

PROCUREMENT REVIEW PACKET

Paper/Packaging Bid – RFP# 202324

Independent Cost / Price Analysis (Prepared Prior to Solicitation)

Category	Amount
Total Cases (2022-23 Usage)	135,766
Estimated Contract Value	\$5,266,757.00
Average Cost per Case	\$38.79

This independent estimate was developed prior to receipt of bids or proposals based on historical 2022-23 usage and expenditure data, in accordance with 2 CFR 200.324.

Supporting Documentation Included in This Packet:

- Affidavit of Publication – Paper Bid (December 2023)
- Packaging Bid RFP# 202324 Backup Documentation

STATE OF WASHINGTON -- KING COUNTY

--SS.

422957

No. BID 3-302324

PUGET SOUND JOINT PURCHASING

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

BCSB:PAPER-DISPOSABLE

was published on

12/06/23 12/13/23

The amount of the fee charged for the foregoing publication is the sum of \$192.00.



Denise K Mc

Subscribed and sworn to before me on

12/13/2023

[Signature]

Notary public for the State of Washington,
residing in Seattle

Affidavit of Publication

State of Washington, King County

Puget Sound Joint Purchasing Cooperative Paper-Disposable Products and Delivery Bid Date: January 5

Puget Sound Joint Purchasing Cooperative Paper-Disposable Products and Delivery Bid # 3-202324 REQUEST FOR PROPOSAL

Sealed Bids are being solicited by the Puget Sound Joint Purchasing Cooperative for

Paper-Disposable Products and Delivery: Bid #3-202324 at 2661 N Pearl Street, #139, Tacoma, Washington 98407. Due date is Friday, January 5, 2024 at 3:00 PM PST. Bids must be returned via email to mark.campbell@pugetsoundcoop.org.

Interested parties are invited to contact Mark Campbell at mark.campbell@pugetsoundcoop.org or 425-760-6085 for proposal form packet and detailed specifications. Register online at www.pugetsoundcoop.org. All documents are posted online. The Puget Sound Joint Purchasing Cooperative reserves the right to reject any or all proposals, and to waive any informalities or irregularities in any proposal or in the proposing.

Dates of publication in the Seattle Daily Journal of Commerce, December 6 and 13, 2023.

12/13(422957)



DAILY JOURNAL OF COMMERCE

83 Columbia St, Suite 200, Seattle, WA 98104
 206-622-8272 FAX 206-622-8416

Federal I.D. #91-0193790

ADVERTISING INVOICE

1	INVOICE #	2	ADVERTISER/CLIENT NAME
	3394851		PUGET SOUND JOINT PURCHASING
3	TOTAL AMOUNT DUE	4	BILLING DATE
	192.00		12/13/23
		5	TERMS OF PAYMENT
			Net 30

6	BILLED ACCOUNT NAME AND ADDRESS	7	PAGE#	8	BILLING PERIOD
	PUGET SOUND JOINT PURCHASING 2661 N PEARL ST #139 TACOMA WA 98407	1			12/13/23 - 12/13/23
		9	BILLED ACCOUNT NUMBER		
		64561			
		10	NOTES		

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

11	12	13	14	15	16	17	18	19	20
DATE	AD#	DESCRIPTION-OTHER COMMENTS/CHARGES		SAU SIZE	BILLED UNITS	TIMES RUN	RATE	GROSS AMOUNT	NET AMOUNT
12/06	422957 12/06	BCSB:PAPER-DISPOSABLE BID 3-302324 MARK CAMPBELL		1x40L 40L		1	2.40		96.00
12/13	422957 12/13	BCSB:PAPER-DISPOSABLE BID 3-302324 MARK CAMPBELL		1x40L 40L		1	2.40		96.00

21	INVOICE NUMBER	22	BILLED ACCOUNT NUMBER	23	ADVERTISER/CLIENT NAME	24	TOTAL AMOUNT DUE
	3394851		64561		PUGET SOUND JOINT PURCHASING		192.00

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE ICON AND FOIL HOLOGRAM.

