

Purchase Request #2
Regular Board Meeting October 25, 2016
Consideration of Approval to
Contract for Catering Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase catering services from America To Go.

BACKGROUND

With the impending departure of American Food and Vending, the District is in immediate need of sourcing local restaurants and caterers to provide catering services for events held at the District. The America To Go system will take a few months to set up, so in the interim the District will utilize contracts that have been competitively solicited and awarded to local restaurants and caterers through Plano and McKinney ISD. The District has an Interlocal Agreement in place through the Collin County Governmental Purchaser's Forum that allows utilization of member's contracts. Plano and McKinney ISD are both members of the Forum and the contracts established with the local vendors allow for utilization by other Forum members.

America To Go will establish agreements with local restaurants and caterers to provide these services. America To Go is an online food ordering and expense management company that will create customized electronic marketplaces to connect District personnel with a broad network of restaurants and caterers in the area. Contract highlights include ease of placing and tracking orders, while enforcing District expense policies and approval processes automatically through the District's SciQuest eProcurement system. America To Go will manage the process of ensuring that these establishments are current with their health inspections and have required insurance. Payment for catering will be made through a single point of contact.

America To Go has a contract through the E&I Cooperative Services program to provide Food Services, Contract Number CNR-01313, and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code. Reference (REF) Number 4031 has been issued in order to track the volume of catering services procured on behalf of the District.

IMPACT OF THIS ACTION

Utilization of these contracts will allow for a seamless transition for catering services from America Food and Vending to an internally controlled catering program utilizing community resources while focusing on quality and cost containment.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$500,000. This expenditure is funded by the various department's 2016-2017 operating budget.

MONITORING AND REPORTING TIMELINE

The initial term of contract will be from October 31, 2016 through August 31, 2017.

RESOURCE PERSONNEL

Ken Lynn

Acting VP of Administrative Services/CFO

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