



**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: Thursday, March 16, 2022  
Re: Approval of Change for Thurston Foods Inc.

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**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. Thurston foods is the main food supplier 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:** 43356  
**Vendor Name:** Thurston Foods  
**Vendor Address:** 30 Thurston Drive, Wallingford CT 06492

**Change Order Purpose**      ☒ Increase Compensation      ☐ Time Extension  
   ☐ Decrease Compensation      ☐ Time Decrease

<b>Original Contract Amount</b>	\$2,200,000
<b>Change Order #1</b>	\$ 150,000
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<b>New Amount of Contract</b>	\$2,350,000


**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)													
	Increase in funds needed to continue to provide nutritious meals to the New Haven Public School district.													
2	CONTRACT TITLE:		Grocery											
3	CONTRACT #.:		2022-04-1442		CO#				CO DATE:					
4	CONTRACTOR:		Thurston Foods						VENDOR CODE: 43356					
5	Contractor EMAIL:		tim.thurston@thurstonfoods.com						PROJECT No.:					
6	7-1-2022								6-30-2023					
	CONTRACT START DATE:		DATE UNCHANGED		DATE INCREASED		DATE DECREASED		CONTRACT END DATE:					
7	FUNDING SOURCE OF CONTRACT:		25215200-55587						CAPO #:					
8	FUNDING SOURCE CO:		25215200-55587						CAPO #:					
9	ORIGINAL AWARDED AMOUNT:		2,200,000.00											
10	CONTRACT AMOUNT PRIOR TO THIS CO:		2,200,000.00											
11	AMOUNT OF THIS CO:		150,000.00						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">ACTUAL</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>INCREASE</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>		ACTUAL	<input type="checkbox"/>	INCREASE	<input checked="" type="checkbox"/>
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DECREASE	<input type="checkbox"/>													
12	NEW CONTRACT AMOUNT:		2,350,000.00											



24	2022-04-1442		
	Contract Number:	CO #	DATE:

ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT REMAIN IN FULL FORCE AND EFFECT.		
 Timothy J. Thurston	Account Representative	3/17/23
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

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