

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #270 (2004-2005)

June 27, 2005

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: FOOD SERVICE EXPENDABLE SUPPLIES

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award contracts to Food Services of America and Plastic Packaging, Inc. to furnish Food Service Expendable Supplies in the estimated amounts of \$340,857 and \$128,300 respectively.

PERTINENT FACTS:

The Food Service Expendable Supplies 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 for the 2005-2006 school year.

An Invitation to Bid (ITB) for Food Service Expendable Supplies was issued to 21 vendors on February 7, 2005 (Attachment A). The quantities in the ITB were estimated by the Student Nutrition Department based on the previous year's usage. Major commodities to be purchased include the following: heat film, napkins, platters, spork kits, pan liners, disposable gloves, disposable towels, and various types of trays.

This is the fifteenth year that the Anchorage School District and Matanuska Susitna Borough School District have consolidated their expendable supplies requirements under one Invitation to Bid. The purpose of this consolidation is to increase the volume of goods 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 ten vendors responding to our Invitation to Bid, seven were selected for various awards (Attachment B). Award recommended is by line item to the lowest responsive, responsible bidder(s). In addition, four alternates were bid that did not meet specifications and were determined non-responsive. These items will be re-bid at a later date. One item is not cost effective to purchase and will not be re-bid.

The Food Service Expendable Supplies recommended for award are approximately six percent higher in price compared to last year.

Due to the large number of line items a tabulation of bids is not included; however, a tabulation of bids is available upon request.

CERTIFICATION OF FUNDS:

Funds Description:

- (06) Student Nutrition Department  
Food Service Fund (2005-2006)
- (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	\$469,157

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>Food Service Expendable Supplies</u>
Bids Opened On:	<u>2:00 P.M., Anchorage Time March 30, 2005</u>
Budget Fund:	<u>Food Service (2005-2006)</u>
Number of Invitations Sent:	<u>Twenty-One (21)</u>
Number of Responsive Bids Received:	<u>Ten (10)</u>
Number of Non-Responsive Bids Received:	<u>None</u>
Number of No Bids Received:	<u>Four (4)</u>
Advertised Date:	<u>Anchorage Daily News February 7, 2005</u>
Prebid Conference Held:	<u>10:00 A.M., Anchorage Time February 18, 2005</u>
Addendum Issued:	<u>None</u>

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

RECOMMENDED AWARDS BY VENDOR  
FOR FOOD SERVICE EXPENDABLE SUPPLIES

VENDOR	ESTIMATED TOTAL BY VENDOR
Awards over \$100,000:	
Food Services of America 10420 Olive Lane Anchorage, AK 99515	\$340,857
Plastic Packaging, Inc. 4600 Beloit Dr. Sacramento, CA 98538	\$128,300
	<b>ESTIMATED TOTAL</b>
	<b><u>\$469,157</u></b>
Awards under \$100,000:	
Affiliated Packaging Specialties, Inc.	\$ 39,165
Sysco Food Services	\$ 1,776
Transilwrap Co., Inc.	\$ 23,541
Unisource Worldwide	\$ 1,301
West Coast Paper	\$ 18,015