



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 Purchase

Executive Summary: Approval is requested for an award of contract(s) under RFP# 2022-04-1440 for the purchase of **direct commodity purchase** 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
TBD	High Liner Foods	187 International Drive	Portsmouth, NH 03801	40,000		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 High Liner Foods
Award Amount \$40,000.00

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 Fish	#1-1	Pollock Fillets, WG Breaded Sweet Potato	Pollock Fillets, WG Breaded Sweet Potato, oven ready, 3.6oz, CN, MSC, Highliner 1089870 or equal	Portion(patty)	Portion (2 oz. m/ma)	\$2.0100	20	\$40.1000	1089870	\$3.1200	20	\$62.4000	1089870	.
Frozen Fish	#1-2	Pollock Nuggets, WG Breaded Sweet Potato	Pollock Nuggets, WG Breaded Sweet Potato, oven ready, 1.0oz, CN, MSC, Highliner 53978 or equal	Portion(4 nuggets)	Portion (2 oz. m/ma)	\$1.9800	20	\$39.5000	53978	\$3.0900	20	\$61.8000	53978	.
Frozen Fish	#1-3	Pollock Sticks, WG Breaded Sweet Potato	Pollock Sticks, WG Breaded Sweet Potato, oven ready, 1.0oz, CN, MSC, Highliner 53958 or equal	Portion(4sticks)	Portion (2 oz. m/ma)	\$1.5600	20	\$31.1000	1089302	\$2.6700	20	\$53.4000	1089302	discontinued - I can of