

Contra Costa County
Employment and Human Services Department
Community Services Bureau

Request for Purchase Order Requisition

Vendor: Spike's Produce (Suggested) 414 Martha Vista Address: Martinez CA 94556 City State Zip		Delivery Address: 1470 Civic Ct. Concord CA 94520 City State Zip Adriana Arceo Requested by: <i>Angela Wain</i> Accounting Approval Org. # As-coded Program Director Approval	
Name and address of vendor must be completed.			
Quantity: 1	Detailed Description of Item(s) requested Include Item #, Model #, Measurements, or Pictures of Item(s) Renew the blanket PO 1126001 with Spikes Produce for all related produce/items. In the amount of \$450,000.00 for the period January 1, 2023 to December 31, 2023 (Previous PO: F1126001)	Unit Price: \$450,000.00	Total Price: \$450,000.00
Subtotal: \$450,000.00 Sales Tax: Shipping/Delivery Charge:		Total: \$450,000.00	

SUPPLEMENTAL APPROVAL FORM FOR ITEMS OVER \$25,000

(if over \$200,000- Board of Supervisors Approval needed)

Department: EHSD-Community Services Bureau

Date: 1.8.2021

Authorized Requestor: Sung Kim

Telephone: 681-6303

Authorized Requestor Signature: _____

1. P.O. Requisition No. 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?

Spike's 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.

\$450,000.00 ~~2020~~

5. Estimated cost: ~~\$99,999.00~~ from January 1, ~~2020~~ to December 31, 2023

2021

6. Funding Source: Federal (50%) and State (50%) No County Funds

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: _____

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:

1/11/2021

GSD PURCHASING OFFICE USE ONLY:

BUYER: _____ PURCHASING AGENT / DESIGNEE _____

APPROVED: _____ NOT APPROVED: _____ DATE: _____

COMMENTS:

**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.