



**AGENDA ACTION FORM**

**Consideration of a Resolution to Award the Bid of the Kingsport City Schools Nutrition Program Equipment to Trimark USA, LLC, and Authorizing the City Manager to Execute a Purchase Order for the Same**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-167-2024  
Work Session: June 17, 2024  
First Reading: N/A  
Final Adoption: June 18, 2024  
Staff Work By: Committee  
Presentation By: David Frye

**Recommendation:**  
Approve the resolution.

**Executive Summary:**  
The City of Kingsport for its Kingsport City Schools issued an Invitation to Bid for Kingsport City Schools Nutrition Program Equipment on May 15, 2024.

On May 30, 2024, the Procurement Manager accepted two bids submitted by Trimark USA, LLC, and Douglas Equipment for consideration. Based upon review of the bids, Trimark USA, LLC, is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work, or service desired. It is in the best interest and advantage to purchase the nutrition program equipment from Trimark USA, LLC, at a total cost of \$256,780.75.

It is recommended that the Board of Mayor and Aldermen approve the award of the bid for Kingsport City Schools Nutrition Program Equipment to Trimark USA, LLC, for the not to exceed amount of \$256,780.75.

All expenditures from this award are fully funded by the School Nutrition Services budget. School Nutrition Services is a self-supporting department within Kingsport City Schools.

The Board of Education approved this award on June 11, 2024.

**Attachments:**  
Resolution  
Bid Tab

	<u>Y</u>	<u>N</u>	<u>O</u>
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Montgomery	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—