

Purchase Request #3
Regular Board Meeting June 3, 2024
Consideration of Approval to Contract for Food Distribution Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Ben E. Keith Foods for food distribution services for the culinary and auxiliary services departments.

BACKGROUND

Ben E. Keith Foods has been providing the College with food distribution services under their current contract since August 2019. Necessary food and supply staples have been consistently delivered to all applicable campus locations in order to support the provision of meals and snacks to faculty, staff, students, and visitors. The College’s contract with Ben E. Keith Foods will expire on August 31, 2024, so a new solicitation was issued to competitively procure a food distributor capable of supplying a wide spectrum of food products that satisfies the needs and delivery expectations of the culinary department, childcare center, and campus cafes.

Request for proposals #24-20 was issued on March 4, 2024, to procure food distribution services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Two responses were received and evaluated by a team comprised of representatives from the culinary department, childcare center, auxiliary services department who determined the proposal submitted by Ben E. Keith Foods will provide the best value to the College.

IMPACT OF THIS ACTION

Approval of this contract will allow Ben E. Keith Foods to provide necessary food products and supplies, on an as-needed basis, to the culinary department for course work and food preparation training. Ben E. Keith Foods will also supply requisite food products to prepare meals/snacks at the Central Campus Children’s Center and all campus cafes.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$450,000 and will be funded from the culinary and auxiliary services departments’ 2024-2025 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial award term will commence on September 1, 2024, through August 31, 2025, with four one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

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Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

RFP #24-20
Food Distribution Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Qualifications of Firm & Personnel	Section 2: Scope & Management	Section 3: Product Availability & Quality	Section 4: Delivery and Order	Section 5: References	Section 6: Exceptions to T&Cs	Total Points
	<i>Total Points</i>	<i>10</i>	<i>15</i>	<i>20</i>	<i>15</i>	<i>5</i>	<i>5</i>	<i>70</i>
1	Ben E. Keith Foods	8.92	13.60	18.30	13.74	0.00	4.25	58.81
2	Labatt Food Service	8.50	12.50	14.13	11.48	4.08	3.67	54.36

FINAL SCORES

#	Vendors	Qualification Score	Price Score	Final Score
	<i>Total Points</i>	<i>70</i>	<i>30</i>	<i>100</i>
1	Ben E. Keith Foods	58.81	30.00	88.81
2	Labatt Food Service*	54.36	0.00	54.36

* Pricing not provided in accordance with RFP requirements; vendor withdrew from consideration when corrected pricing information was requested