



MEMO

TO: President Paul Widdison

FROM: Candace Parr

DATE: November 6, 2024

SUBJECT: Requesting Approval for Multi-Award to Local Parts and Repair Vendors

Due to the urgent need for parts and services related to Child Nutrition equipment, our maintenance department has frequently relied on a local vendor, La Monica's, for quick purchases. However, over the past two years, we have experienced a significant increase in both the frequency of repairs and the cost of parts. As a result, we have exceeded the \$50,000 threshold that requires formal contracts.

To address this, we have issued a Request for Proposals (RFP) inviting local vendors to submit their bids for supplying parts and repair services for our Child Nutrition equipment. Our goal is to award contracts to multiple vendors to ensure timely access to necessary parts and services while ensuring competitive local pricing. We are requesting the board's approval to proceed with awarding these contracts to multiple vendors for greater efficiency and cost-effectiveness.