

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of September 28, 2010**

ITEM# 15

**ITEM TITLE:** Open Purchase Order for Sysco Food Service of San Francisco for the supplies for the Laney College Cafeteria and Bistro Operations

**SPECIFIC BOARD ACTION REQUESTED:** Authorization and approval to use Sysco Food Service of San Francisco for the Laney College's Food and Supplies needs, for the operations of the Laney Cafeteria and Laney Bistro, for a one year period (with an option to issue two one-year annual renewable open Purchase Orders). The initial open Purchase Order (PO) would be for one year for an estimated amount of \$250,000.00; and contingent upon the satisfactory performance of the vendor to the District's standards, will be automatically renewed for two annual renewals (for a total of three years).

**ITEM SUMMARY:** A formal Request for Proposals (RFP 10-11/04) was conducted for the Food and Supplies needs for the operation of both the Laney Cafeteria and Bistro. A total of three firms attended the pre-proposal meeting, but only two firms submitted responses to the District's RFP. A panel was convened consisting of the Laney Cafeteria Administrator, Laney Chef, and the District Buyer to evaluate the proposals based on their submitted responses to the District's evaluation criteria (of Knowledge and Experience, Response Time and Plan, Proposed Costs and Volume Rebates, SLBE affiliation, etc). After review and analysis, Sysco Food Services of San Francisco was the highest ranking vendor. The average scores are summarized as follows:

Vendors	Average Score
Sysco Food Service of San Francisco	87.0
US Foodservice	54.0

Note: Third vendor information  
Kamran & Company Inc.,  
Food Service Equipment Contractors  
411 E Montecito St  
Santa Barbara, CA 93101

**BACKGROUND/ANALYSIS:**

Sysco Food Service of San Francisco (Fremont, CA location), was the proposer that best met the District's evaluation criteria and had the highest average score. They provided a strong strategic plan for the District to order, receive and track everything purchased from them. This will allow the District the opportunity to streamline its ordering of supplies for both the Laney Cafeteria and Bistro. By issuing the vendor an open purchase order in the estimated annual amount of \$250,000.00, it will allow the District to streamline its purchases (and payments) to the vendor. In the past, the District issued individual POs for each week's or day's food supplies, and had to process multiple requisitions and POs to pay the vendor. By issuing an open PO and then daily or weekly ordering supplies off the open PO, this will dramatically

streamline the operation of the Laney Cafeteria and Bistro, and will allow the District to receive volume rebates ranging from 1 to 2% of our purchases. These rebates will aid the Laney College Cafeteria in becoming more cost-efficient and realize a higher profit margin.

**ALTERNATIVES/OPTIONS:**

None.

**EVALUATION AND RECOMMENDED ACTION:**

Throughout the evaluation process, it was clear that Sysco Food Service of San Francisco not only provided a superior proposal, but is also prepared to provide superior service. Recommend approval to issue an open Purchase Order, with an automatic option of two annual renewals (for a total of three years) to Sysco Food Service of San Francisco in an estimated annual amount of \$250,000.00. (See below comment on the estimated amount.)

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

General Funds.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ No  X

**COMMENTS:** The current estimated annual expenditure for food supplies and paper products for Laney's Cafeteria and Bistro is approximately \$250,000.00. This figure is only an estimate and is provided to give the vendor a figure as to the scope of work. Actual purchases will vary from year to year and may be slightly higher or lower than \$250,000.00. The District does not guarantee any amount of purchases to the vendor.

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?** VICE CHANCELLOR GERHARD

**DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM?** YES \_\_\_\_\_ No  X

**IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.**

**PLEASE ACQUIRE SIGNATURES IN THIS ORDER:**

**DOCUMENT PREPARED BY:**

Prepared by:  [Signature]  Date:  9/12/10   
RONALD GERHARD, VICE CHANCELLOR OF FINANCE

**DOCUMENT PRESENTED BY:**

Prepared by:  [Signature]  Date:  9/12/10   
RONALD GERHARD, VICE CHANCELLOR OF FINANCE

**FINANCE DEPARTMENT REVIEW**

Finance review required                       Finance review *not* required

If Finance review is required, determination is:     Approved             Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature:                       Date: 9/17/10  
                    **RONALD GERHARD, VICE CHANCELLOR OF FINANCE**

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

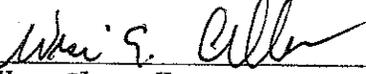
Legal review required                       Legal review *not* required

If Legal review is required, determination is:     Approved             Not Approved

Signature: \_\_\_\_\_                      Date: \_\_\_\_\_  
                    **Thuy T. Nguyen, General Counsel**

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda                       Not Approved, but Place on Agenda

Signature:                       Date: 9/27/10  
                    **Wise E. Allen, Chancellor**