



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Michael Pinto, Chief Operating officer  
Gail Sharry, Executive Director Food Service  
Michael Gormany, City Budget Director  
**Date:** June 22, 2020  
**Re:** Renewal of Contract for On-Call Kitchen Refrigeration Repairs for FY 2020-21

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**Contractor Name:** Precision Food Services

**Contractor Address:** 410 Center Street, Wallingford CT 06492

**Is the contractor a Minority or Women Owned Small Business?** No

**Renewal or Award of Contract/Agreement?** Renewal

**Total Amount of Contract/Agreement and the Hourly or Service Rate:** \$140,000  
(Attached pricing sheet per bid specs)

**Contract or Agreement #:** 21645

**Funding Source & Account #:** NHPS Food Service Program 25215200-56623

**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:** On-Call repairs for commercial refrigeration equipment.
- 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:** Bid – This vendor was the sole bidder
- 3. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** Food Service on-call vendor(s) are evaluated throughout the school year based on performance and quality of repairs. The vendor mentioned above has been used in the past with little to no issues
- 4. If this Contract/Agreement is a Renewal has cost increased? If yes, by how much? No**

5. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?** N/A
  
6. **Is this a service existing staff could provide? Why or why not?** No. The facilities department does not currently have staff that could perform these services or keep up with the demand of repairs.



Gail Cairns-Sharry  
Executive Director

NEW HAVEN PUBLIC SCHOOLS  
Food Services Division

Tel: (475) 220-1610  
Fax: (203) 946-7650

Michael Gormany & Gail Sharry  
75 Barnes Avenue  
New Haven, CT 06519

Monday, June 22, 2020  
Matt Woods  
410 Center Street  
Wallingford, CT 06492  
(203)265-4008  
e-mail: mattw@pfservicect.com  
<https://pfservicect.com/>

RE: Contract Renewal for:  
Solicitation No. 21645-1-2  
Contract Name: On Call Refrigeration Repair for NHPS Food Service  
Renewal Contract Amt: \$140,000

Dear Mr Woods:

According to your contract/agreement/bid solicitation with New Haven Public Schools, Food Service Division, the expiration date was June 30, 2020. The contract/agreement/solicitation includes a renewal option for the 2020-2021 fiscal year.

If you are interested in renewing the above referenced agreement for the same contractual amount (if applicable, including the livable wage increase for FY 20-21 for the City of New Haven beginning July 1, 2020) and under the same terms and conditions; please sign this letter of acceptance and email to myself (mgormany@newhavenct.gov) and Gail ([GAIL.CAIRNS.SHARRY@new-haven.k12.ct.us](mailto:GAIL.CAIRNS.SHARRY@new-haven.k12.ct.us)). Please mail the original to 75 Barnes Avenue, New Haven CT 06513.

Should you have any questions, please feel free to call me at 203-946-6413. Thank you for your attention to this matter.

*Michael Gormany*

Michael Gormany  
City Budget Director and City Acting Controller  
City of New Haven and BOE Food Services

X *Matt Woods*  
Name *Matthew Woods*

X *Vice President*  
Title

X *6/23/20*  
Date

X *mattw@pfservicect.com*  
Email

21645 PRECISION FOOD SERVICE  
 NHPS-ON CALL KITCHEN REFRIDGERATION

#	Item/Description	Quantity Required	Unit of Measure	Unit Price	Total Cost
#1-1	REGUULAR HOURS	500	EA	\$ 78.00	\$ 39,000.00
#1-2	OVERTIME HOURS	100	EA	\$ 100.00	\$ 10,000.00
<b>PREVENTATIVE MAINTENANCE</b>					
#2-1	Barnard	1	Ea	\$ 60.00	\$ 60.00
#2-2	Beecher	1	Ea	\$ 60.00	\$ 60.00
#2-3	Betsy Ross Arts Magnet	1	Ea	\$ 60.00	\$ 60.00
#2-4	Bishop Woods	1	Ea	\$ 60.00	\$ 60.00
#2-5	Celentano	1	Ea	\$ 60.00	\$ 60.00
#2-6	Central Kitchen Facility	1	Ea	\$ 75.00	\$ 75.00
#2-7	Clarence Rogers	1	Ea	\$ 60.00	\$ 60.00
#2-8	Clinton Avenue School	1	Ea	\$ 60.00	\$ 60.00
#2-9	Columubus	1	Ea	\$ 60.00	\$ 60.00

