

Contra Costa County Employment and Human Services Department Community Services Bureau



Request for Purchase Order Requisition

					_	Quantity	Nam								(Suggeste	Vendor:
				s1,	Rer		E an					1			8	
	Shippin			100,000.00 for the period January 1, 2021 through Dec 31, 2023 for food and food product items, equipment and supplies.	ew blanket purchase order with SYSCO Food Service in the amount of	Detailed Description of Item(s) requested Include Item #, Model #, Measurements, or Pictures of Item(s)	address of vendor must be completed.					City State Zip	luress	O. D.	5900 Stewart Avenue	BYSCO Food Service Delivery Address:
	Sales Tax: Shipping/Delivery Charge:	Subtotal:					Program Pirector Approval		rg. # As Coded-State: 40% Fed: 60%	Accounting Approval	anala Wu	Requested by	City			ss: 1470 Civic Ct STE 200
Total:					\$1,000,000.	Unit Price	proval		40% Fed:		3	•	State	CA	Address	200
\$1,000,000.0	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$1,000,000,0			\$1,000,000.	Total Price	Date	1-11-1	60%	Date	12/11/21	1///21	Zip	94520		

CSB801-Purchase Order Requisition

Content Revised: 7/23/2007 Electronic Conversion: 8/18/06

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.

SUPPLEMENTAL APPROVAL FORM FOR ITEMS OVER \$25,000

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

Department: EHSD-Community Services Bureau Date: 1/7/21							
Auth	orized Requestor:	ing tin	Telephone: 925-681-6303				
Auth	orized Requestor Signature:	4					
L	P.O. Requisition No. Renew	wal Purchase Order					
2.	Item. Dairy Products /kitche	en equipment/food					
3.	Single Item	Multiple Like Items X	Integrated System				
4.	How does this purchase me	eet the Departments opera	ational needs?				
Sysco Food Service offers a wide selection of food and equipment supplies, such as kitchen equipment, paper and plastic products, refrigeration equipment and accessories, bakery products, frozen, and perishable food items. These are crucial in the operation of CSB's central kitchen that serves over 40,000 meals monthly to the children in the child care centers all throughout the county.							
5. Es	timated cost: \$1,000,000.00 fro	om Jan 1, 2021 to Dec 31	1,2023				
5.	Funding Source: State (40%	%) and Federal (60%) fun	ds				
3 <u></u>							
6.	Information Technology Approval (Needed for acquisition of computer hardware, services, software) Computer Hardware, Services, and Software meet minimum use guidelines.						
	Signature:	·	Date:				
7.	County Administrator Appro	oval					
	Signature:		Date:				

I HEREBY CERTIFY THAT:						
I am an approved County department representative. I understand the County's requirements Competitive bidding, as well as the criteria for usualization for sole source.						
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 (print name)						
Department representative signature (sign name)						
Date: <u>1.7.21</u>						
GSD PURCHASING OFFICE USE ONLY:						

BUYER:	PURCHASING AGENT / DE	PURCHASING AGENT / DESIGNEE				
APPROVED:	NOT APPROVED:	DATE:				
COMMENTS:						