.
3. Return all necessary forms in a timely fashion with appropriate signatures.
4. Provide committed quantities for each of the items to be processed.
5. Prepare purchase orders issued to the appropriate vendor(s)/processor(s) from the official award list provided by the Cooperative.
6. Accept shipments of products in accordance with standard HACCP delivery procedures and the Cooperative delivery agreements.
7. Pay vendor(s) as per awarded terms and conditions unless prior arrangements have been made between the participating member and the vendor(s). All deliveries will be made in accordance with the specified delivery schedule in each bid document.
8. Abide by decisions of the Regional Advisory Boards and Coordinating Center.
9. Notify ESC 17 of issues regarding vendors and product quality by submitting the Service Report/Product Comment Forms as necessary.

**III. Contract Service Fees**

The United States Department of Agriculture does not allow federal funds received by ESC Child Nutrition components to be used to support purchasing cooperatives. Therefore, the Cooperative is a totally self-funded entity. To provide this revenue, a fee of .85% of each district purchase is charged through a Vendor Participation Fee. This fee is collected directly from the awarded vendors. Districts, even though incurring the fee indirectly, pay no fee directly to the Cooperative for participation.

**IV. Component Participation**

Please check area(s) of desired participation

- Commercial Food Purchasing
- Commodity Processing

**V. Designee**

Person responsible at District to coordinate all Cooperative activities with ESC 17 staff.

Designee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

**VI. Authorization**

\_\_\_\_\_ ISD

Region 17 Education Service Center  
152-950

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Kyle Wargo, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Please complete the Interlocal Agreement for your district and return it to the Region 17 ESC, 1111 West Loop 289, Lubbock, Texas 79416, Attention: West Texas Food Service Cooperative by the **January 31, 2013 deadline.***