

EVALUATION CRITERIA

In addition to price, the department scored other factors, which are outlined below, along with the final total score for each bidder. The following is a summary of the scoring process, including criteria, pricing, and outcome that informed this recommendation.

Evaluation Criteria	Description and Points Awarded	Points Based On	Max. Points
Price	100% of Max Points: Lowest-priced bid. 80% of Max Points: Second lowest-priced bid. 60% of Max Points: Third lowest-priced bid.	Itemized Bid List	30
Delivery Specifications	100% of Max Points: Ability to deliver within the District's designated time/days & positive references of timely & accurate delivery. 75% of Max Points: Ability to deliver within the District's designated time but on alternate delivery days & positive references of timely & accurate delivery 0 Points: Unable to meet District's designated delivery time & days and/or negative references of frequent untimely and/or inaccurate deliveries even if delivery time & days can be met.	- Reference forms - Responses to Questions Labeled "Delivery Specifications - " in Vendor Questionnaire	20
Service Reliability and Past Performance	100% of Max Points: Proven ability to provide excellent service as demonstrated by references & vendor questionnaire that show: -Prompt responses and satisfactory resolution to requests for information and complaints & issues -Courtesy and responsiveness to all district personnel at all times -Ready access to decision-making executives and assigned point of contact. -Fully staffed delivery driver support 0 Points: References and/or vendor questionnaire demonstrate poor performance or inability to meet the criteria described above.	- Reference forms - Responses to Questions Labeled "Service Reliability and Past Performance - " in the Vendor Questionnaire	10
Contracting with Minority-Owned Businesses	100% of Max Points: Majority business ownership by individuals who identify as women or BIPOC (Black, Indigenous and People of Color). 0% of Max Points: Majority business ownership by individuals who identify as women or BIPOC.	Responses to Questions Labeled "Contracting Minority-Owned Businesses" in Vendor Questionnaire	5
Ordering Systems and Reports	100% of Max Points: Availability of online ordering with online system or email order confirmation. 50% of Max Points: Availability of placing e-mail orders with email order confirmation. 0 Points: Unable to provide e-mail or online ordering.	Responses to Questions Labeled "Ordering Systems and Reports - " in the Vendor Questionnaire	5

Sustainable Product Availability	<p>100% of Max Points: Products with recycled materials, recycled products are used whenever possible. Compostable products are available.</p> <p>50% of Max points: Products with recycled materials and recycled products are used whenever possible. Compostable Products are not available.</p> <p>0 Points: Products with recycled materials, recycled products, and compostable products are not available.</p>	Itemized Bid Lists, Questionnaire	15
Safety Records and Controls	<p>100% of Max Points: Bidder can provide evidence, in the form of a written Food Safety & Security Program OR HACCP Plan, that it has a minimum of appropriate safety controls in place and follows the best food-safety practices in that:</p> <ul style="list-style-type: none"> - Bidder's staff are properly and regularly trained in current safety procedures, - Bidder's facilities are regularly inspected by accredited agencies and the proposer's facilities are favorably assessed in those inspections. The proposer promptly and appropriately addresses safety issues raised by food safety inspections or otherwise. - If needed, Bidder's record-keeping program is such that the proposer would be able to promptly trace any product to its original supplier and source of origin. - Bidder can provide evidence that it has a Product Recall Procedures and Pest Control Policy in place. <p>0 Points: Unable to meet or provide above specified criteria.</p>	<ul style="list-style-type: none"> - HACCP Plan or Food Security and Safety Program - Reference forms - Responses to Questions Labeled "Safety Records and Controls - " in the Vendor Questionnaire 	10
TOTAL POINTS:			100

SCORING

The following (TABLE A) shows the average score for all three vendors, based on the criteria and available points outlined above.

TABLE A

P&R.	IFS	GOLD STAR FOODS
165	168	126

PRICING

Paper Supplies bids were requested via an RFP. The district stipulated that the bid could be awarded to multiple vendors. Based on scoring and pricing, the RFP should be awarded to P&R Paper and IFS.

Table B shows the items won by each vendor as well as the total bid based on the items each vendor would be awarded. The following is a summary of the scoring process, including criteria, pricing, and outcome that informed this recommendation

TABLE B

P&R		IFS	
Total: \$43,927		Total: \$1,030	
ITEM	BID	ITEM	BID
Bag-Paper Sandwich-Deli 6.5x1x8 White	\$2,156.25	Film PVC 12"	\$45.90
Bakery-Pan Liner 16-3/8 White Pan Liner	\$635.25	Liner Trash 30x36 7ML Black	\$279.00
-Micro 5.75PPMicro Dome Lid	\$811.00	Napkin Kraft 2ply Interfold Dispenser	\$515.75
Bowl-Micro 1 2/16oz-5.75" Black Micro Bowl	\$1,085.00	Wiper Towel White 13.5x24 Dryl	\$189.00
Bag-Foil-Hot Dog-Sandwich	\$705.00		
Bag-Plas 10/14-Hi-den Clr	\$215.00		
Cup-Plas-Hard-Parfait 2oz insert	\$456.25		

Cup-Plas-Hard-Parfait 12-16 oz lids	\$337.50		
Cup-Plas-Hard Parfait 12oz	\$811.25		
Cutlery-MW-Poly Mid-Heavy Fork	\$247.50		
Cutlery-MW-Poly Mid-Heavy Spoon	\$247.50		
Film PVC 18"	\$65.00		
Film PVC Roll PERF 14x14	\$332.00		
Film PVC Roll PERF 10x10	\$137.00		
Foil Almn Roll Std Wct 12"	\$111.00		
Food Wrap Foil Sheets 12x10.75	\$448.00		
Glove Nitrile FDSER PF med	\$904.00		
Glove nitrine FDSER PF lg	\$452.00		
Glove Nitrile FDSER PF xlg	\$452.00		
Hinge Plas Clear,Shallow Lunch box	\$2,160.00		
Plate 9" Bagasse PFAS FREE	\$6,825.00		

Tray-School #SLPS-5comp Natural School Tray	\$19,550.00		
Tray-Food 2# Red Plaid	\$2,385.00		
Tray-Food 3# red plaid	\$1,815.00		
Wiper FDSVC Therm Probe	\$135.80		
Foil Almn Sheet 12x10 pop	\$448.00		

Reviewers

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All bids and scoring materials are available by request.