

ACTION MEMORANDUM

TO: Bibb County Board of Education

FROM: Timikel Sharpe, Executive Director of School Nutrition
Elaine Wilson, Director of Procurement

SUBJECT: School Nutrition Bid Extension

Summary

The School Nutrition Department is seeking approval to extend the contracts of all vendors for the remainder of the 2021 fiscal year under the US Department of Agriculture (USDA) *guidance 7 CFR 210.16 (d) and 7 CFR 225.6 (h)(7), CODE: Covid-19 - Child Nutrition Response #19*. The guidance permits school food authorities (SFAs) to extend existing contracts that would not otherwise be eligible for extension through SY 2020-2021 or June 30, 2021.

Background

School Nutrition came to the Board in July 2020 requesting an extension of contracts for the first three months of the 2021 fiscal year; no funds have been expended beyond September. The district is now requesting to utilize the above-mentioned USDA procurement guidance, to extend contracts through June 30, 2021. This one-time request is necessary because of the current volatile market and unavailability of food items with vendors. The uncertainty of markets is already causing School Nutrition to have to revise menus and menu dates based upon product availability.

USDA guidance states: “due to the need to secure contracts without delay, school food authorities may use the guidance to secure emergency noncompetitive procurement to negotiate a one-year extension” under emergency purchasing due to the pandemic. Utilizing this guidance will allow School Nutrition to work with the current vendors and ensure food is procured under current terms and conditions at the best prices.

All vendors are willing to extend the bid for the remainder of the nine-month period with nominal price increases on some items. The expenditures listed below reflect the projected spending with each vendor from October 1, 2020 – June 30, 2021.

Purchases shall not exceed the amounts indicated below.

Projected Expenditures- October 1, 2020 – June 30, 2021		
ACC Distributors	Before	\$ 1,164,104.55
	With 7%	\$ 1,245,591.87
Gordon Food Service	Before	\$ 1,769,846.62
	With 5%	\$ 1,858,338.85
Flowers Baking Company	Before	\$ 116,092.21
	With 7%	\$ 124,218.66
Southeastern Paper Group	Before	\$ 603,125.21
	With 7%	\$ 645,343.97
Preferred Packaging Co.	Before	\$ 47,788.40
	With 7%	\$ 51,133.59
Plascon Group	Before	\$ 5,523.77
	With 7%	\$ 5,910.43

Recommendation

It is recommended that the Bibb County Board of Education authorize the Superintendent to extend the current contracts for the remainder of FY 2021 under US Department of Agriculture guidance.

Superintendent's Comments and Approval

<u>Superintendent's Comments</u>	
Dr. Curtis L. Jones, Jr.	Approved