



Contra Costa County
 Employment and Human Services Department
 Community Services Bureau



Request for Purchase Order Requisition

Vendor: SYSCO Food Service
(Suggested) 5900 Stewart Avenue

Address
 Fremont CA 94538
 City State Zip

Delivery Address: 1470 Civic Ct STE 200
 Address

Concord CA 94520
 City State Zip
 Adriana Arceo
 Requested by Date 1/7/21

Angela Villar
 Accounting Approval Date 1/11/21
 As Coded - State: 40% Fed: 60%

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 blanket purchase order with SYSCO Food Service in the amount of \$1,000,000.00 for the period January 1, 2021 through Dec 31, 2023 for food and non-food product items, equipment and supplies.

Unit Price \$1,000,000.
Total Price \$1,000,000.

Subtotal: \$1,000,000.0
Sales Tax:
Shipping/Delivery Charge:

Total: \$1,000,000.0

**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?

Sysco Food Services offers a wide and unsurpassed selection of equipment and products of high quality standards, such as kitchen equipment, frozen and perishable foods items, staple grocery items, bakery products and refrigeration equipment and accessories. Furthermore, Sysco's suppliers are required to comply with the company's product standard and specifications to ensure the quality of Sysco's brand names.

2. What are the unique performance factors of the selected product / service?

Provide detailed specifications and descriptions.

Sysco brand products offer quality and safety which comply with the California Adult and Child Food Program guidelines. They employ the most capable staff of Quality Assurance professionals to ensure that their products are safe. They have a Quality Assurance team that is responsible for screening suppliers and disapproving them if they fail to meet Sysco's high quality standard.

3. Why are these specific factors required?

Health and Safety is an important and crucial component 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 Sysco Food Services 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 quantity and quality did not meet our standard and the State guidelines.

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

Full explanation needed.

They are unacceptable because our needs are too large to be spending time driving and shopping at 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

Department representative name

Sydney Kim
(print name)

Department representative signature


(sign name)

Date: 1.7.21

GSD PURCHASING OFFICE USE ONLY:

BUYER: _____ PURCHASING AGENT / DESIGNEE _____

APPROVED: _____ NOT APPROVED: _____ DATE: _____

COMMENTS: