

BOARD AGENDA ITEM

TO: Dr. Michelle Hubbard, Superintendent

FROM: Dr. Christy Ziegler, Chief of Student Services, Diversity, Equity, and Inclusion

SUBJECT: BOE Agenda Item – April 24, 2023
Authorization to Contract with Sysco Kansas City for Prime Vendor – Food Services

DATE: April 14, 2023

Overview

District staff recommend contracting with vendor Sysco Kansas City (“Sysco”) for the purchase and delivery of various Food Services food items and related supplies.

The District issued a Request for Proposal (RFP) for a prime vendor that could supply various Food Services food and supply items. The RFP was posted on the District’s website and advertised in the *Kansas City Star*, and the District contacted five vendors directly with information regarding the RFP; the District also publicized the RFP on the national Public Purchase bid platform, and contacted three local minority commerce organizations with information regarding the RFP. The District received two proposals from the following vendors: Sysco and US Foods Kansas City.

District staff evaluated and ranked the proposals based on a variety of criteria, including service capabilities and a “market basket” cost analysis that considered base-cost pricing for supplied items and the vendor’s fixed fees to supply these items; Sysco was the lowest cost, highest ranked vendor.

The estimated annual cost for Sysco’s prime vendor services is \$5,820,677, although final costs are subject to student enrollment and meal participation, as well as final product orders and base costs for items. However, Sysco’s submitted fixed fee rates are expected to remain constant throughout the contract term, unless changed by mutual agreement of both parties.

The initial contract term would run from June 1, 2023 through May 31, 2024, with the right of annual (12-month) renewals for up to four (4) additional years, for a total potential contract term of five (5) years, as mutually agreed by both parties in writing.

Sysco has provided prime vendor services to the District since 2017.

This expense would be funded from the Food Service Fund.