



MEMORANDUM

DATE: May 4, 2020
TO: Dr. Mary Ann Ranells, Superintendent
Board of Trustees
FROM: Cathy Wright, Purchasing Assistant
RE: BID #010301: Food Acquisition and Storage, Prime Vendor

An invitation to bid for the Acquisition, Storage, and Site-to-Site Distribution to West Ada Schools of USDA Commodity Products, Frozen/Refrigerated/Dry Food Products for School Nutrition Services was distributed and advertised according to Idaho code 67-2806 and District policy 802.50. Bid packets were available via the Internet and sent to local known vendors.

The bid results are as follows:

Northwest Distribution	\$2,759,079.11
Sysco Idaho, Inc.	\$2,764,409.14

Upon completing our due diligence in checking our bidder tabulations, we found a math error on Sysco's bid. Additionally, quantities were updated for both bidders to account for different pack sizes. The quantities were updated to provide the required yearly quantities needed for our program. Before updating the quantities, we verified the bid pack sizes with both bidders. The new totals did not however change the original low bidder. The corrected bid tabulations are:

Northwest Distribution	\$2,746,418.70
Sysco Idaho, Inc.	\$2,761,390.39

It is our recommendation that the bid for Acquisition, Storage, and Site-to-Site Distribution to West Ada Schools of USDA Commodity Products, Frozen/Refrigerated/Dry Food Products for School Nutrition Services be awarded to Northwest Distribution for the 2020-2021 school year in the amount of \$2,746,418.70.

Thank you.