PUGET SOUND JOINT PURCHASING COOP

2661 N PEARL ST #139
TACOMA, WA 98407

1065

98-7107/3233
179

DATE 12-27-2023

CHECK ARMOR
FEDERAL RESERVE NOTE

PAY
TO THE
ORDER OF

Daily Journal of Commerce

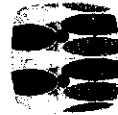
\$ 192.00

One Hundred Ninety Two and 00/100

DOLLARS



BANNER BANK 1-800-272-9933
www.bannerbank.com



FOR

3394851 - paper bid

Mark C Bell

⑈001065⑈ ⑆323371076⑆ 17906004818⑈

Details on Back. Security Features Included

PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139
Tacoma, Washington 98407
253-405-5886

September 14, 2023

1:30 PM Zoom Meeting

Agenda Items

1. Old Business:

- a. July 25th, 2023 Meeting Minutes
 - i. Motion from Nichol Haw to approve the meeting minutes.
 - ii. Second: Patricia Barret
 - iii. 4 yeas / 0 nays – Motion passed.
- Update on Beef and Cheese Bids
 - Bids have been sent out via email and to those who have requested them.
 - 66 vendors have been contacted and received bid documents.
 - Concern that without the ability to post to the website there could be a perception that is not open competition.
 - Public Notice said that the Bids would be posted to the website.
 - Action Item: Mark will post to the Journal of Commerce that the website is not working and provide contact info. This must be done ASAP to ensure free and open competition.
 - USDA Foods values will be updated in November.
 - Bidders have asked how many servings they need to have available for tasting.
 - At least 45 servings must be available.

2. New Business:

- Produce Bid: Board Action to call for bids (February 2024)
 - Hannah makes a motion to open a produce bid for the 24/25 SY with the option to renew for 4 years.
 - Nichol Haw Second
 - 4 yeas / 0 nays – Motion Passed
- Paper/Disposable Bid: Board Action to call for Bids (January 2024)
 - Delene makes a motion to open a paper bid for the remainder of the 23/24 with the option to renew for 4 years.
 - Nichol haw Second
 - 4 yeas / 0 nays – Motion Passed

PUGET SOUND JOINT PURCHASING COOPERATIVE

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- October 18th – Commodity Storage Survey – US Food: Fife
 - Denise and Mark will conduct survey.
- October 19th – Commodity Storage Survey – US Food: Everett
 - Denise and Mark will conduct storage survey.
- October ?? – Commodity Storage Survey – US Food: Spokane
 - Mark will contact Kim Elkins at Mead SD.

3. Finance:

- August 2023 Financial Results
 - Board reviewed the budget for this year.
 - Procedural reminder: When a budget line item is going to exceed the budgeted amount board action must be taken to approve or deny the expenditure.
- Accounts Receivable Update
- 2023-24 Member Fee Invoicing

4. Calendar – dates of note:

- September 21, 2023 PSJPC Board & US Food Service – 1:30PM
- October 18th - PSJPC Board Meeting – 7:30 AM
- October 18th – PSJPC Board/Member meeting – 9:00 AM
- October 18th – PSJPC Taste Test – 1:30 PM
 - Some vendors have expressed some concern that they will not be able to attend due to conflicting food shows.
 - Taste testing is to determine if the product is or is not acceptable to our members.
 - Action Item: Mark will reach out to those vendors to see if they can provide samples and work with US Foods chef to support in having samples prepared and available. Vendors should provide product information, nutritional's, and POS sheets. No current bid items are to be included in the samples.
- October 18th – Commodity Storage Survey – US Food: Fife
- October 19th – Commodity Storage Survey – US Food: Everett
- October ?? – Commodity Storage Survey – US Food: Spokane
- October 26th – USDA Taste Test Planning – 2:00PM
- November 9th – PSJPC Board 1:30 PM PST
- November 16th – PSJPC Board/US Food Service – 1:30PM
- December 14th – PSJPC Board Meeting – for Bid Review
- January 29th – USDA Taste Testing – University Place
- February 2nd – USDA Taste Testing – Spokane (Rogers HS)

PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

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Tacoma, Washington 98407

253-405-5886

5. Other business

- a. Website – The website requires an update for us to continue using the current vendor. The board will discuss will conduct research and evaluate what is needed from a website for members and vendors.

