



Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

To: Board of Public Education
From: Elaine M Wilson Beverly, Procurement Director
Condus Shuman, Executive Director of School Nutrition
Subject: Mason Produce, DBA: Bi-City Produce Contract Renewal

Summary:

The School Nutrition Department is seeking approval to issue a purchase order to Mason Produce, DBA: Bi-City Produce for produce purchases in fiscal year 2024-2025. This request will be based on RFP 23-002; this is the first renewal of the RFP.

Background:

On June 2, 2022, the School Nutrition Department issued a Request for Proposal (RFP) for the supply of produce items. The contract was eventually awarded to Bi-City Produce, and their total expense as of today stands at \$656,637.30. We are still expecting another \$200,000.00 worth of produce items to be delivered before the end of this fiscal year.

The Procurement and School Nutrition Departments are now seeking the Board's approval for the new fiscal year's expenditures. The expected cost for the upcoming year will be approximately \$950,000.00.

Recommendation:

It is recommended that the Bibb County Board of Education approves the agreement with Bi-City Produce based on RFP 23-002 and authorizes the Superintendent to issue a purchase order for produce to Bi-City Produce in the amount of \$950,000.00 for fiscal year 2024-2025. The funds will come from the School Nutrition budget.

Superintendent's Comments and Approval:

Superintendent's Comments	Approved / Not Approved
Dr. Dan A. Sims	Approved