



**To:** Darin Crawford  
Assistant Superintendent for Support Services

**From:** James Briscoe  
Director of Procurement Services

**Date:** August 21, 2024

**Re:** Groceries and General Merchandise  
Annual Contract #24-10-4840RFP

The following proposals were received and opened at 10:00 a.m., Wednesday, July 31, 2024, as advertised and specified in documents concerning **Annual Contract #24-10-4840RFP Groceries and General Merchandise**. The proposals received are located on page 2.

**Recommendation:** Award contracts to each of the vendors listed per line item based on the evaluation of overall best value to the District.

**Funding:** Multiple Funds

**Estimated Expenditure:** \$585,000.00

**Contract Term:** October 1, 2024 - September 30, 2025

**Renewal:** 4 Years

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<b>Line 1 \$0.00 - \$100.00</b>			
<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PERCENT OFF</u>
Labatt Food Service	1	Minimum Percentage Off	0.0%
<b><u>HEB GROCERY CO</u></b>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
<b><u>The Kroger Co. &amp; Affiliates (Kroger Texas LP)</u></b>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
Eats Mesquite Grill	1	Minimum Percentage Off	0.0%
<b>Line 2 \$101.00 - \$500.00</b>			
<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PERCENT OFF</u>
Labatt Food Service	1	Minimum Percentage Off	0.0%
<b><u>HEB GROCERY CO</u></b>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
<b><u>The Kroger Co. &amp; Affiliates (Kroger Texas LP)</u></b>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
Eats Mesquite Grill	1	Minimum Percentage Off	0.0%
<b>Line 3 \$501.00 - \$1,000.00</b>			
<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PERCENT OFF</u>
Labatt Food Service	1	Minimum Percentage Off	0.0%
<b><u>HEB GROCERY CO</u></b>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
<b><u>The Kroger Co. &amp; Affiliates (Kroger Texas LP)</u></b>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
Eats Mesquite Grill	1	Minimum Percentage Off	0.0%
<b>Line 4 Over \$1,000.00</b>			
<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PERCENT OFF</u>
Labatt Food Service	1	Minimum Percentage Off	0.0%
<b><u>HEB GROCERY CO</u></b>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
<b><u>The Kroger Co. &amp; Affiliates (Kroger Texas LP)</u></b>	<u>1</u>	<u>Minimum Percentage Off</u>	<u>0.0%</u>
Eats Mesquite Grill	1	Minimum Percentage Off	0.0%

## **Memo:**

**To:** Darin Crawford, *Assist Superintendent for Support Services*

**From:** James Briscoe, *Director of Procurement Services*

**Subject:** *Award for Annual Contract #24-10-4840RFP Groceries and General Merchandise*

**Date:** 08/19/2024

The Cypress-Fairbanks Independent School District (CFISD), hereinafter referred to as the District or Owner, is commencing a procurement process to establish an annual contract, as required, for the procurement of groceries and general merchandise. It is essential to note that contracts will be granted to multiple vendors per line item based on the comprehensive assessment of the best value to the district.

I wish to draw your attention to the significant elements of the contract renewal and specifications recently negotiated with our suppliers. The contract will remain operative for one (1) year until September 30, 2025, and will have the potential for automatic annual renewal for four (4) additional one-year terms until September 30, 2029, unless either party provides a written notice of non-renewal thirty (30) days prior. Furthermore, by mutual agreement, proposed prices can be extended beyond the firm price offer date on a month-to-month basis for up to 6 months.

One of the specific requirements delineated in the contract specifications is the establishment of a physical store location in the Houston area. This store will facilitate access to groceries and general merchandise for educational purposes by our district personnel. Our employees will have the opportunity to collect products at the awarded physical store.

We expect that these contract terms and specifications will foster a successful partnership with the vendors and ensure the delivery of quality products and services to our district. The driver of the \$100,000 plus increase is due to the Kroger company being procured under a separate contract in the last contract term (CTPA). Please do not hesitate to contact us if you need further information or have inquiries regarding the contract award. Thank you for your attention to this matter.

Sincerely,

James Briscoe

Director of Procurement Services Cypress-Fairbanks ISD