

**EDUCATION SERVICE CENTER REGION 19
RFP AWARD SUMMARY**

RFP TITLE: Coffee, Tea Products & Related Services– ESC Region 19 Allied States Cooperative
RFP NUMBER: 13-6979
RFP OPENING DATE: September 25, 2013
CONTRACT TERM: Date of award until October 31, 2014 with the option to extend 12 month increments periods not to extend beyond 36 months in the aggregate
(Extended by Region 19 until October 31, 2015)
(Extended by Region 19 until October 31, 2016)
FUNDING SOURCE: Various
RFP's ISSUED: 22
RESPONSES: 2
ADVERTISEMENT DATES: El Paso Times on September 6, 2013 & September 13, 2013
BOARD MEETING DATE: December 19, 2013

RECOMMENDED FOR AWARD Coffee Break

TOTAL (estimated) \$300,000 / year

EXPLANATIONS:

Award of this contract will enable ESC Region 19 Allied States Cooperative members and ESC Region 19 to purchase coffee, tea products and related services during the contract period. Award basis for this contract was 50% overall pricing, 25% references and past performance, and 25% overall quality of goods and services as well as the quality of the overall proposal in regards to Region 19 and its Cooperative members. The awarded vendor total overall score for awarded vendor was 9.1; although the price of coffee is higher priced the yield for the awarded vendor was higher based on the same quantity of coffee used. The cost was averaged at \$0.80 gallon for the awarded vender and \$1.06 gal for the previous awarded vendor.

SPECIFICATIONS PROVIDED BY: Royce Cleveland
ESC Region 19

EVALUATION COMMITTEE: Royce Cleveland
ESC Region 19

Anneliese Price
ESC Region 19

Martin Camacho
ESC Region 19

Order Information:

Coffee Break

Attn: Skip Litt / Patrick Curren
205 Ange
El Paso, TX 79901
915-534-3959 / 915-603-0351
Fax: 915-534-3962

www.coffeekbreak-ep.com / sales@coffeekbreak-ep.com

SPECIAL CONDITIONS:

1. Awarded contractors agree to take Purchase Orders and perform monthly invoicing with payment expected in 30 days or less.
2. Vendors agree to make deliveries within 48 hours upon receipt of an approved Purchase order from any of the ordering entities
3. Current members of the ESC Region 19 Allied States Cooperative are Region 19 ESC, Region 19 Head Start, Clint ISD, Canutillo ISD, El Paso ISD, Housing Authority, the City of El Paso, the City of Socorro, the City of Horizon, El Paso YWCA, El Paso Catholic Diocese, Fabens ISD, Anthony ISD, Socorro ISD, Tornillo ISD, San Elizario ISD, Ysleta ISD, and numerous other governments in the El Paso area. These agencies will all be able to utilize this contract upon its award.
4. Delivery charges will be included with pricing submitted.
5. Region 19 reserves the option to award each lot individually or "all or none" whichever is determined to be in the best interest of Region 19 and its Purchasing Cooperative members.
6. Lot 3 (Coffee Service) vendors will submit an 100% Arabica Ground Coffee in 5-lb. bags along with pricing for sugar packets, 20 oz. creamer canisters, creamer packets, tea bags, stir sticks, and iced tea. Coffee submitted shall be acceptable for use in all coffee makers including the large coffee urns for volume coffee usage. Coffee makers will be supplied by the Purchasing Cooperative Members.
7. Lot 4 (Free Trade Coffee) will be in compliance with the Fair Trade Federation and Transfair USA certification requirements.
8. **Basis for award will be 50% overall pricing, 25% references and past performance, and 25% overall quality of goods and services as well as the quality of the overall proposal in regards to Region 19 and its Cooperative members.**
9. Notification of award will be posted on the Region 19 Purchasing Web Site, however, it will be the responsibility of awarded vendors to contact each coop member to advise on goods and services awarded.

