

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Ben E. Keith Foods for food products and supplies for the Culinary, Childcare, and Auxiliary Services departments.

**BACKGROUND**

A request for proposals, Project Number 19-27, was issued to procure food and supplies. Two responses were received and evaluated by a team consisting of the College’s Culinary and Auxiliary Services departments who determined the proposal submitted by Ben E. Keith Foods would provide the best value to the College. This contract does not include milk, bread, and produce as they are procured through separate contracts tailored for those categories.

**IMPACT OF THIS ACTION**

Ben E. Keith Foods will provide food products and supplies on an as-needed basis and will be utilized by the culinary students for course work and food preparation training. Ben E. Keith Foods will also provide food and products required needed to prepare meals at the two childcare lab schools and the menu items offered at all three campus cafes.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated annual expenditure is \$325,000. This expenditure will be funded from the individual departments 2019-2020 operating budget and subsequent year budgets, subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

The initial one (1) year award term will commence on September 1, 2019, with renewal options of four (4) one-year terms.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

|                |              |  |
|----------------|--------------|--|
| Hilda Boyce    | 281-998-2627 | <a href="mailto:hilda.boyce@sjcd.edu">hilda.boyce@sjcd.edu</a>       |
| Mary Johnson   | 281-998-4715 | <a href="mailto:mary.johnson@sjcd.edu">mary.johnson@sjcd.edu</a>     |
| James Ragaisis | 281-476-1806 | <a href="mailto:james.ragaisis@sjcd.edu">james.ragaisis@sjcd.edu</a> |
| Heather Rhodes | 281-459-7106 | <a href="mailto:heather.rhodes@sjcd.edu">heather.rhodes@sjcd.edu</a> |
| Gwen Henderson | 281-998-6326 | <a href="mailto:gwen.henderson@sjcd.edu">gwen.henderson@sjcd.edu</a> |

**Project Name**                      Food Distributor  
**Project Number**                    RFP 19-27  
**Number of Evaluators**             3

| <b>Evaluation Criteria</b>                                   | <b>Total Points Available</b> | <b>Ben E. Keith Foods</b>    | <b>Sysco Houston, Inc</b> |
|--|-------------------------------|------------------------------|---------------------------|
| <b>Price Proposal</b>  | <b>90</b>                     | 78                           | 74                        |
| <b>Product Availability, Quality and Substitution Policy</b> | <b>60</b>                     | 50                           | 52                        |
| <b>Management / Customer Services</b>                        | <b>60</b>                     | 51                           | 47                        |
| <b>Delivery and Order</b>                                    | <b>30</b>                     | 28                           | 26                        |
| <b>Reputation of Supplier</b>                                | <b>30</b>                     | 26                           | 25                        |
| <b>Value Added Services</b>                                  | <b>30</b>                     | 24                           | 26                        |
|  | <b>300</b>                    | 257                          | 250                       |
|  |                               | <b>Total Points Received</b> |                           |

| <b>Final Ranking</b>      |               |
|---------------------------|---------------|
| <b>Vendor Name</b>        | <b>Scores</b> |
| <b>Ben E. Keith Foods</b> | <b>257</b>    |
| Sysco Houston, Inc        | 250           |