

## MEMORANDUM

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**TO:** KCS Board of Education/Board of Mayor and Alderman

**FROM:** Jennifer Walker, Supervisor of School Nutrition

**DATE:** 04/5/2023

**RE:** School Nutrition Produce Bid

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Recommendation: To approve school nutrition produce bid

Kingsport City advertised an intent to bid for a continuous supply of fresh produce for school nutrition starting February 12 and opened bids on March 1, 2023. There was only one bid, Crooks Brothers, who has satisfactorily serviced school nutrition since, July, 2014. The agreement included an option to renew the contract for up to three additional years in one year increments, providing pricing and quality of service is acceptable to the City of Kingsport.

The contract not to exceed spend amount will be \$150,000.00 dollars. KCS School Nutrition recommends to accept this agreement beginning July 1, 2023 through June 30, 2024.

All expenditures from this contract are fully funded by the School Nutrition Services budget. School Nutrition Services is a self-supporting department within Kingsport City Schools. We receive funding from federal reimbursements, state funding and revenue generated by meal fees, a la carte items and catering.