



To: Darin Crawford
Assistant Superintendent for Support Services

From: Suzy Hunter
Nutrition Services Director

Date: September 4, 2024

Re: Warehouse Materials Handling Equipment for Nutrition Services
Annual Contract #24-10-3852

The following bids were received and opened at 1:00 p.m., Friday, August 23, 2024, as advertised and specified in documents concerning **Annual Contract #24-10-3852 Warehouse Materials Handling Equipment for Nutrition Services**. The bids received are located on page 2.

Recommendation: Crown Equipment Corporation

Estimated Expenditure: \$129,689.14

Contract Term: October 8, 2024 - October 7, 2025

Renewal: 1 Year

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Line 1 Counterbalance Electric Forklift - Stand-up Rider Lift Truck with Freezer Package

<u>SUPPLIER</u>	<u>BRAND / PRODUCT CODE</u>	<u>QTY</u>	<u>UOM</u>	<u>UNIT PRICE</u>	<u>Extended Price</u>
<u>Crown Equipment Corporation</u>	<u>Crown RC5735-35</u>	<u>1</u>	<u>EA</u>	<u>\$57,287.14</u>	<u>\$57,287.14</u>

Line 2 Walkie Electric Pallet Jack with Freezer Package

<u>SUPPLIER</u>	<u>BRAND / PRODUCT CODE</u>	<u>QTY</u>	<u>UOM</u>	<u>UNIT PRICE</u>	<u>Extended Price</u>
<u>Crown Equipment Corporation</u>	<u>Crown WP3235-45</u>	<u>12</u>	<u>EA</u>	<u>\$6,033.50</u>	<u>\$72,402.00</u>



**Cypress-Fairbanks Independent School District
Nutrition Services Department**

11355 Perry Road
Houston, Texas 77064
281-897-4543

TO: James Briscoe, Director of Procurement Services
FROM: Suzy Hunter, Nutrition Services Director
DATE: 5/16/2024
RE: Produce for Nutrition Services 24-07-3680

The purpose of this memo is to explain the evaluation scoring for the Produce for Nutrition Services 24-07-3680 bid. The vendors awarded have the highest scores per line based on the weighted criteria included in the solicitation. The weighted criteria were developed to maintain compliance with the United States Department of Agriculture regulations for federal programs.

Weighted criteria includes purchase price, reputation of the vendor and vendor's goods or services, quality of the vendor's goods or services, extent to which the goods or services meet the needs of the District, and any other relevant factors specifically listed in the request for bid or proposal including, but not limited to, nutritional value, ingredients, pack size, shelf life, minimum shipment amount, domestic availability, frequency of delivery, and lead time. The evaluating committee was comprised of our own internal procurement professionals and other relevant Nutrition Services staff.

If you have any questions, please contact the Nutrition Services Department.

Sincerely,

A handwritten signature in cursive script that reads "Suzy Hunter".

Suzy Hunter

Nutrition Services Director