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#	Item/Description	Quantity Required	Unit of Measure	Unit Price	Total Cost
#2-10	Conte West Hills Magnet School	1	Ea	\$ 60.00	\$ 60.00
#2-11	Coop Arts & Humanities HS	1	Ea	\$ 60.00	\$ 60.00
#2-12	Davis School	1	Ea	\$ 60.00	\$ 60.00
#2-13	Domus	1	Ea	\$ 60.00	\$ 60.00
#2-14	East Rock Magnet	1	Ea	\$ 60.00	\$ 60.00
#2-15	Edgewood Magnet School	1	Ea	\$ 60.00	\$ 60.00
#2-16	Fair Haven Middle School	1	Ea	\$ 60.00	\$ 60.00
#2-17	Helene Grant	1	Ea	\$ 60.00	\$ 60.00
#2-18	High School in the Community	1	Ea	\$ 60.00	\$ 60.00
#2-19	Hill Music Academy	1	Ea	\$ 60.00	\$ 60.00
#2-20	Hill Regional Career HS	1	Ea	\$ 60.00	\$ 60.00

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#	Item/Description	Quantity Required	Unit of Measure	Unit Price	Total Cost
#2-21	Hyde Leadership Academy	1	Ea	\$ 60.00	\$ 60.00
#2-22	James Hillhouse High School	1	Ea	\$ 60.00	\$ 60.00
#2-23	Jepson Magnet	1	Ea	\$ 60.00	\$ 60.00
#2-24	John Daniels School	1	Ea	\$ 60.00	\$ 60.00
#2-25	John S. Martinez School	1	Ea	\$ 60.00	\$ 60.00
#2-26	Katherine Brennan	1	Ea	\$ 60.00	\$ 60.00
#2-27	King Robinson MS	1	Ea	\$ 60.00	\$ 60.00
#2-28	Leeder Hill	1	Ea	\$ 60.00	\$ 60.00
#2-29	Lexington Ave Swing Space	1	Ea	\$ 60.00	\$ 60.00
#2-30	Lincoln Bassett School	1	Ea	\$ 60.00	\$ 60.00
#2-31	Mauro Sheridan	1	Ea	\$ 60.00	\$ 60.00

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#	Item/Description	Quantity Required	Unit of Measure	Unit Price	Total Cost
#2-32	Metropolitan Business Academy	1	Ea	\$ 60.00	\$ 60.00
#2-33	Microsociety Magnet School	1	Ea	\$ 60.00	\$ 60.00
#2-34	Nathan Hale School	1	Ea	\$ 60.00	\$ 60.00
#2-35	New Horizons	1	Ea	\$ 60.00	\$ 60.00
#2-36	New Haven Academy	1	Ea	\$ 60.00	\$ 60.00
#2-37	Riverside Education Academy	1	Ea	\$ 60.00	\$ 60.00
#2-38	Roberto Clemente	1	Ea	\$ 60.00	\$ 60.00
#2-39	Ross/Woodward School	1	Ea	\$ 60.00	\$ 60.00
#2-40	Sound School	1	Ea	\$ 60.00	\$ 60.00
#2-41	Strong School	1	Ea	\$ 60.00	\$ 60.00
#2-42	Troup Magnet	1	Ea	\$ 60.00	\$ 60.00

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#	Item/Description	Quantity Required	Unit of Measure	Unit Price	Total Cost
#2-43	Truman School	1	Ea	\$ 60.00	\$ 60.00
#2-44	W. Hooker ES	1	Ea	\$ 60.00	\$ 60.00
#2-45	W. Hooker MS	1	Ea	\$ 60.00	\$ 60.00
#2-46	Wexler/Grant School	1	Ea	\$ 60.00	\$ 60.00
#2-47	Wilbur Cross HS	1	Ea	\$ 60.00	\$ 60.00