PROPOSAL RESPONSE FORM:

Coffee & Related

(Price increases will only be accepted every 6 months; decreases whenever given 30 days prior notice for either)

5- lb. bags or canisters of 100% Pure Arabica Coffee **\$31.00**
(Price with no equipment provided)

Brand/ Code **Atlanta Coffee & Tea / Marvo**

Pack Size **5 lb.**

Per pound price **\$6.20**

Vendor must provide sample of coffee, data and specifications

For coffee

5- lb. bags or canisters of 100% Pure Arabica Coffee **\$34.00**

(Price with commercial equipment provided)

Brand/ Code **Atlanta Coffee & Tea / Marvo**

Pack Size **5 lb.**

Per pound price **\$6.80**

Vendor must provide sample of coffee, data and specifications for coffee and coffee

Making equipment to be considered for award

20 oz. Sugar canisters **\$38.00**

Pack size **24**

12 oz. Powdered Creamer canisters **\$38.00**

Pack Size **24**

PC Sugar

Pack Size **2000 / individual packets** **\$16.25**

PC Equal or Generic

Pack Size **2000 / Equal** **\$28.75**

PC Sugar Substitute

Pack Size **2000 / Sweet & Low** **\$16.50**

PC Powdered Creamer

Pack Size **1000 / individual packets** **\$16.50**

Stir Sticks

Pack Size **1000**

Sizes **5"**

\$2.00

Sizes **7"**

\$4.50

PC Hot Chocolate

Pack Size **50** **Swiss Miss** **\$9.25**

PC Tea Bags

Pack Size **104** **\$5.50**

PC Liquid Creamer - Original

Pack Size **180 / individual servings** **\$14.95**

PC Liquid Creamer - Flavored

Pack Size **50 / individual servings** **\$7.25**

PC Splenda

Pack Size **2000** **\$35.00**

\$27.00 (generic)

PROPOSAL RESPONSE FORM:

PLEASE ATTACH A PRICE LIST OF ANY OTHER RELATED ITEMS VENDOR SALES, AS IT WILL BECOME A PART OF THE FINAL AWARD SUCH AS LEMONDADE, INSTANT TEA, DECAF COFFEE, ETC.

PRICE LIST ATTACHED? **Yes- Additional list of inventory attached at end of award summary**

Exclusive Blend 42 ct. (1.5 oz.) - \$29.50
100% Columbian 42 ct. (1.5 oz.) - \$32.50
100% Arabica – Marvo (1 lb. bag) - \$6.00
100% Arabica 42 ct. – Marvo (1.5 oz.) - \$29.00
100% Arabica 42 ct. – Marvo (1.75 oz. bag) - \$31.00

PROVIDE SPECIFICATIONS ON COMMERCIAL EQUIPMENT PROPOSED THAT WOULD BE UTILIZED IN THE EVENT YOUR COMPANY WAS AWARDED THE CONTRACT?

PROVIDED? **Yes**

WILL VENDOR DELIVER TO OTHER ESC REGION 19 ALLIED STATES COOPERATIVE MEMEBERS?

Yes

IF YES, PROVIDE DETAILS;

Coffee Break will deliver to El Paso County and Las Cruces. Coffee Break can provide product to other locations outside these areas but if dropped shipped.

PROVIDE NUMBER OF SALES/SERVICE VEHICLES IN EL PASO MARKET? **1 Vehicle**

PROVIDE NUMBER OF EMPLOYEES WORKING AND LIVING IN EL PASO AREA? **2 Employees**

PROVIDE NUMBER OF YEARS IN BUSINESS IN EL PASO? **35 Years**

REQUIRED FOR AWARD CONSIDERATION:

PROVIDE CONTACT PERSON, PHONE NUMBER AND EMAIL OF 3 ACCOUNTS VENDOR IS CURRENTLY SERVING FOR ITEMS VENDOR IS BIDDING ON (REQUIRED FOR AWARD CONSIDERATION AND EVALUATION PURPOSES; THESE BUSINESSES WILL BE CONTACTED)

On File

Approved by: _____
(James R. Vasquez- Executive Director)
(Armando Aguirre – Executive Director)
(Armando Aguirre – Executive Director)

Date: _____
(October 21, 2013)
(September 25, 2014)
(September 18, 2015)