

<p align="center">ACTION SHEET</p> <p align="center">ITEM FROM FINANCE COMMITTEE MEETING OF 10/19/20</p> <p align="center">FOR CITY COUNCIL MEETING OF 10/28/20</p>
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c) Request for the Approval of purchase of Food Products utilizing the State Price Agreement which will exceed \$200,000 per year for a four year term. We anticipate that the Division of Senior Services Nutrition Program will spend an average of \$1,000,000 between FY21 and FY24. The three vendors utilized are listed as follows: Sysco, Shamrock Foods, and Ben E. Keith Foods; (Gino Rinaldi, Senior Services Division Director, earinaldi@santafenm.gov, 505-955-4710)

COMMITTEE REVIEW:

Finance Committee: 10/19/20

Quality of Life: 10/21/20

Governing Body: 10/28/20

FINANCE COMMITTEE ACTION:

Approved on Consent

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR ROMERO-WIRTH	x		
COUNCILOR CASSUTT-SANCHEZ	x		
COUNCILOR LINDELL	x		
COUNCILOR VILLARREAL	x		
CHAIRPERSON ABEYTA	x		

City of Santa Fe, New Mexico

memo

DATE: September 18, 2020

TO: Public Works/Finance Committee/City Council

FROM: Gino Rinaldi, Director 
Division of Senior Services

VIA: Kyra Ochoa, Director 
Community Services
Kyra Ochoa (Sep 21, 2020 07:35 MDT)

Mary McCoy, Director
Finance Department

Fran Dunaway, Chief Procurement Officer
Purchasing Department

RE: Purchase of Food Products. Services and Equipment:
Procurement Source: State Wide Price Agreement #80-000-18-00061
"State Wide Food Items." Expires 4/12/2021.
Vendors: Sysco, Shamrock Foods and Ben E Keith Foods

Background and Summary

The City of Santa Fe Division of Senior Services is requesting to procure food products from the aforementioned vendors, for a four year term ending 6/30/2024. The procurement method is the utilization of "State Wide Price Agreements". The agreements are listed below along with the purchasing history for the vendors. As per procurement policies we are required to compare pricing by commodity, to obtain the best possible value.

80-000-18-00061 Category: Dairy, Eggs, Frozen Food, Meat, Poultry, Fresh Produce
and Staple Food Expiration Date: April 12, 2021

Vendor: Shamrock Foods: City Vendor # 1291

History: Year Ending 06/30/2020	\$81,258.68
Year Ending 6/30/2019	\$ 89,899.78
Year Ending 6/30/2018	\$ 107,884.98

Vendor: Sysco: City Vendor # 1449

History: Year Ending 6/30/2020	\$ 54,036.35
Year Ending 6/30/2019	\$ 89,381.89
Year Ending 6/30/2018	\$ 88,702.23

Vendor: Ben E. Keith City Vendor # 1417

History: Year Ending 6/30/2020	\$ 97,510.85
Year Ending 6/30/2019	\$ 138,583.89
Year Ending 6/30/2018	\$ 109,061.32

Funding for the procurement of food related products has been budgeted and available July 1, 2020 in the Nutrition Program Budget Org/Object 2410111.530400

By City policy, the City can use Cooperative, State or Federal Price Agreements without having to bid the items on its own. By City Policy, procurement from Cooperatives, State or Federal Price Agreements over \$60,000, require City Council approval (City Purchasing Manual Section 11.1). Any single transaction which will exceed \$60,000 will be forwarded to the City Council for review and consideration.

Recommended Action

It is requested that this procurement award to Sysco, Shamrock Foods and Ben E. Keith Foods from the aforementioned State Wide Price Agreements, for City wide food related purchases, for year ending 6/30/2024, be reviewed, approved and submitted to the City Council for consideration.



CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Shamrock, Foods, Sysco, and Ben E. Keith

Procurement Title: State Price Agreement #80-000-18-0061, Term: April 13, 2018-April 12, 2021

Procurement Method: State Price Agreement ☒ Cooperative ☐ Sole Source ☐ Other ☐

Exempt ☐ Request For Proposal (RFP) ☐ Invitation To Bid (ITB) ☐ Contract under 60K ☐ Contract over 60K ☒

Department Requesting Community/Senior Services Staff Name Anya Alarid

Procurement Requirements:

A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees.

REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING*

YES N/A

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved Procurement Checklist (by Purchasing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memo addressed to City Manager (under 60K) Committees/City Council (over 60K)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RFP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Evaluation Committee Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ITB
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bib Tab
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quotes (3 valid current quotes)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooperative Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sole Source Request and Determination Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contractors Exempt Letter
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchasing Officers approval for exempt procurement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Executed Contract, Agreement or Amendment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Current Business Registration and CRS numbers on contract or agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Summary of Contracts and Agreements form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate of Insurance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	All documentation presented to Committees
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other:

Anya Alarid Project Administrator 09/21/20

Department Rep Printed Name (attesting that all information included) Title Date

Anya Alarid
Printed on 09/21/2020 09:50 MDT

Purchasing Officer (attesting that all information is reviewed) Title Date

Include all other substantive documents and records of communication that pertain to the procurement and contract.



GSD/PD (Rev. 04/19)

State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
3 Vendors

Email:
Telephone No.: _____

Price Agreement Number: 80-000-18-00061

Price Agreement Amendment No.: Two

Term: April 13, 2018 – April 12, 2021

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public
bodies allowed by law.

Procurement Specialist: Brandy Jones

Telephone No.: (505) 827-0507

Email: Brandy.Jones@state.nm.us

Invoice:
As Requested

Title: **Statewide Food (Dairy, Eggs, Frozen Food, Meat, Poultry, Fresh Produce, and Staple Food)**

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from April 13, 2020 to April 12, 2021 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico


Mark Hayden, New Mexico State Purchasing Agent

Date: 02/12/2020

Purchasing Division: 1100 St. Francis Drive, Room 2016, Santa Fe, 87505; PO Box 6850, Santa Fe, NM 87502 (505) 827-0472

yw yjs





State of New Mexico
General Services Department
Purchasing Division

GSD/PD (Rev. 01/11)

Statewide Price Agreement Amendment

Awarded Vendor
3 Vendors

Price Agreement Number: 80-000-18-00061

Price Agreement Amendment No.: One

Term: April 13, 2018 – April 12, 2020

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public bodies
allowed by law.

Procurement Specialist: Amber Sanchez *AMS*

Telephone No.: (505) 827-0554

Email: Amber.Sanchez2@state.nm.us

Invoice:
As Requested at time of order

Title: **Statewide Food (Dairy, Eggs, Frozen Food, Meat, Poultry, and Staple Food)**

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from April 13, 2019 to April 12, 2020 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

Richard H. Keegan
Acting Director, State Purchasing Division

Date: 3/21/19

Purchasing Division: 1100 St. Francis Drive, Room 2016, Santa Fe, 87505; PO Box 6850, Santa Fe, NM 87502 (505) 827-0472

JS



GSD/PD (Rev. 3/17/14)

**State of New Mexico
General Services Department**

Statewide Price Agreement

Awarded Vendor
3 Vendors

Telephone No. _____

Price Agreement Number: 80-000-18-00061

Payment Terms: Net 30

F.O.B.: Destination

Delivery: As Requested

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public
bodies allowed by law.

Procurement Specialist: Savannah Quintana 

Telephone No.: (505) 827-0483


Invoice:
As Requested

Title: Statewide Food (Dairy, Eggs, Frozen Food, Meat, Poultry, Fresh Produce, and Staple Food)

Term: April 13, 2018 – April 12, 2019

This Price Agreement is made subject to the "terms and conditions" shown on the reverse side of this page, and as indicated in this Price Agreement.

Accepted for the State of New Mexico



New Mexico State Purchasing Agent

Date: 4/12/2018

State of New Mexico
General Services Department
Purchasing Division
Price Agreement #: 80-000-18-00061

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Awarded Vendors:

(AA) 0000044061
BEN E KEITH
3205 BROADWAY SE
Albuquerque, NM 87105
505-843-7766
csaguiar@benekeith.com

(AB)0000054645
SHAMROCK FOODS CO.
2 Shamrock Way NW
Albuquerque NM 87120
505-331-0730
Kelly_Musselman@shamrockfoods.com

(AC) 0000114400
Sysco USA, Inc.
601 Comanche Rd NE
Albuquerque, NM 87107
505-761-1686
baca.sheri@nm.sysco.com

Item	Unit	Article and Description	Unit Price		
			(AA)	(AB)	(AC)
1	Disc.	Dairy Products - Prices are to be those listed on vendor's most current established price list.	5%	3.5%	23%
2	Disc.	Fresh Eggs - Prices are to be those listed on vendor's most current established price list.	5%	3.5%	20%
3	Disc.	Frozen Food - Prices are to be those listed on vendor's most current established price list.	5%	3.5%	28%
4	Disc.	Meet & Poultry - Prices are to be those listed on vendor's most current established price list.	5%	3.5%	23%
5	Disc.	Fresh Produce - Prices are to be those listed on vendor's most current established price list.	5%	3.5%	24%
6	Disc.	Staple Foods - Prices are to be those listed on vendor's most current established price list.	5%	3.5%	26%
7	Fee	Indicate delivery fee per order: Standard delivery: \$ _____ Expedited delivery: \$ _____	\$5.99 \$75.00	N/A *Delivery is included in the cost of goods for orders over \$300.00	\$0 \$0