



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: Award of Contract for Early Childhood Catering for FY 2020-21

Contractor Name: Lindley Food Service

Contractor Address: 201 Wallace St., New Haven, CT

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

Renewal or Award of Contract/Agreement? Award

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$700,000 (Attached pricing sheet per RFP specs)

Contract or Agreement #: RFP 2020-05-1327

Funding Source & Account #: NHPS Food Service Program 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:** Lindley Food Service will deliver unitized breakfast kits or family style meals (per CT and Federal guidelines) to Booker T. Washington, Elm City Montessori, and Montessori on Edgewood (Daycare).
- 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:** RFP and this vendor was 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?** Vendor is 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. The vendor mentioned above has been used in the past with no issues

4. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much? N/A**
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. This would require NHPS Food Service to hire additional staff, new equipment, and vehicles.

Responses Lindley

#	Item/Description	Item Specification	Quantity Required	Unit of Measure	Numeric	Text	Numeric	Total Cost
					Unit Price	Case Packing Size	Case Price	
#1-1	Montessori School on Edgewood-Breakfast	Unitized Breakfast Meal	11600	EA	\$ 1.99	1	1.99	\$ 23,084.00
#1-2	Montessori School on Edgewood-Lunch	Unitized Lunch Meal	11600	EA	\$ 3.38	1	3.38	\$ 39,208.00
#1-3	Booker T Washington (New Haven)-Breakfast	Unitized Breakfast Meal	68400	EA	\$ 1.99	1	1.99	\$ 136,116.00
#1-4	Booker T Washington (New Haven)-Lunch	Unitized Lunch Meal	68400	EA	\$ 3.38	1	3.38	\$ 231,192.00
#1-5	Booker T Washington (Hamden)-Breakfast	Unitized Breakfast Meal	14600	EA	\$ 1.99	1	1.99	\$ 29,054.00
#1-6	Booker T Washington (Hamden)-Lunch	Unitized Lunch Meal	14600	EA	\$ 3.38	1	3.38	\$ 49,348.00
#1-7	Elm City Montessori-Breakfast	Unitized Breakfast Meal	47800	EA	\$ 1.99	1	1.99	\$ 95,122.00
#1-8	Elm City Montessori-Lunch	Unitized Lunch Meal	47800	EA	\$ 3.38	1	3.38	\$ 161,564.00

Responses Lindley

#	Item/Description	Item Specification	Quantity Required	Unit of Measure	Numeric	Text	Numeric	Total Cost
					Unit Price	Case Packing Size	Case Price	
#2-1	Montessori School on Edgewood-Breakfast	Family Style Breakfast	11600	EA	\$ 1.81	1	1.81	\$ 20,996.00
#2-2	Montessori School on Edgewood-Lunch	Family Style Lunch	11600	EA	\$ 3.17	1	3.17	\$ 36,772.00
#2-3	Booker T Washington (New Haven)-Breakfast	Family Style Breakfast	68400	EA	\$ 1.81	1	1.81	\$ 123,804.00
#2-4	Booker T Washington (New Haven)-Lunch	Family Style Lunch	68400	EA	\$ 3.17	1	3.17	\$ 216,828.00
#2-5	Booker T Washington (Hamden)-Breakfast	Family Style Breakfast	14600	EA	\$ 1.81	1	1.81	\$ 26,426.00
#2-6	Booker T Washington (Hamden)-Lunch	Family Style Lunch	14600	EA	\$ 3.17	1	3.17	\$ 46,282.00
#2-7	Elm City Montessori-Breakfast	Family Style Breakfast	47800	EA	\$ 1.81	1	1.81	\$ 86,518.00
#2-8	Elm City Montessori-Lunch	Family Style Lunch	47800	EA	\$ 3.17	1	3.17	\$ 151,526.00