

**ITEM            Approval to enter into agreements with Advanced SW Technologies, LLC; Crest Foodservice Equipment Co.; and Factory Direct Food Service Equipment Co. in accordance with Request for Quote #453-R-1415.**

**EXECUTIVE SUMMARY**

The Department of Food Services requires a company to provide food service equipment in accordance with Request for Quote #453-R-1415.

On January 20, 2015, we issued a Request for Quote #453-R-1415 soliciting bids for food service equipment. We received five (5) responsive and MWBE-certified bids. Mr. James Gehlhoff, Food Services Coordinator, evaluated the bids and recommends awards be made to the lowest responsive and responsible bidders.

The bids were reviewed by Transformation Consulting for compliance with the School Board's MWBE Program Policy. We recommend that contracts be awarded to Advanced SW Technologies, LLC; Crest Foodservice Equipment Co.; and Factory Direct Food Service Equipment Co.

## **MEMORANDUM**

**DATE:** February 10, 2015

**TO:** Christopher Steele, Assistant Superintendent for Budget & Planning  
Lee Brazzell, Transformation Consulting

**FROM:** Sharon L. Ore, Compliance Officer Transformation Consulting

**SUBJECT:** Food Service Equipment RFQ 453-R-1415

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Bids for the specified RFQ were received and accepted on February 9, 2015 at 2 pm by PPS Purchasing staff. Three bids were received from Factory Direct Food Service, Crest Foodservice Equipment, and Advanced SW Technologies, LLC. Below is an evaluation of each submitted bid as to compliance with the M/WBE Program established by PPS Board and incorporated into the solicitation documents, Sections E thru G in the 'Special Instruction to Bidders', within the referenced bid documents. The solicitation was advertised with an established aspirational M/WBE goal of 50% to be demonstrated by each bidder.

### **Advanced SW Technologies, LLC (Advanced)**

Advanced submitted documentation which indicated that the firm was currently certified as a SWaM business. Further perusal of the submitted bid package revealed its SWaM certification with the Department of Minority Business Enterprise (DMBE) under #675027 as a minority small business. Advanced also listed a firm, Focus Electrical Services to assist with the installation of the noted equipment, specifically the electrical portion. Based on the documentation received from Advanced, it is determined that more than the required 50% of the work will be completed by the prime contractor. After reviewing the submitted documentation it is determined that Advanced has satisfied the requirements of the M/WBE Program as set forth in the solicitation documents.

In summary, Advanced has demonstrated efforts to comply with the requirements of the M/WBE Program and as such may be further considered for award.

### **Factory Direct Food Service Equipment (Factory)**

Factory submitted documentation which indicated that the firm was currently certified as a SWaM business. Further perusal of the submitted bid package verified SWaM certification with DMBE under #006947 as a woman small firm. Given that the referenced business is currently certified through DMBE, submission of additional Good Faith Efforts was not required; 100% participation credit will be counted as Factory intends to utilize the services of Cookline 360, which is also a SWaM certified firm as a woman small business under #703988. As such, Factory has satisfied the M/WBE requirement and deemed as responsive and eligible to be considered for award of award of the contract.

In summary, Factory has demonstrated efforts to comply with the requirements of the M/WBE Program and as such may be further considered for award.

### **Crest Food Service Equipment Company, Inc. (Crest)**

Crest submitted documentation which indicated that the firm was currently certified as a SWaM business. Further perusal of the submitted bid package verified SWaM certification with DMBE under #010527 as a woman small firm. Given that the referenced business is currently certified through DMBE, submission of additional Good Faith Efforts was not required; Crest intends to utilize the services of Tech 24 for a small portion of the installation work related to completion of the project; however more than the required 50% will be completed by the prime contractor. As such, Crest has satisfied the M/WBE requirement and deemed as responsive and eligible to be considered for award of award of the contract.

In summary, Crest has demonstrated efforts to comply with the requirements of the M/WBE Program and such may be further considered for award of the referenced contract.

### **Preliminary Summary**

Based upon the details of the submitted bids and referencing the Portsmouth Public School's Minority and Woman Business Enterprise (M/WBE) Program all respondents have complied with the requirements of the program. As a result of this compliance review, all respondents of the specified Request for Proposals are deemed eligible for award and should be further considered.

