



VIRGINIA BEACH CITY PUBLIC SCHOOLS

CHARTING THE COURSE

OFFICE OF PURCHASING SERVICES
2512 GEORGE MASON DRIVE
VIRGINIA BEACH, VA 23456
(757) 263-1175

PUBLIC NOTICE

SOLE SOURCE PROCUREMENT

Date:	9/30/2019
Vendor/Contractor:	Distinctive Gourmet
Contract Amount:	\$34,000
Description of Services:	VBCPS Annual Retirement Banquet
Sole Source Determination:	Exclusive onsite caterer to the Virginia Beach Convention Center.
Date of Award:	TBD

J. Kevin Beardsley
Director of Purchasing
9/30/2019 11:57 AM



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Department of Human Resources

MEMORANDUM

TO: Kevin Beardsley, Director
Office of Purchasing Services

FROM: John A. Mirra, Chief Human Resources Officer *JAM*
Edie L. Rogan, Director, Office of Employee Relations *ER*

SUBJECT: **SOLE SOURCE JUSTIFICATION- DISTINCTIVE GOURMET**
(VBCPS ANNUAL RETIREMENT BANQUET)

DATE: September 27, 2019

Cost: \$34,000

Justification for Sole Source

I would like to request a Sole Source Status for Distinctive Gourmet. The Division sponsors an annual recognition banquet for retirees every spring, attended by over 500 guests, including honorees, their guests, and administrators. An event of this size requires significant event space, which is limited in the area. We can contract with the Virginia Beach Convention Center, a city owned facility, and utilize the space at no cost. However, the City requires we use the Distinctive Gourmet caterers. Because Distinctive Gourmet is the City's exclusive onsite caterer, it is not possible to obtain competitive pricing on the catering.

We have enjoyed a positive working relationship with the Virginia Beach Convention Center and the Distinctive Gourmet as they provide excellent customer service. We are ready to begin planning the banquet for June 2020. Approval of this sole source request would ensure continuity in hosting the annual retirement banquet.

If you need additional information, please contact Edie Rogan, Director of Employee Relations, at (757) 263-1051, or email at edie.rogan@vbschools.com.

cc: Aaron C. Spence, Ed.D., Superintendent

Approved Disapproved

Kevin Beardsley

Signature

9/30/19

Date