



NEW HAVEN PUBLIC SCHOOLS

Gail Sharry, Executive Director
NHPS Food Service
P: (475) 220-1610
F: (203) 946-7650

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	Peterson Farms	P.O. Box 95	Shelby, MI 49455	10,000		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.**



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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 Peterson Farms
Award Amount \$10,000.00

Status	#	Per bid specifications:	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
Fruit	#10-1	**Shelf-Stable Unsweetened Applesauce Cups, 1/2 cup fruit eq.	Meal pattern equivalent of 1/2 cup fruit per cup, no sugar or sweeteners added, made in USA, Peterson Farms ASA10001 or equal	Portion (cup)	Portion 1/2 cup fruit equivalent	\$0.2067	96/4.5 oz cups	\$19.8500	ASA10001	\$0.3280	96/4.5 oz cups	\$31.5000	ASA10001	Current Lead time is 10 weeks, due to Covid 19 & National demand
Fruit	#10-2	**Shelf-Stable Unsweetened Cinnamon Applesauce Cups, 1/2 cup fruit eq.	Meal pattern equivalent of 1/2 cup fruit per cup, no sugar or sweeteners added, made in USA, Peterson Farms ASA 10013 or equal	Portion (cup)	Portion 1/2 cup fruit equivalent	\$0.2067	96/4.5 oz cups	\$19.8500	ASA10013	\$0.3280	96/4.5 oz cups	\$31.5000	ASA10013	Current Lead time is 10 weeks, due to Covid 19 & National demand