



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 June 20, 2023
Re: Fiscal year 2023-24, Approval of Option to Renew# 1 for Food Service Uniforms for NHPS Food Service

Executive Summary: Approval is requested for NHPS food Service to exercise option to renew #1 of 3 under solicitation 2022-05-1451, for Food Service Uniforms at the same contractual amount (if applicable, including the livable wage increase for FY 2023-2024 for the City of New Haven beginning July 1. 2023) and under the same terms and conditions listed in the bid solicitation for fiscal year 2023-24.

Vendor: Bordova Innovations
22 Webster Avenue
Brooklyn, NY 11230
Contract Name: Food Service Uniforms
Solicitation No. Bid #: 2022-05-1451 (Original FY 2022-23)
Renewal Option: 1 of 3
Renewal Amount: \$60,000
Funding Source & Account #: 25215200-55586

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 will provide uniforms for NHPS Food Service workers.**
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 time and materials bid solicitation in FY 2022-2023.**

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 renewal 1 of 3. The vendor has performed satisfactory services for NHPS Food Service.**
4. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**
 - a. **The vendor has renewed at the same terms, conditions, and pricing.**



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5. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?**
 - a. **The contractor has been used in prior years with no issues.**

6. **Is this a service existing staff could provide? Why or why not?**
 - a. **Current staff could not perform these services.**



City of New Haven

Bureau of Purchases

200 Orange Street, Room 301

New Haven, CT 06510

Tel: 203-946-8201 Fax: 203-946-8206

Honorable Justin Elicker
Mayor

Michael V. Fumiatti, Sr
Purchasing Agent

The City of New Haven ("City") is accepting sealed
Request for Proposals (RFP) for the following:

Request for Proposal

Project Summary

RFP Title:	Uniforms- Food Service		
RFP #:	2022-05-1451		
Projection Description:	Uniforms (Chef Coats, Aprons, Polo Shirts, etc.) for NHPS Food Service staff		
Department:	Boe-Food Service		
RFP/Advertise Date:	May 15, 2022		
Intent to Respond Due Date	June 6, 2022		
RFP Due Date:	June 7, 2022	Opening Time:	11:00 AM
Pre-Proposal Meeting Date:	N/A	Meeting Time:	
Pre-Proposal Meeting Location:	N/A		
Contract Term:	1	year	2 Renewals Option(s) (at the sole discretion of the CONH)
Insurance Requirements:	Refer to Rider	400	(This Rider is attached)
Local Preference:	X	YES	NO
Pricing Sheet:	See portal for price sheet		

Responses must be submitted in the form and manner specified in this request.

NHPS Food Service division is soliciting bids for Head Start Breakfast and Lunch.

The New Haven Board of Education Food and Nutrition Department is soliciting Request for Proposals (RFP) for unitized and family style meals. The successful respondent(s) shall furnish meals as ordered by Food Service during the period of July 1, 2022 to June 30, 2023. Meals shall be served five (5) days a week, unless closed due to weather, school closings, early closings, holidays, or other reason to close building. The City of New Haven Board of Education Food Service department is soliciting request for proposals for uniforms for School Cafeteria Workers.

CONTRACT PERIOD

This is a one-year contract. The contract will begin July 1, 2022 and will continue through June 30, 2023, with two additional one-year renewals at the sole discretion of Board of Education Food Service Department.

UNIT PRICING:

All pricing for items shall be firm fixed price for the duration of the contract time period. Such request for proposal shall contain costs for each product contained in bid specifications and a maximum percentage markup to cover freight of products and include a fee that covers their warehousing, financing, delivery, sales costs, fuel and any charges for NHPS.

QUANTITIES:

All quantities are estimated and the BOE reserves the right to award separate items to different vendors. Total quantities and cases per delivery are estimated amounts only. The District reserves the right to increase or decrease quantities as need dictates.

MINIMUM ORDERING

There will be no minimum orders required. The selected vendor(s) shall have products available. The ordering schedule shall be mutually agreed by the vendor(s) and Food Service Executive Director.

