**Board Memo**

**DATE:** 3/7/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Food Services

**Product Vendor or Grant Issuer**

Koch Refrigeration

**Product or Grant Name**

Kitchen Refrigeration Equipment Repair

**Date/Term (Beginning and End Dates/Year)**

April 1, 2022 to March 31, 2023

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

School Kitchen Refrigeration Equipment Repair was up for bid. There were two bidders, Koch Refrigeration and Triton Services. Based on the bids received, Koch Refrigeration provided the best pricing.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vendor | Hourly Rate | | | Overtime Rate | | Discount on Parts | | Trip Charge | Response time | |
| Koch Refrigeration | | $ 80.00 | $ 120.00 | | 30% | | $ 30.00 | | | 2 Hrs | |
| Triton Services | | $ 86.00 | $ 129.00 | | 20% | | $ 40.00 | | | 2 Hrs | |

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

Varies According to Specific Repairs

**Funding Source**

General Fund

**\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I recommend that the Board approve the bid from Koch Refrigeration, as presented

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator