

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #116 (2004-2005)

November 22, 2004

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: FROZEN POTATO PRODUCTS

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award a contract to Country Foods to furnish frozen potato products in the estimated amount of \$138,219.

PERTINENT FACTS:

The frozen potato products recommended for purchase on this Invitation to Bid are for the Student Nutrition Department for distribution of their school lunch program at various schools within the Anchorage School District.

An Invitation to Bid (ITB) for frozen potato products was issued to eleven vendors on September 14, 2004, Addendum #1 was issued on September 21, 2004, and Addendum #2 was issued on October 7, 2004 (Attachment A). The quantities in the ITB were estimated by the Student Nutrition Department based on the previous year's usage. The major commodities include: frozen potato bars, potato coins, curly Q's, shoestring potatoes, potato rounds, and potato wedges.

This is the seventeenth year that the Anchorage School District and Matanuska-Susitna Borough School District have consolidated their frozen potato product requirements under one Invitation to Bid. The purpose of this consolidation is to increase the volume of items to obtain lower prices. Each school district is responsible for placing their individual orders and for having them delivered to their respective delivery points.

The Anchorage School District Purchasing Department prepared the Invitation to Bid. Of the six vendors responding to our Invitation to Bid, two were selected for various awards (Attachment B). Award recommended is to the lowest responsive, responsible bidder.

As part of the bid process, each vendor offering an alternate to Student Nutrition's approved product list must submit a sample of their products and specifications. Northwest Foods did not comply with the bid requirements, therefore, their items were not considered for award because they had not been approved by Student Nutrition.

The frozen potato products recommended for award are approximately seven percent higher in price as compared to last year.

CERTIFICATION OF FUNDS:

Fund Description:

- (06) Student Nutrition Department  
Food Service Fund (2004-2005)
- (0242) Inventory Central Warehouse

<u>Fund Source:</u>	<u>Fund</u>	<u>Funding Source</u>	<u>Account Code</u>	<u>Amount</u>
Inventory Central Warehouse	06	600000	0242	\$138,219

CC/GV/PKC/CA/dh

Attachments

Prepared by: Carolyn Anderson, Purchasing Agent  
Pamela K. Chenier, Director, Purchasing/Warehouse

Approved by: George Vakalis, Assistant Superintendent, Support Services

ANCHORAGE SCHOOL DISTRICT

ABSTRACT OF BID

Commodity or Service:	<u>Frozen Potato Products</u>
Bids Opened On:	<u>2:00 P.M., Anchorage Time October 14, 2004</u>
Budget Fund:	<u>Food Service (2004-2005)</u>
Number of Invitations Sent:	<u>Eleven (11)</u>
Number of Responsive Bids Received:	<u>Six (6)</u>
Number of Non-Responsive Bids Received:	<u>None</u>
Number of "No Bids" Received:	<u>None</u>
Advertised Date:	<u>Anchorage Daily News September 15, 2004</u>
Prebid Conference Held:	<u>10:00 A.M., Anchorage Time September 21, 2004</u>
Addendum Issued:	<u>Addendum #1 September 21, 2004 Addendum #2 October 7, 2004</u>

ANCHORAGE SCHOOL DISTRICT  
Purchasing Department  
4919 Van Buren Street  
Anchorage, Alaska 99517-3188

RECOMMENDED AWARD  
BY VENDOR FOR FROZEN POTATO PRODUCTS

VENDOR	LINE ITEM NUMBERS	ESTIMATED TOTAL BY VENDOR
Award over \$100,000:		
Country Foods 140 South Willow Ste A Kenai, AK 99611	#1, 2, 3, 4, 7, 8	\$138,219
	ESTIMATED TOTAL	<u>\$138,219</u>
Award under \$100,000:		
Food Services of America 10420 Olive Lane Anchorage, AK 99507	#10	<u>\$ 4,750</u>
Matanuska-Susitna Borough School District	#5, 6, 9	