



## AGENDA ACTION FORM

### **Consideration of a Resolution to Award the Bid for School Nutrition Services Produce Products to Crook Brothers and Authorize the Mayor to Sign All Applicable Documents**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-87-2023  
Work Session: April 18, 2023  
First Reading: N/A

Final Adoption: April 19, 2023  
Staff Work By: Committee  
Presentation By: David Frye

---

#### **Recommendation:**

Approve the Resolution

#### **Executive Summary:**

Kingsport City Schools Nutrition Services administers a contract for Produce Products to maintain a continual supply of items for Kingsport City Schools. An Invitation to Bid was opened on March 1, 2023. There was one bid response from Crook Brothers. The bid was reviewed by School Nutrition and a recommendation was presented to the Board of Education on April 11, 2023 to award the contract to Crook Brothers. The Board of Education approved the recommendation. Kingsport City Schools Nutrition Services is now requesting the Board of Mayor and Alderman approve the resolution to award Crook Brothers the bid for the not to exceed contract amount of \$150,000.00 and authorize the Mayor to sign all applicable documents.

This contract will have an initial term of July 1, 2023 through June 30, 2024. The contract provides an option to renew annually for up to three additional years providing all terms, conditions and cost are acceptable to both parties. The City of Kingsport may rebid the contract at any time.

Funding for the purchases made on this contract will be provided by School Nutrition Services budget.

#### **Attachments:**

Bid Minutes  
Letter of Recommendation  
Resolution

	Y	N	O
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Montgomery	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—