6. PSJPC Taste Testing Training Topics

- a. Leadership Track
- b. Milk Discussion Roundtable
- c. Produce
- d. Farm to School
- e. Routing / Buyers to explain their process (Panel Discussion)

PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

**2661 N Pearl Street, #139
Tacoma, Washington 98407
425-760-6085**

Date: September 2023
To: PSJPC Board of Directors
FR: Mark Campbell, Executive Director
RE: Paper/Packaging Bid info

Information concerning the paper/packaging purchases for the 2022-23 school year. The following information has been summarized from the US Food Service usage report for the 2022-23 school year.

Category	Count
Cases	135,766
Dollar Value	\$5,266,757

PUGET SOUND JOINT PURCHASING COOPERATIVE

SCHOOL NUTRITION PROCUREMENT LEADER OF WASHINGTON

2661 N Pearl Street, #139
Tacoma, Washington 98407
253-405-5886

Board Meeting Minutes
PSJPC Board Meeting
In Person @ US Food Fife
10/18/2023

Attendees: Hannah Phillips, Delene Andrews, Mark Campbell, Patricia Barret, Nichol Haw, Denise Greer

Agenda Items:

1. Website
 - a. Suggestion – use a free google site and a google drive.
 - i. 6 users @ \$18.00/month for Business Plus
 - ii. Ability to use a google form for contact info.
 - b. Motion to discontinue the contract with Effelle (current website company) and not move forward with website upgrades as proposed – Hannah Phillips**
 - i. **2nd – Delene Andrews**
 - ii. **4 yes / 0 no**
 - iii. **MOTION PASSED**
 - c. **Motion to try GOOGLE website platform as our new website.—Hannah Phillips**
 - i. **2nd – Nichol Haw**
 - ii. **4 yes / 0 no**
 - iii. **MOTION PASSED**
2. Document Storage (Dropbox)
 - a. **Motion to test transferring document storage from Drop box to GOOGLE drive for Board Docs and Membership Docs, Vendor Docs. – Hannah Phillips**
 - i. **2nd – Nichol Haw**
 - ii. **4 yes / 0 no**
 - iii. **MOTION PASSED**
 - b. Document Storage Needs – Action Item: Set up shared drives in GOOGLE for Board Access
 - i. Vendor drive
 - ii. Member drive
 - iii. Board drive
3. Financial Report
 - a. September financials were emailed.
 - i. Liability Insurance needs to be renewed by December 30
 - ii. Rebates – Data backup will be provided, and rebates will continue to be distributed on a quarterly basis.

PUGET SOUND JOINT PURCHASING COOPERATIVE

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October 18, 2023

8:00 AM - US Food Service - Fife

Agenda Items

1. Old Business:

- Update on Beef and Cheese Bids

2. New Business:

- Produce Bid: Board Action to call for bids (February 2024)
- Paper/Disposable Bid: Board Action to call for Bids (January 2024)
- October 18th – Commodity Storage Survey – US Food: Fife
- October 19th – Commodity Storage Survey – US Food: Everett
- October ?? – Commodity Storage Survey – US Food: Spokane

3. Finance:

- September 2023 Financial Results
- Accounts Receivable Update
- 2023-24 Member Fee Invoicing
- Liability Insurance Renewal
- PSJPC Rebates – credits to members

4. Calendar – dates of note:

- October 18th – Commodity Storage Survey – US Food: Fife
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5. Other business