

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of Tuesday, October 22, 2013**

**ITEM TITLE:**

Consider Approval to issue a One-Year Contract to Fresh & Natural Food Service Group for Cafeteria Food Service at Merritt College.

**SPECIFIC BOARD ACTION REQUESTED:**

Authorization and approval to use Fresh & Natural Food Service Group of Milpitas for cafeteria food service at Merritt College for a period of up to three years. The initial contract is good for one year, with the option to extend up to three years, contingent upon the satisfactory performance of the vendor to maintain the District's standards.

**ITEM SUMMARY:**

Through RFP # 12-13/20, the Peralta Community College District sought proposals from established food service providers for the Merritt College cafeteria. Prospective providers were to have the capability to improve the diversity and quality of food offered, provide a creative menu at reasonable prices for day, evening students and staff, while maintaining a facility sanitized and free of debris. The proposals were evaluated based on their submitted responses to Company Information, Resources, and Key Personnel; Nutritional Plan; References, Knowledge and Experience; sales commission; Menu variety, Price, and Marketing Promotions; Environmentally Sustainable Procurement and SLBE affiliation. This contract will generate funds for the Associated Students at Merritt College. All Board recommended contracts are subject to negotiation and execution by the Chancellor. The Chancellor recommends approval.

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

No funding is required. However, Fresh & Natural will pay to the Associated Students the following commissions:

For gross sales below \$300,000, Fresh & Natural will pay 6% commission.

For gross sales of \$300,000-\$400,000, Fresh & Natural will pay 6% commission plus \$5,000 at the end of the school year.

For gross sales in excess of \$400,000, Fresh & Natural will pay 6% commission plus \$10,000 at the end of the school year.

**BACKGROUND/ANALYSIS:**

Fresh & Natural Food Service Group has proven itself capable of meeting the District's standards for cafeteria food service. They are the vendor currently serving in this capacity. There were two proposals received, although five prospective bidders attended the pre-bid meeting. Of the two bidders, Fresh & Natural Food Service Group and Horta Food Service, only the bid from Fresh & Natural was complete and deemed responsive. Horta Food Service failed to provide the information as requested in the RFP packet. Due to the incumbent being the only responsive bidder, a committee did not review the bids, but Purchasing and the Vice President of Student Services did.

**DELIVERABLES AND SCOPE OF WORK:**

Provide cafeteria food service for Merritt College for fiscal year 2013-14, and extendable for two more years.

**ANTICIPATED COMPLETION DATE:**

June 30, 2016

**ALTERNATIVES/OPTIONS:**

N/A

**EVALUATION AND RECOMMENDED ACTION:**

Recommend approval to issue a one year contract to Fresh & Natural Food Service Group.

**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.)

