



**PINCO ADVISORY COMMITTEE MEETING**

**APRIL 14, 2016**

**10:00AM**

**PINCO SERVICE CENTER**

**3019 16 STREET**

**BAKERSFIELD, CA 93301**

**MINUTES:**

**1. SIGN-IN: 10:15 A.M. 24 MEMBERS PRESENT**

**2. APPROVAL: ADOPTION OF AGENDA.**

Recommendation: It is recommended Advisory Committee adopt the April 14, 2016 Advisory Committee Agenda as presented.

**MOTION: KCSOS SECONDED: PANAMA BV YES X**

**3. APPROVAL: ADVISORY COMMITTEE MEETING MINUTES**

Recommendation: It is recommended Advisory Committee approve the Advisory Committee Meeting Minutes of March 17, 2016 as presented.

**MOTION: DELANO ELEM SECONDED: FAIRFAX YES X**

**4. BROAD LINE SERVICES: REQUEST FOR PROPOSAL MOVING FORWARD.**

Background: From the March 17, 2016 Advisory Committee meeting, PINCO's Bid Sub-committee began reviewing options in procurement between an Invitation For Bid (IFB) and Request For Proposal (RFP) for the service-based agreement in distribution services of purchased food/supply items to Member Districts. After interviewing industry partners engaged in these services, it is the belief of the Lead Agency and Bid Sub-committee that it is in PINCO's best interest to generate a RFP for qualified vendors of these services in 2016-2017.

Recommendation: For PINCO Bid Sub-committee to present an overview of the RFP platform in an effort to establish language and timeline in the solicitation, selection and approval of award for distribution services of purchased items to Districts in 2016-2017.

**Discussion ONLY: MOTION: KCSOS SECONDED: PANAMA BV SD**

**Bakersfield City reported on using an RFP for bids instead of "Fee for Service", which would give the Co-op the ability to interview bidders. Bid committee also looked at San Gabriel Co-op's bidding process and tailoring it to fit Pinco.**

**5. REVIEW CURRENT AGREEMENTS AND RECOMMENDATION FOR EXTENSION IN 2016-2017.**

Recommendation: For the Advisory Committee to review current vendor/processor agreements- usage and extend all agreements, **by vote for each vendor**, for the 2016-2017 school year where deemed appropriate.

Product Agreements eligible for extension include:

A&R (Condiments) **YES** Don Lee Farms (Beef/Pork/Chicken Corn Dog) **YES** Del Real (Mexican Entrees) **YES**  
Advance Pierre (Beef) **YES** Foster Farms (Mini Corn Dog) **YES** MCI/Los Cabos (Cheese/Mexican Entrees) **YES**  
Ardella's (Cheese/Pizza) **YES** Gold Kist (Chicken) **YES** Sky Blue Bakery (Frozen Bakery) **YES**  
Bell Tasty (Nada's) **YES** Integrated (Grilled Cheese) **YES** Schwan's (Cheese/Pizza) **YES**  
Cal Tropic (Fruit Mix) **YES** Ling's (Seasoned Chicken) **YES** Rose & Shore (Turkey, Backhailed) **YES**  
MJM (Dry Snacks/Cookies) **YES** Smucker's **YES** **Piazza YES**  
**Elements YES**

Service Agreements:  
P&R (Non-Food Supplies) **YES**  
Food Source Transportation **TABLED**

**MOVED: PANAMA BV SECONDED: WESTSIDE YES **X****

**Food Source Transportation has requested a 5% increase: approximately \$60 per day, per truck. GREENFIELD suggested a 3% increase, KCSOS suggested starting the negotiations with Food Source at 0%. Members would also like documentation for requested price increase. It was decided to TABLE the Food Source Transportation Agreement until more background and validation is met.**

**6. SCHWAN’S: REVIEW OF BALANCES IN LEIU OF USAGE AND AGENCY REQUEST.**

Background: At the end of March, Schwan’s Foodservice had requested PINCO to review its current balance of Mozzarella cheese pending a request from Sacramento City Schools who is need of 25,000 pounds. Based on overall usage, PINCO is maintaining its required use percentage as a group but do have Districts using less than the required percentage in advance of upcoming sweeps in May. From an initial survey of Districts using less than 35% of their fair-share, we were able to generate 13,261 pounds toward this request. Even with an additional 12,000 pounds being requested by Sacramento City Schools, we would still have 164,072 pounds based on current usage in carryover for 2016-2017 based on current usage. Lead Agency is requesting any District with available pounds at Schwan’s to donate in helping us meet this request and maintain a reasonable/responsible balance.

**INFORMATION ONLY: NO VOTE/ACTION TAKEN.**

**Wasco was concerned of donating to outside districts before offering to our own members. The Co op has an “internal sweep” policy which was created to insure our Co op would not be swept by CDE and member districts could benefit from commodities before being swept by CDE or donating to outside districts.**

**Bakersfield City was concerned this action is the reverse scenario of an individual district bringing in commodities without consent from Executive committee first.**

**Panama BV understood from the email sent to her CDE was concerned about Pinco’s high balance and requested the donations to prevent a sweep of the commodities.**

**Lead district agreed that in the future of a similar request the excess commodities to be donated should first be offered to Co-op member districts which are in need of the requested commodity.**

**7. REVIEW ITEMS AND SPECIFICATIONS TO THE PINCO BUYING GUIDE FOR THE 2016-2017 SCHOOL YEAR.**

Background: It is time of year where Advisory Committee review of usage/satisfaction with the 2015-2016 Buying Guide approve changes for PINCO’s 2016-2017 Buying Guide. Once all items have been determined and approved, PINCO will issue the 2016-2017 Buying Guide for Districts to begin drafting their opening Purchase Orders for next year. Along with the updated Buying Guide will be a discontinued item list sent out identifying those items subject “to pull” (dates TBD and communication forthcoming).