PRODUCT AVAILABILITY

Proposer must agree that there will be no cancellation of products to be delivered without an equal and acceptable replacement of product(s). Should a manufacturer or processor discontinue a product that is regularly ordered by a City/Boe, such notification must be communicated, in writing, to the City/Boe at least thirty (30) business days in advance of such discontinuation. During the notice period, the Contractor agrees to work with the City/Boe to identify and implement alternative options that maintain and or reduce costs associated with any replacement product. In addition, samples for testing any suggested alternative may be required by the City/Boe to ascertain suggested alternative product quality and acceptability before final approval for use.

SUBSTITUTIONS

During the term of the contract, the proposer shall not make any substitutions, unless the proposer has successfully contacted the Food Service Director and has received approval for substituting the contract product for another product. If a substitution is to be made due to the contractor or manufacturer(s) error or shortage, the City/Boe shall not have to pay an increase or any adverse delivery charge(s) for the substitution.

PRODUCT SUBSTITUTION/MANUFACTURER'S BRAND CHANGE/PRODUCT REFORMULATION:

The Responder(s) shall state the brand name and product number on the RFP. The successful Responder may not make substitutions, brand changes, or reformulations of products without the written authorization by the Nutrition Services Department. If during the course of the contract there is a manufacturer's brand change or reformulation of the product, the Responder shall not automatically substitute the product. The Responder

shall submit a child nutrition label product specification sheet, Product Formulations Statement, Nutrition Facts, ingredient lists, sample, and/or other pertinent product information as deemed by the Nutrition Services for approval prior to further shipment.

QUALITY GUIDE:

The successful bidder must ensure that the condition, quality and quantity of products sold to the BOE complies with the product specification. Failure of the supplier to provide products meeting the standards will result in the return of the product, for full refund and termination of any existing contracts with the supplier.

DELIVERY:

Delivery will be directly to central kitchen. Delivery day and time shall be established by mutual agreement between the provider service vendor and the food service department. Deliveries for Central Kitchen and Schools must be made inside the facility at the mutually agreed area. Delivery should be made inside the building through the loading docks – the actual final placement will be left to both parties mutually agreed upon.

AWARD CRITERIA:

Proposals that are submitted timely and are not subject to disqualification will be reviewed in accordance with the evaluation criteria set forth below in this solicitation. In addition, the New Haven Board of Education, Food and Nutrition Department may conduct a pre-award audit. The District intends to award to the responsible Proposer whose proposal is most advantageous to the District’s program(s) with price and other factors considered.

Criteria	Maximum Points
Pricing	30 Points
Method of Approach and Implementation	30 Points
Service and Capabilities (Quality Assurance)	20 Points
Responder’s Experience, Expertise, & Reliability	20 Points

The following information, in addition to the requirements, terms and conditions identified throughout this document, will be considered as part of the selection process, **and are not listed in order of relative importance.**

A. Cost/Value

- a. All pricing for items shall be firm fixed price
- b. The City reserves the right to visit the vendor to audit the awarded vendor’s books with a reasonable notice. Vendor must respond to the audit request within requested deadline.
- c. The successful respondent will be expected to supply all items as specified on the attached market basket.

B. Method of Approach and Implementation

- a. Food and Packaging (Appearance, Quality, Taste and Acceptance)
- b. Utilization of USDA Foods
- c. Geographic preference – use locally grown or raised foods to maximum extent possible (Responder must submit certification of percentage of locally grown or raised foods to be supplied. SFA reserves the right to audit the

C. Service and Capability

Quality Assurance Programs and ability to provide breadth and depth of contract list items (i.e., licenses, IPM, HACCP, audits, controls, recalls, product availability, fill rates, requested brands, etc.) **(Submit with response: Label Supplement #1)**

- a. **All food products are to be processed and manufactured in the United States: (Buy American)** (Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a new provision, Section 12(n) of the NSLA (42 USC 1760(n))
Domestic products must be proposed and supplied. Non-domestic products may be proposed and supplied only when domestic products are unavailable.
- b. Ability to partner with and provide data with MWBE. The NHPS Food Service is actively involved in a program of diverse purchasing. A portion of this program is dedicated to enlisting the participation of City contractors to partner with "Minority and Women Owned Businesses" (MWBE's) to provide a growing percentage of the value of the contract without additional cost to the City. The Program will work to create an environment which supports this effort and actively acknowledges and values diversity. An MWBE is a business which is at least fifty-one percent (51%) owned and operated by a woman or a minority. We invite you to be creative in your plan. Your MWBE plan may provide detail, including naming the MWBE's with which you intend to partner, a description of how you will partner with these organizations, the work or product which the MWBE's will supply, and the dollar value of participation (if available) which you anticipate reporting to the City.

