



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# 2023-04-1550 for the purchase of Paper Goods, Supplies, and Chemical for fiscal year 2023-24 for NHPS Food Service. NHPS Food Service use these items to service our 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: 56206, Nuovo Packaging, P.O Box 927, Southport, CT 06890, \$20,000, Award

Contract or Agreement #: TBD

Funding Source & Account #: 25215200-55630

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 Paper supplies for the shipping of product prepared at NHPS Central Kitchen for the NHPS Food Service program.
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 are the expenditures for the last 5 years for this vendor.

Nuovo Packaging	
School Year	Total Cost
2022-2023**	\$7,350.00
2021-2022	-
2020-2021*	\$68,326.75
2019-2020*	\$75,788.90
2018-2019	\$33,021.35

\*Covid Year

\*\*Current YTD

**Contract Number** 2023-04-1550

**Contract Name** Paper Goods, Supplies, and Chemicals

**Contract Period** July 01, 2023 to June 30, 2024

**Contractor** Nuovo Packaging

**Award Amount** \$20,000.00

Bid No	Category	Description	Estimated Quantity	Unit of Measure	Unit Price	Total Cost
#3-1	Packing Supplies (16)	W101 Large Sandwich Wedge Size: 6-1/2" L x 3-1/2" W x 3-1/16", sealable 3/8" flanges, must have consistent 3/16" spacing between trays to allow trays to feed through auto denester.	5000	Tray	\$0.1700	850
#3-2	Packing Supplies (16)	Meal Tray, one compartment, 6 1/2" x 3 1-1/2 x 2-1/4", clear, film sealable 3/8" flanges. Must have a consistent 3/16" spacing between trays to allow trays to feed through an auto tray de-nester.	5000	Tray	\$0.2150	1075
#3-3	Packing Supplies (16)	Meal Tray, one compartment, 6 1/2" x 3 1-1/2 x 1-7/8", clear, film sealable 3/8" flanges. Must have a consistent 3/16" spacing between trays to allow trays to feed through an auto tray de-nester.	5000	Tray	\$0.1950	975

#3-4	Packing Supplies (16)	Snack Tray, one compartment, 6-1/2" x 3 1-1/2 x 1-1/8", clear or black, film sealable 3/8" flanges. Must have a consistent 3/16" spacing between trays to allow trays to feed through an auto tray de-nester.	5000	Tray	\$0.2200	1100
#3-5	Packing Supplies (16)	Snack Tray, Two(2) compartment, 6-1/2" x 3 1-1/2 x 1-1/8", clear or black, film sealable 3/8" flanges. Must have a consistent 3/16" spacing between trays to allow trays to feed through an auto tray de-nester.	5000	Tray	\$0.2200	1100
#3-6	Packing Supplies (16)	Ovenable (400' F) 1 compartment, Food Tray, 6.500"L X 5.00"W X 1.75" D, CPET, Form Plastics 6047 - 404539 or equal	100000	Tray	\$0.3300	33000
#3-7	Packing Supplies (16)	Ovenable (400' F) , 2 compartment lrg burger, Food Tray, 6.500"L X 5.00"W X 1.75 D, CPET, Form Plastics 6278- 404539 or equal	100000	Tray	\$0.3300	33000

#3-8	Packing Supplies (16)	Meal Tray, one compartment, 6 1/2" x 5" x 2-1/8", clear, film sealable 3/8" flanges, packed 500 trays per cases. Must have a consistent 3/16" spacing between trays to allow trays to feed through an auto tray denester. Preferred packaing NT150 or equal	100000	Tray	\$0.2300	23000
#3-10	Packing Supplies (16)	I-312 Insert (NT275 & NT312 only) Four Compartment Condiment Salad/ School Lunch Tray Size: 6-1/2" L x 5" W x 1-1/16" D Colors: Clear or Equal	100000	Tray	\$0.1550	15500
#3-11	Packing Supplies (16)	Salad/ Meal Tray, 6-1/2" x 5" x 3-1/8", CLEAR, film sealable 3/8" flanges, packed 1200 trays per case. Must have a consistent 3/16" spacing between trays to allow trays to feed through an auto tray denester. Preferred Packaging NT 312 or equal	100000	Tray	\$0.3100	31000
#3-12	Packing Supplies (16)	Pulp Based Tray, 2 compartment, White with PET Liner, 161x124x45mm, 6 1/2 x 5 x 2, must have a consistent 3/16" spacing between trays to allow to feed through an auto tray denester	100000	Tray	\$0.2750	27500

#3-13	Packing Supplies (16)	Pulp Based Tray, 1 compartment, White with PET Liner, 161x124x45mm, 6 1/2 x 5 x 2, must have a consistent 3/16" spacing between trays to allow to feed through an auto tray denester	100000	Each Tray	\$0.2750	27500
#3-15	Packing Supplies (16)	10.50" wide x 3,000' Transparent Polyester Lidding Film for peelable seals to PET, APET lined, and paperboard containers. To use for Heat Seal Packaging Machine, Thickness is 20 u. Suitable for freezing and ovenable temperatures. AMI FAV20AF or equal	50000	Foot	\$0.0670	3350
#3-16	Packing Supplies (16)	10.50" wide x 3,000' in length Lidding Film Roll, Heat Seal Packaging Machine, 1 per case. Film is 1.7 mi in thickness, suitable to sealing to HIPS, CPET, PETE, APET and HDPE containers. Suitable for freezing and ovenable temperatures and plastic trays. Preferred Packaing LF-OS 10.5 or Equal	50000	Foot	\$0.0670	3350