



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 Grocery

Executive Summary: Approval is requested for an award of contract(s) under RFP# 2022-04-1442 for the purchase of **grocery** 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
11226	Gilman Cheese Corp	300 S. River Drive	Gilman, WI 54433	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 food for the NHPS Food Service program.**
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. Staff could not perform these services as this is an RFP for food products.

Contract Number 2022-04-1442

Contract Name Grocery

Contract Period July 01, 2022 to June 30, 2023

Contractor Gilman Cheese Corporation

Award Amount \$50,000.00

Category	#	Per specification	Item/Description	Unit Measure	Unit Price	Case Packing Size	Case Price	NOI Pricing for Commodities	Fee for Service (FFS)- Commodities	Vendor Item/Stock Number	Vendor UOM If different than specifications	Vendor Notes, Comments or Substitution Notes
Dairy	#13-10	Smoked Cheese Stick, 1oz, Shelf Stable	Smoked Cheese Stick, 1oz, Shelf Stable, Gilmans G16001PLKSMFLA or equal	EA	\$0.3300	160/Case	\$53.5000	\$0.0000	\$0.0000	0	0	5 Pallet Min
Dairy	#13-11	Cheese Stick, 1oz, Shelf Stable	Cheese Stick, 1oz, Shelf Stable, Gilmans G160011PLKWHCHED or equal	EA	\$0.3300	160/Case	\$53.5000	\$0.0000	\$0.0000	0	0	5 Pallet Min
Dairy	#13-12	Jalapeno Cheese Stick, 1oz, Shelf Stable	Jalapeno Cheese Stick, 1oz, Shelf Stable prefer Gilmans G16001PLKJL or Equal	EA	\$0.3300	160/Case	\$53.5000	\$0.0000	\$0.0000	0	0	5 Pallet Min