

BOARD AGENDA ITEM

January 9, 2024

SUBJECT:

Request for Proposals – Kitchen Equipment Preventative Maintenance & Repairs

BACKGROUND INFORMATION:

The District sought competitive sealed proposals for kitchen equipment preventative maintenance & repairs. The awarded contractor is required to provide all tools, equipment, labor, materials, and parts required to repair and/or service kitchen equipment to keep them in prime operating condition consistent with manufacturer’s recommendations.

ADMINISTRATIVE CONSIDERATION:

A repairs & maintenance agreement was sought to ensure timely and expert repair of kitchen equipment at agreed-upon hourly rates. A request for proposals was issued November 10, 2023, and closed on December 11, 2023.

One proposal (Pro Kitchen) was received by closing and was subsequently evaluated by a panel consisting of Polly Peyinghaus (School Food Service Coordinator), Sally Nicholson (food service consultant), and Taylor Hasty (Chartwells’ resident chef). Evaluation criteria included overall qualifications and experience; staffing and ability to provide services; past record of performance with respect to providing similar services; and price. Reference checks with other school districts provided glowing reviews and proposed pricing was deemed competitive, fair, and reasonable.

Costs will be covered by the School Food Service Fund repairs and maintenance budget.

RECOMMENDATION:

Accept the panel’s recommendation to contract with Pro Kitchen for kitchen equipment repairs & maintenance.

PREPARED BY:

M. O. Traxler III
Sherell Murphy