

INTERGOVERNMENTAL COOPERATIVE PURCHASING

AGREEMENT

Pursuant to Chapter 39.34 of the Revised Code of Washington and to other applicable laws, the Vancouver School District and the **McMinnville School District**, hereby agree to enter into cooperative agreements and to establish and maintain a joint purchasing agency for the purchase of various equipment and services under the following terms and conditions.

(1) This Agreement pertains to bids and contracts for supplies, material, equipment or services that may be required from time to time by both The Vancouver School District and the **McMinnville School District**.

(2) Each of the parties from time to time goes out to public bid and contracts to purchase supplies, material, equipment, and services. Each of the parties hereby agrees to extend to the other party the right to purchase pursuant to such bids and contracts to the extent permitted by law, and to the extent agreed upon between each party and the bidder, contractor, vendor, supplier, or service provider.

(3) Each of the parties shall comply with all applicable laws and regulations governing its own purchases.

(4) Each of the parties shall contract directly with the bidder, contractor, vendor, supplier, or service provider, and pay directly in accordance with its own payment procedures for its own purchases. Each party will indemnify and hold the other party harmless as to any claim arising out of its participation in this Agreement.

(5) Any purchase made pursuant to this Agreement is not a purchase from either of the parties. This Agreement shall create no obligation to either of the parties to purchase any particular good or service, nor create to either of the parties any assurance, warranty, or other obligation from the other party with respect to purchasing or supplying any good or service.

(6) No separate legal or administrative entity is intended to be created pursuant to this Agreement. No obligation, except as stated herein, shall be created between the parties or between the parties and any applicable bidder or contractor.

(7) The Purchasing Manager of the Vancouver School District and Cynthia Hat-Henry for the **McMinnville School District** shall be representatives of the entities for carrying out the terms of this Agreement.

(8) This Agreement shall continue in force until February 28, 2025 or canceled by either party, which cancellation may be effected upon receipt by one of the parties of the written notice of cancellation of the other party.

APPROVED:

Vancouver School District No. 37
PO Box 8937
Vancouver, WA 98668-8937



President
Board of Directors



Secretary
Board of Directors

MAY 20 2020

Date

APPROVED:

McMinnville School District



Title: Director of Nutrition
Services



Title: Finance Director

3/11/2020

Date

Action Item

Recommendation to Approve Award of RFP No. 2019-016 – Produce for School Cafeterias

Rationale:

Request for Proposal (RFP) No. 2019-016 for produce for school cafeterias was advertised April 15, 2019 and April 22, 2019 and posted to the Vancouver School District (District) website for the duration of the open period. One (1) response was received at the RFP opening on May 1, 2019.

The District purchases produce in two general classifications; non-processed and processed produce items. The non-processed produce purchased each school year includes apples, oranges, bananas, tomatoes, potatoes, etc., and the processed produce includes carrots, chopped iceberg lettuce, celery sticks, several different salad mixes, etc. Produce products are to be delivered by the awarded vendor to each school cafeteria on a weekly route schedule. This bid will allow the District the flexibility to increase or decrease purchases of produce in conformity with actual requirements of the cafeteria program.

Contract Period:

The recommendation is for one year with the option to extend the contract for four additional one-year periods. Staff will evaluate the awarded vendor's performance at the end of each contract period and will recommend a contract renewal or re-bid for each optional one-year contract period. This recommendation constitutes the first year of a five-year contract for the purchase of produce for school cafeterias to meet District requirements for the 2019-2020 school year.

Bid Tabulation:

A vendor bid tabulation listing specific unit prices, insurance coverage, experience and expertise, method of performance, references, terms offered, and award related comments are on file in the purchasing department.

Cooperative Bid/Interlocal Agreement:

The RFP #2019-016 was prepared to meet the requirements of the Vancouver School District; however, the RFP documents allow all school districts and public entities in the Southwest Washington area to cooperatively utilize these service. School districts or public entities that choose to participate or access this contract will be required to execute an Intergovernmental Cooperative Purchasing Agreement with the Vancouver School District to satisfy legal issues. This award recommendation shall include the requirements of the Vancouver School District only. The Vancouver School District will not require any fee for service to access this RFP/contract.

Technical Evaluation:

The evaluation committee has completed a comprehensive review and evaluation of the vendor's proposal utilizing the evaluation method and criteria clearly stated in the RFP documents. The proposal was received from Duck Delivery Produce. The vendor's proposal was evaluated and scored in various weighted point criteria including overall cost, distribution

Recommendation to Approve Award of RFP #2019-016**Page 2**

methods and procedures, online ordering system, ability to support the agreement, and overall RFP response with a recommended award to the vendor with the highest score. The evaluation showed that Duck Delivery Produce met all District requirements.

Vendor/Itemized Evaluation:

Based upon the committee's review and evaluation of the proposal, staff recommends the RFP be awarded to Duck Delivery Produce of Portland, Oregon for produce products covered under this RFP. Duck Delivery Produce offered the lowest estimated annual total for all produce products at \$450,000 for the 2019-2020 school year, met all District requirements, and has offered firm unit prices for produce products through the first year of the purchase agreement.

Reviewed by the Superintendent's Administrative Contracts Committee: YES

Funding Source: General Fund

Recommendation:

That the Board of Directors approve the RFP award for the purchase of produce products to Duck Delivery Produce, in the estimated amount of \$450,000 for the 2019-2020 school year with the option to renew for four (4) additional one-year periods and further authorize staff to adjust quantities to meet actual school cafeteria requirements throughout the purchase agreement at the unit prices and terms awarded under this RFP.

Board Meeting

July 9, 2019