



NEW HAVEN PUBLIC SCHOOLS

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To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Gail Sharry, Executive Director
Michael Gormany, City Budget Director
Date: Tuesday, May 24, 2022
Re: Fiscal year 2022-23, Award of Contract for NHPS Food Service for Direct Commodity purchases

Executive Summary: Approval is requested for an award of contract(s) under RFP# 2022-04-1440 for the purchase of **direct commodity purchases** for fiscal year 2022-23 for NHPS Food Service.

Vendor Number	Vendor Name	Vendor Address	City, State, Zip	Award Amount not to Exceed	Minority or Women Owned Small Business?	Renewal or Award of Contract/Agreement
10499	Brookwood Farms Inc	1015 Alston Bridge Rd P.O. Box 277	Siler City, NC 27344	50,000		Award

Contract or Agreement #: **TBD**

Funding Source & Account #: **25215200-55587**

Key Questions: (Please have someone ready to discuss the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education):

1. **What specific service will the contractor provide:**
 - a. **The vendor(s) will provide direct commodities based on the USDA program. NHPS-Food Service utilizes this program to receive USDA pricing on food product directly from the distributor. With this program, quantities are limited.**
2. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:**
 - a. **The vendor was selected via a request for proposal (RFP) process, based on the award criteria set forth in the solicitation.**



3. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?**
 - a. **This is not applicable as this is a new award.**
4. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**
 - a. **This is not applicable as this is a new award.**
5. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?**
 - a. **Vendor(s) are evaluated throughout the school year based on product sensory (food evaluation) delivery expectations, customers service, and other criteria set at the beginning of the school year.**
 - b. **Food cost has increased from an overall pricing standpoint, especially due to the pandemic.**
 - c. **The contractor(s) have been used in prior years with no issues.**
6. **Is this a service existing staff could provide? Why or why not?**
 - a. **No.**

Contract Number 2022-04-1440
Contract Name Direct Commodity Purchase
Contract Period July 01, 2022 to June 30, 2023
Contractor Brookwood Farms
Award Amount \$50,000.00

Category	Item No	Bid Specification	Item Specification	Unit of Measure	Unit of measure Pack Size (Preferred)	Commodity Bid Price	Commodity Case Packing Size	Commodity Per Case Price	Commodity Product Code - (What will appear on Invoice)	Commercial Bid Price	Commercial Case Packing Size	Commercial Per Case Price	Commercial Product Code (What Will Appear on Invoice)	Vendor Notes or Comments
Frozen Turkey	#6-1	Fully Cooked BBQ Turkey, CN	Fully Cooked BBQ Turkey Chopped, CN, Texas Western Low Sodium Sauce, 3.75 ounce equals 2 M/MA, Brookwood Farms 16300 or equal	Portion	Portion (2 oz. m/ma)	\$0.3930	4/5#	\$33.0000	16300	\$0.9140	4/5#	\$76.8000	16250	FFS/MFFS, NO NOI Available, 1,000 # min order