

ADMINISTRATIVE REPORT

DATE: February 20, 2025
TOPIC: 6.11 – Approval of request for proposal and contract award with IFD Foodservice Distributor
PRESENTER Abby Baker – Exec Director of Human Resources and Operations
REFERENCE TO POLICY/STATUTE: 701 School District Budget

A. PURPOSE OF REPORT

- a. Approve change in food prime vendor.
- b. Average expenditures total over \$4 million.
- c. South Washington County school received three proposals: Upper Lakes Foods, IFD Food Service Distributor, and Sysco Western
- d. To help determine the awardee, we used a scoring analysis for each vendor with categories including pricing, completeness of product line, USDA regulatory support, operational plan, NOI (Net Off Invoice) and FFS (Fee for Service) capabilities and distributor experience and qualifications. Each vendor was scored and IFD Food Distributor received the highest score.
- e. Based on the scoring analysis, the determination is to award this contract to IFD Food Distributor. This would be a one-year contract starting July 1, 2025 and running through June 30, 2026 with the option to renew annually for up to 4 years.
- f. After thorough analysis, there will be minor cost savings from our current supplier, however we believe the difference will be substantial in the overall offerings that IFD stocks, therefore resulting in better menu selections and an overall increase in customer satisfaction.





B. RECOMMENDATION

- a. Please approve the Request for Proposal and Contract Award with IFD Foodservice Distributor.

C. CONNECTION TO STRATEGIC PRIORITY

- a. Student Experience
- b. Operations, Staffing, and Finance
- c. Engagement and Partnerships

