

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of, September 10, 2013**

**ITEM TITLE:**

Consider approval to issue a three (3) year contract to Sysco San Francisco of Alameda County for food and supplies for Laney cafeteria, in the amount of \$400,000.00.

**SPECIFIC BOARD ACTION REQUESTED:**

Authorization and approval to use Sysco San Francisco of Alameda County for food and supplies for Laney College Cafeteria needs for a period of three years. The initial contract is for three years contingent upon the satisfactory performance of the vendor's ability to maintain the District standards.

**ITEM SUMMARY:**

A formal Request for Proposals (RFP 12-13/11) was conducted for food and supplies for Laney Cafeteria. A total of three firms attended the pre-proposal meeting, and three firms responded to the RFP. A panel was convened to evaluate the proposals based on their submitted responses to overall vendor's capacity to provide quality service, references, response time and plan, proposed costs and volume discounts and SLBE affiliation. After a detailed analysis and review, Sysco San Francisco of Alameda County was the highest ranking vendor. The average scores are summarized below:

<b>Vendors</b>	<b>Average Score</b>
Sysco Foods	74.0
Bi-Rite	68.5
US Foods	00.0

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

Unrestricted General Fund

**BACKGROUND/ANALYSIS:**

Sysco San Francisco of Alameda County was the bidder that best met the evaluation criteria and had the highest average score. Bi-Rite, was incapable of meeting Laney's service delivery windows and provided no volume discounts. Whereas, Sysco San Francisco volume discounts were substantial and would effectively reduce the campus food and supplies costs. US Foods was not evaluated by the panel due to failure to provide information as requested in the RFP packet as a criterion of the RFP requirement, therefore the vendor's proposal was deemed non-responsive.

**DELIVERABLES AND SCOPE OF WORK:**

Food supplies for Laney College for fiscal years 2013-14, 2014-15, and 2015-16.

**ANTICIPATED COMPLETION DATE:**

June 30, 2016

**ALTERNATIVES/OPTIONS:**

NA

**EVALUATION AND RECOMMENDED ACTION:**

Recommend approval to issue a three year contract to Sysco San Francisco of Alameda County for an estimated total 3 year cost of \$400,000.00.

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

YES \_\_\_\_\_ No   X  

**COMMENTS:**

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

Vice Chancellor Gerhard

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Marie Hampton  
Marie Hampton, Director of Purchasing

Date: 8/28/13

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Ronald Gerhard  
Ron Gerhard, Chief Financial Officer

Date: 8/28/13

**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: Ronald Gerhard  
Ron Gerhard, Chief Financial Officer

Date: 8/28/13

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

Date: \_\_\_\_\_

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: José M. Ortiz, Chancellor  
José M. Ortiz, Chancellor

Date: 9/6/13