



NEW HAVEN PUBLIC SCHOOLS

Baron Young, Executive Director
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To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Baron Young, Executive Director

CC: Michael Gormany, City Budget Director
Date: Thursday July 20, 2023
Re: Fiscal year 2023-24, Award of Contract for NHPS Food Service for On- Call Oven and Steam

Executive Summary: Approval is requested for an award of contract(s) under RFP# 21880 for On-Call Oven, Steam, and Food Service Equipment for fiscal year 2023-2024 for NHPS Food Service.

NHPS Food Service utilizes these services to maintain equipment in good working order for their safe and proper use.

Awarded Vendor:

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
56020	Precision Food Service	410 Center Street	West Haven, CT 06516	\$150,000		Award

Effective Date 07/01/2023-06/30/2024
Contract or Agreement #: TBD
Funding Source & Account #: 25215200-56623
Previous Payment History

Fiscal Year	Vendor	Payment Amount	Notes/Comments
2023 (Forecasted)	Precision	\$95,000.00	Primary Vendor
2022	Precision	\$69062.76	Primary Vendor
2021	Precision	\$65,997.60	Primary Vendor
2020	Precision	\$123,931.77	Primary Vendor
2019	Precision	\$163,053.67	Primary Vendor
2018	Precision	\$123,241.90	Primary Vendor

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. **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. Request for Proposal
2. **How Many Vendors Responded to this Bid/RFQ/RFP**
 - a. One respondent
3. **If the vendor is not the lowest bidder or a State contract, please answer the following:**
 - a. **Please explain why the vendor was chosen.**
 - i. The vendor was chosen based on the criteria set forth in the RFP. The criteria included pricing and compliance with USDA, State, and local nutritional guidelines.
 - b. **Who were the members of the selection committee?**
 - i. Executive Director
 - ii. Food Service Staff
4. **What specific service will the contractor provide:**
 - a. The vendor(s) will provide on- call repair service for NHPS Food Service equipment.
5. **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.
6. **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.
7. **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.
8. **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.
9. **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 repairs to food service equipment i.e. (ovens and steam tables).