

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

**RFP TITLE:** Produce Delivery and Related Services – ESC Region 19 Allied States Cooperative  
**RFP NUMBER:** 14-7065  
**RFP OPENING DATE:** August 22, 2014  
**CONTRACT TERM:** Date of award until September 30, 2015 for a period of one (1) year with an option to renew annually for an additional four (4) years  
**(Extended by Region 19 until September 30, 2016)**  
**(Extended by Region 19 until September 30, 2017)**  
**(Extended by Region 19 until September 30, 2018)**  
**(Extended by Region 19 until September 30, 2019)**

**FUNDING SOURCE:** Various  
**RFP's ISSUED:** 47  
**RESPONSES:** 1  
**ADVERTISEMENT DATES:** Washington Post - May 5, 2014 & May 12, 2014  
**BOARD MEETING DATE:** October 16, 2014

**RECOMMENDED FOR AWARD** **Segovia's Distributing, Inc.**

**TOTAL (estimated)** **\$3,000,000.00 / year**

**EXPLANATIONS:**

Award of this contract will enable ESC-Region 19 and Region 19 Allied States Cooperative members to utilize delivery services from a qualified supplier for produce, rice, beans and egg delivery and related services in compliance with the State of Texas Education Code , section 44.042 . The sole bidder Segovia's Distributing, Inc. has a HACCP Product Recall Program, Quality Control Program, Food Safety Program and Third Party Inspected (NSF).

**SPECIFICATIONS PROVIDED BY:** Royce Cleveland  
ESC Region 19 Allied States Cooperative

**EVALUATION COMMITTEE:** Royce Cleveland  
ESC Region 19 Allied States Cooperative

Martin Camacho  
ESC Region 19 Allied States Cooperative

Mary Jane Lopez  
ESC Region 19 Allied States Cooperative

**Contact Information**

**Segovia's Distributing, Inc.**  
Gabriel Segovia  
3701 Shell St.  
El Paso, TX 79925  
915-533-3130  
Fax: 915-577-0284

**Segovia's Distributing, Inc.** – currently operates from two distributing facilities, one in El Paso, TX and the other one in Albuquerque, NM; we service more than 500 customers that include large restaurant chains, school districts, hospitals, large and small grocery stores, fruit stands and military installations. We service most of the New Mexico region and the Southwest of Texas. Segovia's Distributing workforce consists of 120 employees ranging from truck drivers to upper management. 90% of our employees have 5 years of experience in the produce industry. We pride ourselves on following the HACCP system by, training our employees in all aspects of food safety.

### **Quality**

Quality Control Program to assure customers get the best quality available.

Price – By having competitive prices we can assure the satisfaction of our customers.

Service – prompt delivery

Food Safety – The following programs have been implemented at our company to help us maintain our products quality; HACCP. Product Recall Program, Quality Control Program, Food Safety Program and Third Party Inspected (NSF)

### **On Line Web Ordering**

Customer receives a confirmation, email and attachment

All orders electronically transmitted into Segovia's invoicing system

Order history available

Product usage reports and pricing is visible when ordering on-line.

[www.segoviasdistributinginc.com](http://www.segoviasdistributinginc.com)

### **Pricing**

Prices are effective from Monday to Saturday

Prices are updated Sunday and effective on Monday

Price sheets are available upon request to customer

Customer may request additional items to be added to Price Sheet

All items visible when ordering on-line

### **Pricing Formula**

FOB + Freight Cost	=	Landed Cost
Landed Cost + Mark Up	=	Total Price
Total Price	=	Final Price

### **Split Case Pricing Formula**

FOB + Freight Cost	=	Landed Cost
Landed Cost + Mark Up	=	Total Price
Total Price + Split Charge / No. of Splits	=	Total Price per Split
Total Price per Split	=	Final Price

### **Delivery Days**

Delivery Days will be Monday, Wednesday, Friday and Saturday Only

All Orders must be placed a day prior and before 4:00 p.m.

No same day deliveries will be accepted

Emergency Delivery Orders (Same Day Delivery) will be accepted occasionally

### **Emergency Delivery Orders**

Orders will be processed that same day but delivery will be performed based on the availability of delivery trucks at our shipping department.

Emergency Orders cannot be processed due to delivery trucks availability, time of call or day of the week, customers will be notified and order may be picked up at our facility.

“Will Call” orders are required to be picked up (1) hour after order was placed.

Reoccurring emergency orders will not be processed for delivery same day. Pick up of produce can be arranged as a “will call” order.

**Note** – delivery window for each account will be determined based on the location of the account and the desired delivery window requested. Segovia’s will accommodate orders/routes to promptly service each requested delivery window.

### **Order Minimum Requirements**

A minimum amount per order of \$75.00 is required

Orders that do not meet the \$75.00 minimum requirements can still be delivered

The cost to deliver an order less than \$75.00 will be \$15.00

Exception to the above: If the order is \$65.00 in total than customer will only be charged the difference which will be \$10.00.

### **Payment Terms**

Payment terms are 30 days - due within 30 days of Delivery of Invoiced Product.

### **Invoice Adjustments and Credits**

Invoice adjustments will be processed during time of delivery

Account representative or customer service must be notified during the adjustment of an invoice. Please do not make arrangements with drivers.

Copies of lost or misplaced invoices by customers can be faxed or emailed b request to our A/R Department, Customer Service or Sales Representative

### **Credit Memos**

Will be processed only by our A/R and only with Sales Representative or Customer Service approval

Credit memos will be processed only within 24 hour s after delivery has been made

**Note** – If credit or exchange of product request by customer is not preformed within the 24 hour limit, customer will not be granted the option to have a re-delivery of product nor will a credit be issued.

## Complaints & Special Requests

Complaints and/or special requests can be performed via email or phone.

Name of person submitting complaint or special request

Account number or address

Date and time of incident or type of request

Call back phone number

## Complaint Department

Gabriel Segovia

Office: 505-247-2997

Cell: 915-253-8160

[gabriel.segovia@segoviasdistributinginc.com](mailto:gabriel.segovia@segoviasdistributinginc.com)

## Customer Service Manager

Ramon Carrera

Office: 505-247-2997

Cell: 505-688-1356

[ramon.carrera@segoviasdistributinginc.com](mailto:ramon.carrera@segoviasdistributinginc.com)

## Contact vendor for more information

**Service Area** – New Mexico, Texas

## Clarification to contract on pricing (as of September 2014)

Customer Order Entry:

The Region 19 School Customers are required to place orders no later than 24 hours before delivery date. All pricing will be firm at time of order. (Prices will be honored at time of placing the Order)

Contact vendor for more information.

Approved by: \_\_\_\_\_  
(Armando Aguirre – Executive Director)  
(Sonia Eubank – Associate Executive Director)  
(Armando Aguirre – Executive Director)  
(Sonia Eubank – Associate Executive Director)

Date: \_\_\_\_\_  
(August 3, 2014)  
(August 7, 2015)  
(August 31, 2016)  
(July 9, 2018)