



Contra Costa County  
Employment and Human Services Department  
Community Services Bureau



Request for Purchase Order Requisition

<b>Vendor:</b> Spike's Produce (Vendor # 000362) <b>(Suggested)</b> 414 Marina Vista		<b>Delivery Address:</b> 1470 Civic Ct Suite 200	
Address		Address	
Martinez CA 94553		Concord CA 94520	
City	State	City	State
	Zip	Adriana Arceo	Zip
			1.23.18
Requested by <i>gm</i>		Date <i>1/23/18</i>	
Accounting Approval		Date <i>1/23/18</i>	
Org. # As Coded			
Program Director Approval		Date	
Name and address of vendor must be completed.			
Quantity	Detailed Description of Item(s) requested Include Item #, Model #, Measurements, or Pictures of Item(s)		
	Renew a blanket purchase order with Spike's Produce and all related produce/items. In the amount of \$450,000.00 for the period January 1, 2018 through December 31, 2021. (Previous PO# ) <i>gm</i>		
Subtotal:		Unit Price	Total Price
		\$450,000.00	\$450,000.00
Sales Tax:			
Shipping/Delivery Charge:			
Total:		Total:	\$450,000.00



**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?

The Community Services Bureau Head Start Program strives to provide the highest quality in our nutritional services to the children that are enrolled at our centers. Spikes produce is a local vendor that purchases from local farmers which ensures that produce is truly fresh. Nothing is imported from other countries. Furthermore, it is also an investment back into our county since they are a local small business.

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

Spike's Produce has excellent delivery service. Also, a key feature of this company that is appreciated is that they keep their customers informed of what crops are ready, which in turn allows us to prepare our menus with the freshest produce available.

3. Why are these specific factors required?

The Head Start program is dedicated to providing the children and families with quality services. In all areas including nutritional services, CSB is committed to ensuring that the children are provided with fresher and better tasting products.

4. What other products / services have been examined and rejected?

Produce has also be bought from other local grocery stores, but the quality and quantity did not meet our standards.

5. Why are other sources providing like goods or services unacceptable?  
Full explanation needed.

Other sources have produce that may be shipped in from other countries and delivery services cannot be made to the customer daily.



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: 1/23/18

**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: 1.23.18

Authorized Requestor: Sung Kim

Telephone: 925.681.6316

Authorize Requestor Signature: \_\_\_\_\_

1. P.O Requisition No.: Renewal for (Spikes Produce)

2. Item(s): Dairy and Produce

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

4. How does this purchase meet the Department's operational needs?

Spikes Produce is a local vendor that purchases from local farmers. Unlike other vendors who may import their produce from other countries, Spike's Produce will help to guarantee that the freshest produce is what is served to the children enrolled in our program which is imperative to ensure that we are providing the highest quality services in all aspects of our program.

5. Estimated Cost: \$450,000.00 From January 1, 2018 to December 31, 2021

6. Funding Source: Federal (50%) and State (50%)

7. Information Technology Approval (Needed for acquisition of computers hardware, services, software)

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

8. County Administrator Approval

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