Recommendation: It is recommended PINCO Advisory Committee determine commodity and commercially purchased items for the 2016-2017 PINCO Buying Guide.

**MOVED: KCSOS SECONDED: DELANO ELEM YES **X****

**BUYING GUIDE CHANGES BY VENDOR**

**A & R Wholesale- Add- Suracha Catsup Pkts**

**ADVANCE PIERRE Peanut Butter- Add Welch’s Grape Crust on Sandwich to commodity and purchased.**

**ADVANCE PIERRE Beef- Add- #9617, Smokie Grill Flame Broiled Chopped Beef Stk and #1297, Mini Single Beef Sausage on a WG Biscuit.**

**Remove- #3741 Mini Ribletts**

**APPLE & EVE- Add Gold Rush 4.23 oz, Mixed Varsity Pack 4.23 oz, and Power Punch ¾ cup.**

**ARDELLA’S- Add-#90409, 3x7 Cheese Longboard WG Flatbread Bulk and #90410, 3x7 Cheese Longboard WG Flatbread IW, #90703, Two Cheese 12” Rd WG-MUST PULL. Also leaving a slot for the Pizzarito.**

**Remove-#90244, 4x6 Cheese Pizza, Bulk.**

**DON LEE- Asking for more Beef product options.**

**DEL REAL- Add-Tamale in Green Sauce and #705, Bean & Cheese Pupusas**

**ELEMENTS- No items in Buying Guide**

**GOLD KIST- Asking for a “Wrapped Brk Sandwich”.**

**Remove- #26276 Sweet BBQ Chicken Nuggets.**

**LING’S- Replacing “Buffalo Hot Lings” with “Sweet Chili Thai”.**

**MCI- Add #98334, Cheese & Egg Brk Burrito Flvrd w/Salsa.**

**ROSE & SHORE- Remove- #782, Turkey & Gravy (at Processor)**

**SCHWAN’S- Add-Big Daddy Primo, MUST PULL, and #58768, 5”Round.**

**Remove- #78926, Big Daddy (discontinued)**

**SKY BLUE- Add- #CRC272, WG Cinnamon Crumb Cake 2CG, 3.0 oz.**

**Replacing- 3.2 oz WW Cranberry Orange Muffin IW, with 3.2 oz WW Choc Chip Muffin IW. Also, 1.6 oz Banana Muffin with 1.6 oz Blueberry IW.**

**Remove- #WCSW272, Cinnamon Swirl, 2 pack, IW**

**SMUCKER’S- Remove Both Items from Buying Guide.**

**SUNNY FRESH- Add- French Toast Sticks IW. FYI- #10085 Frz Egg Product is a “MUST PULL” item.**

**WHOLESOME CHOICE- Remove Apple Cinn Waffle Graham.**

**Bakersfield City requested the bid committee analyze the cost of muffins through a broad line as opposed to bringing into the Warehouse. Ensuring availability for complete orders for the larger districts.**

## **8. PINCO PROCUREMENT CODE OF CONDUCT.**

Background: In accordance with the general procurement standards outlined in Title 2, Code of Federal Regulations (2CFR), Section 200.318 (c), each agency must develop and maintain written standards of conduct to cover potential personal and organizational conflicts of interest. These standards must govern the action of agency employees, officers or other agents who engage in the selection, award, and administration of contracts funded by federal award. PINCO’s Procurement Code of Conduct requires all Member Districts of the Joint Powers Agreement to adhere and honor all aspects of this Code. Lead Agency and PINCO JPA/Policy Sub-committee will periodically review USDA/CDE updates in procurement for any required revisions to PINCO Procurement Code of Conduct.

Recommendation: It is recommended PINCO Advisory Group approved the proposed PINCO Procurement Code of Conduct.

### **Motion made to Table Item #8.**

**MOVED: Greenfield    SECONDED: Delano Elem    YES  TABLED**

## **9. PUBLIC COMMENTS FROM THE FLOOR:**

Public Business from the Floor – Agendized Items and Non-Agendized Items: The public is invited to address items on the PINCO agenda or any item that is within PINCO’s jurisdiction as constituted. Without taking action or entering into a dialog with the public, PINCO Board members may briefly respond to statements made or ask clarifying questions about topics not on the PINCO agenda. Individual speakers are limited to three (3) minutes each with the total time for public input on each item limited to fifteen (15) minutes. All persons requesting to make comments are asked to complete a public speaking form prior to the meeting. You will be asked to provide your full name, who or what you are representing and the topic as an item identified on the agenda or as a non-Agendized item.

### **PUBLIC COMMENTS FROM PINCO ADVISORY COMMITTEE MEMBERS:**

**Lead district stated it will be sure a less formal way of sharing information from district will be on the future agendas.**

**Greenfield commented on IIPP/WORKERS’ COMP and Employee safety policy. Needs to be updated annually...all districts should be aware of the policy.**

**KCSOS relayed message from SLP of no deliveries for the summer, they will be closed for summer.**

**10. NEXT MEETING DATES: ADVISORY & EXECUTIVE – SEE SCHEDULE BELOW:**

**2015-2016 Advisory Committee**

May 19, 2016  
June 16, 2016

PINCO Service Center, Bakersfield  
PINCO Service Center, Bakersfield

Budget review/Calendar  
Year-End General Session

**2015-2016 Executive Committee**

May 4, 2016

PINCO Administrative Offices, Lancaster

General Business, Budget

**11. ADJOURN: MOVED: WASCO    SECONDED: PANAMA BV**