Contra Costa County
Employment and Human Services Department
Community Services Bureau

Request for Purchase Order Requisition

Vendor: (Suggested)	Producers Dairy Products, Inc	**Delivery Address:**	1470 Civic Ct. Suite 200
	PO Box 1231		**Address**
			Concord CA 94520
	Address		**City State Zip**
	Fresno CA 93715		Adriana Arceo 8.4.17
	City State Zip		**Requested by Date**
			8.4.17
			Accounting Approval Date
		Org. #	**As coded**
			8-7-17
	Name and address of vendor must be completed.		**Program Director Approval Date**

Quantity	Detailed Description of Item(s) requested Include Item #, Model #, Measurements, or Pictures of Item(s)	Unit Price	Total Price
1	This request is to renew the period of BPO #53159 Effective dates: July 1, 2017 through June 30, 2021	$400,000.00	$400,000.00
	Subtotal:		$400,000.00
	Sales Tax:		
	Shipping/Delivery Charge:		
		Total:	$400,000.00

CRITERIA FOR
SOLE SOURCE / BRAND PROCUREMENT

"SOLE SOURCE JUSTIFICATION FORM"

Please address by specific reference each question listed below (**1 – 5**) in your justification.
Failure to respond to any of the questions may result in the rejection of your request.
(When answering questions use separate sheets of paper as needed)

1. Why was the particular product and / or vendor selected?
Producers Dairy Products offers a wide variety of dairy and non-dairy products, such as milk, cheese, cottage cheese, yogurt, margarine, and butter. They have high quality products that are free from artificial growth hormones or antibiotics.

2. What are the unique performance factors of the selected product / service?
Provide detailed specifications and descriptions.

Producers Dairy Products have better control over the quality of their milk because half of their milk comes from their farms. They employ dieticians to ensure that their cows receive the proper nutrition received to maintain their health and the great taste of their milk and they have some of the cleanest and purest milk in the county. Their products do not contain artificial growth or antibiotics. None of their cows, and those of the other local dairy families are ever treated with the growth hormone rBST.

3. Why are these specific factors required?
Health and safety are important and crucial components in the Head Start and Child Development programs. We are also mandated to comply with the California Adult and Child Food Program guidelines. Thus, a company that ensures safety and quality In their products, such as Producers Dairy Products is imperative in our program.

4. What other products / services have been examined and rejected?
We have tried purchasing from local grocery stores, but the quality and quantity did not meet our standards and the State guidelines.

5. Why are other sources providing like goods or services unacceptable?
They are unacceptable because our needs are too large to be spending time driving and shopping to local grocery stores.

I HEREBY CERTIFY THAT:

1) I am an approved County department representative. I understand the County's requirements for competitive bidding, as well as the criteria for justification for sole source.

2) I have gathered the required technical information and have made a good faith effort to review comparable and / or equal equipment / product / services.
Copies are attached.

I certify to the best of my knowledge the validity of the information contained herein.

Department / Division / Office name __Community Services Bureau_____

Department representative name _____Sung Kim_____
(print name)

Department representative signature _____
(sign name)

Date: ___8/4/17_____

GSD PURCHASING OFFICE USE ONLY:

BUYER: _____ PURCHASING AGENT / DESIGNEE _____

APPROVED: _____ NOT APPROVED: _____ DATE: _____

COMMENTS:

SUPPLEMENTAL APPROVAL FORM FOR ITEMS OVER $25,000

(if over $100,000- Board of Supervisors Approval needed)

Department: EHSD-Community Services Bureau Date: August 4,2017

Authorized Requestor: Sung Kim Telephone: 925-313-1606

Authorized Requestor Signature: _____

1. P.O. Requisition No. 53159 for renewal

2. Item. Dairy Products

3. Single Item ☐ Multiple Like Items X Integrated System ☐

4. How does this purchase meet the Departments operational needs?

Producers Dairy Products offers a wide variety of dairy and non-dairy products, such as milk, cheese, cottage cheese, yogurt, margarine and butter. They have high quality products that are free from artificial growth hormones or antibiotics. None of their cows, and those of the other local dairy families are ever treated with the growth hormone rBST. They have better control over the quality of their milk because half of their milk comes from their farms. They employ dieticians to ensure that their cows receive the proper nutrition received to maintain their health and the great taste of their milk and they have some of the cleanest and purest milk in the county.

Health and safety are important and crucial components in the Head Start and Child Development programs. We are also mandated to comply with the California Adult and Child Food Program guidelines. Thus, a company that ensures safety and quality in their products, such as Producers Dairy Products is imperative in our program.

5. Estimated cost: $400,000.00 from July 1, 2017 to May 31, 2021

6. Funding Source: Federal (60%) and State (40%) _____

7. Information Technology Approval (Needed for acquisition of computer hardware, services, software)
Computer Hardware, Services, and Software meet minimum use guidelines. Signature: ____

Date: _____

8. County Administrator Approval

Signature: _____ Date: . _____

Contra Costa County California

Home (/) / Resource (/resource) / Order Query (/PurchasingServices/PoReqQuery) / Purchase Order

Purchase Order

Export to Excel (/PurchasingServices/PoXls/53159)

Details

Number

53159

Date

08/18/2014

Blanket Period

From 07/01/2014 to 06/30/2017

Department

CS - COMMUNITY SERVICES

Dept. Contact

THERESA ANDERSON 925-313-1503

Short Description

BPO DAIRY PRODUCTS

Purchasing Buyer

Desbele Gebre

Requisition Number

CS-121-15-71710 (/PurchasingServices/Req/CS-121-15-71710)

Outreach Type

3/ B - User dept selected supplier (Products)

Current Status

PO Sent (Printed or EDIed to the recipient)

Vendor

006633 - PRODUCERS DAIRY PRODUCTS INC (/PurchasingServices/Vendor/006633)

FOB

Destination

Ship To

FISCAL UNIT / PURCHASING
COMMUNITY SERVICES DEPT.

1470 CIVIC COURT BLDG. #200
CONCORD, CA 9*4520

Invoice To

FISCAL UNIT / PURCHASING
COMMUNITY SERVICES DEPT.
1470 CIVIC COURT BLDG. #200
CONCORD, CA 9*4520

Item Description	Qty	Unit	Unit Price	Ext. Price
THIS BLANKET PURCHASE ORDER IS FOR THE FOLLOWING: DAIRY PRODUCTS AS NEEDED. PREVIOUS BPO #: 26413	1	3-YR	$400,000.00	$400,000.00
			Tax:	$0.00
			Total:	**$400,000.00**

EN Org Sub Task Opt Act/WA	Percent	Amount
01-AS CODED	100.00%	$400,000.00