D. Responder’s Experience, Expertise, & Reliability (Submit with response: Label Supplement #2)

- a. Knowledge of USDA, District requirements
- b. Customer Service (responsiveness in communication, proven track record, adept at fixing issues promptly)
- c. Business/Financial Stability Account staff team qualifications, training, and customer service experience with large scale entities
- d. Environmentally Preferable Product (EPP) Efforts

PAYMENTS AND INVOICING

Net terms for invoice payment are normally between 30-45 day depending on the payment schedule for the City/BOE.

Invoices shall be submitted, as provided for herein, with the Contract Number, Work Order Number and location(s) of the school(s) where work was performed clearly identified. Should an invoice not contain the required information as described below, it will be returned unpaid to the Contractor.

Minimum invoice information includes:

1. Complete description of the work performed.
2. Clear summary of labor hours and costs, with extensions.
3. Clear summary of materials used, and costs, with extensions
4. Grand total.
5. In addition, the following must be attached to the invoice:
 - Service Ticket signed on-site by NHBOE representative displaying hours on site (arrival and departure times).
 - All material delivery receipts.
 - Completed Work Order.

The preferable method for submitting invoices is email on a weekly or Bi-Weekly basis. The contact for invoicing:

Email:

Gail Sharry – Executive Director; GAIL.CAIRNS.SHARRY@new-haven.k12.ct.us

Michael Gormany – Budget Director; mgormany@newhavenct.gov

Jennifer Punzo – Account Clerk; Jennifer.Punzo@new-haven.k12.ct.us

A monthly statement of New Haven Public Schools – Food Service should also be emailed to:

Gail Sharry – Executive Director; GAIL.CAIRNS.SHARRY@new-haven.k12.ct.us

Michael Gormany – Budget Director; mgormany@newhavenct.gov

Jennifer Punzo – Account Clerk; Jennifer.Punzo@new-haven.k12.ct.us

Uniform Specifications

LOGO EMBROIDERY FOR UNIFORMS



SHORT SLEEVE UNIFORM SHIRT

Preferred type is a POLO Shirt. IF the submission is not a polo shirt, the vendor must be described in a separate document

Estimated Quantity

75-Small

150-Medium

300- Large

125-XL

300-XXL

10-3XL

10 – 4XL

Logo Embroidery on left chest of shirt in Black.

Color: Light Blue

LONG SLEEVE UNIFORM SHIRT

Preferred type is a POLO Shirt. IF the submission is not a polo shirt, the vendor must be described in a separate document

Estimated Quantity

75-Small

100-Medium

150- Large

100-XL

30-XXL

20-3XL

20-4XL

Silk Touch Performance Long Sleeve Polo or Equal

Logo Embroidery on left chest of shirt in Black.

Color: Light Blue

SHORT SLEEVE CHEF COAT

Quantity

10-Small

20-Medium

20- Large

25-XL

10-XXL

10-3XL
10 – 4XL

Short Sleeve Chef Coat, a thermometer pocket, reversible closure or equal
Logo Embroidery in Black on left chest.
Chef Coat Color: Light Blue

LONG SLEEVE CHEF COAT

Quantity
10-Small
15-Medium
20- Large
10-XL
10-XXL
10-3XL
10-4XL

Long Sleeve Chef Coat a breast patch pocket and a split sleeve pocket.
Logo Embroidery in Black on left chest.
Chef Coat Colors: Light Blue

APRON - Black

Quantity: 500 each
Adjustable Bib Style Apron with two pockets, 32 inch, poly cotton blend, Black
Logo Embroidery in Light Blue or equal Color in the middle of the bib

Utility Apron – White

Quantity - 450
100% Cotton fine line twill, Apron measures are 33" long x 27" wide.

HAT - Black

Quantity: 100
Black adjustable baseball hat
Logo Embroidery in Light Blue or equal Color the middle of the hat

Other Connecticut School districts may utilize the prices submitted in this bid as a Cooperative Purchasing Agreement. Each School district must establish a separate agreement with the awarded vendor(s).

Are you willing to do a Cooperative Purchasing Agreement with other CT School Districts using New Haven bid prices?