



NEW HAVEN PUBLIC SCHOOLS

P: (475) 220-1610

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, June 8, 2023
Re: Fiscal year 2023-24, Award of Contract for NHPS Food Service for Direct Commodity Purchase

Executive Summary: Approval is requested for an award of contract(s) under RFP# 2023-04-1560 for the purchase of Bread and Bakery for fiscal year 2023-24 for NHPS Food Service. NHPS Food Service use these items to meet the meal components for The USDA National School Lunch Program, Breakfast Program, After School Snack Program, At Risk Supper Program and At Risk Snack Program, as well as the SFSP Summer Program for Breakfast, Lunch And Suppers.

Table with 7 columns: 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. Row 1: 44625, Lupi Marchigiano Bakery, 169 Washington Ave, New Haven, CT 06519, \$75,000, Award

Contract or Agreement #: TBD

Funding Source & Account #: 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:
a. The vendor(s) will provide Bread products for the NHPS Food Service program that meet the whole grain meal component for the USDA Programs.
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 the City of New Haven's procurement portal, Bonfire, through a request for proposal (RFP) process, based on the award criteria set forth in the solicitation and procurement procedures set by the New Haven Board of Education, City of New Haven, and the USDA.
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 not applicable as this is a new award.



4. 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.

5. 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.
 - b. Food cost has increased from an overall pricing standpoint, especially due to the pandemic.
 - c. The contractor(s) have been used in prior years with no issues.

6. 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 food products.

Below is the last 5 years of expenditures for this vendor.

Lupi Bakery	
School Year	Total Cost
2022-2023**	\$ 68,103.75
2021-2022	\$ 66,436.90
2020-2021*	\$ 21,081.20
2019-2020*	\$ 47,622.00
2018-2019	\$ 55,717.34

*Covid Year

**Current YTD

Contract Number 2023-05-1560
Contract Name Bread and Bakery
Contract Period July 01, 2023 to June 30, 2024
Contractor Lupi
Award Amount \$0.00

Category	#	Item/Description	Item Specification	Quantity Required	Unit Measure	Unit Price	Case Packing Size	Case Price	Vendor Code or Stock No.	Total Cost
Fresh Bakery Product(s) (Items cannot be frozen and must be delivered fresh to central kitchen and schools)	#1-18	Whole Grain Mini Sub Roll	Whole grain 2 oz eq grain	300000	Roll	\$0.3500	84/case	\$4.2000		-
Fresh Bakery Product(s) (Items cannot be frozen and must be delivered fresh to central kitchen and schools)	#1-19	Whole Grain Hard Roll	Whole grain 2 oz eq grain	300000	Roll	\$0.3700	84/case	\$4.4400		-