

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: Friday March 17, 2023
Re: Approval of Change for Gilman Cheese

Executive Summary:

Approval is requested for change order number # 1 for the below mentioned vendor. The purpose of the change order is to increase the original amount of the contract. Gilman Cheese is one of the food suppliers for the Food and Nutrition program. Based on the number of meals served and current menu, Food service is projected to exceed the overall value of the contract.

Vendor Number: 11226
Vendor Name: Gilman Cheese Corporation
Vendor Address: 300 S. River Drive, Gilman, WI 54433

Change Order Purpose Increase Compensation Time Extension
 Decrease Compensation Time Decrease

Original Contract Amount	\$50,000
Change Order #1	\$70,000

New Amount of Contract	\$120,000

Funding Source: 25215200-55587
Food Service

CITY OF NEW HAVEN CONTRACT CHANGE ORDER (CO)

1	Please provide an overview of this CO (please pay particular attention to sections 17,18,19)									
2	CONTRACT TITLE:									
3	CONTRACT #.:		CO#		CO DATE:					
4	CONTRACTOR:					VENDOR CODE:				
5	Contractor EMAIL:					PROJECT No.:				
6	CONTRACT START DATE:		DATE UNCHANGED		DATE INCREASED		DATE DECREASED		CONTRACT END DATE:	
7	FUNDING SOURCE OF CONTRACT:					C A P O #:				
8	FUNDING SOURCE CO:					C A P O #:				
:9	ORIGINAL AWARDED AMOUNT:									
10	CONTRACT AMOUNT PRIOR TO THIS CO:									
11	AMOUNT OF THIS CO:						ACTUAL		ESTIMATE	
							INCREASE		DECREASE	
12	NEW CONTRACT AMOUNT:									

13	What is the total percentage increase/decrease over the original contract, including the current CO?			%
	<i>Please place an X in one box on each line</i>	YES	NO	N/A
14	Is this Change Order a final close-out of the Contract?			
15	Has the cost of this contract been increased from the original amount?			
16	Is this a Time and Material change order because of increase/decrease funding?			
17	Is any part of this Change Order outside of the scope of the original bid documents? IF YES you MUST elaborate in memo section above			
18	Has any of the work described in this Change Order been ordered to be done? IF YES you MUST elaborate in memo section above			
19	Are there any unit prices or lump-sum amounts in this Change Order that were not taken from the Contractor's original bid for the project? If the answer is yes, approved quotes and prices, with back-up, must be appended hereto along with certification by the person who approved the reasonableness of the prices, and elaborate in memo section above			
20	COMPANY HOLDING PERFORMANCE BOND: (If Applicable)			

21	CHANGE ORDER HISTORY		CONTRACT #	
22 CO #	Date	PREVIOUS CHANGE ORDERS: DESCRIPTION in lieu of CO memo If you need more line attach a separate page	AMOUNT INCREASE	AMOUNT (DECREASE)
SUB TOTALS				
NET INCREASE / (DECREASE)				

23 ITEM	THIS CHANGE ORDER Brief description (attach quotes etc.)	AMOUNT INCREASE	AMOUNT (DECREASE)
SUB TOTALS			-
NET INCREASE / (DECREASE)			

Signature Page to follow

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	Contract Number:	CO #	DATE:

ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT REMAIN IN FULL FORCE AND EFFECT.		
<i>Betsy Fuentes R.D.</i>	Betsy Fuentes	1/26/2023
DULY AUTHORIZED CONTRACTOR'S SIGNATURE:	TITLE:	DATE:

BY SIGNING BELOW, WE CERTIFY THAT THIS CHANGE ORDER HAS BEEN REVIEWED BY THE APPROPRIATE PARTIES AND FOUND TO BE IN COMPLIANCE WITH THE RULES, REGULATIONS AND POLICIES OF OUR INDIVIDUAL DEPARTMENTAL REQUIREMENTS.	
REQUESTING AGENCY DEPARTMENT HEAD SIGNATURE:	DATE
SMALL CONTRACTOR DEVELOPMENT SIGNATURE:	DATE
COMMISSION ON EQUAL (CEO) SIGNATURE:	DATE
CAPO REVISED AND APPROVED SIGNATURE:	DATE
PURCHASING AGENT SIGNATURE:	DATE
OFFICE OF CORPORATION COUNSEL: - APPROVED TO FORM & CORRECTNESS.	DATE
CONTROLLER: - CERTIFIED AS TO SUFFICIENCY OF APPROPRIATION OR AVAILABILITY OF FUNDS	DATE

<i>This section is utilized when and as needed:</i>		
24	ENGINEER/ARCHITECT:	COMPANY/FIRM:
		DATE: