

**COMMITTEE ON CITY PROPERTY - February 17, 2021**  
**MEETING AT 7:00 PM, THIS MEETING IS BEING HELD REMOTELY IN ACCORDANCE**  
**WITH THE GOVERNOR OF MASSACHUSETTS' MARCH 12, 2020 ORDER SUSPENDING**  
**CERTAIN PROVISIONS OF THE OPEN MEETING LAW G.L.C. 30A, SECTION 20 AND**  
**THE CITY COUNCIL'S VOTE TO WAIVE RULE 21A**  
**AGENDA**

**THIS MEETING WILL BE LIVE STREAMED ON**  
**NB CABLE ACCESS FACEBOOK PAGE**

1. COMMUNICATION, Mayor Mitchell, to City Council, submitting AN ORDER that the City acting through its City Property Committee issue an RFP for the purpose of acquiring the new site for the City of New Bedford Public Schools' Central Kitchen in substantially the same format as attached thereto. (Ref'd 06/25/2020) (07/23/2020 – tabled) (08/10/2020 – remain in committee)

1a. AN ORDER, that the City acting through its City Property Committee issue an RFP for the purpose of acquiring the new site for the City of New Bedford Public Schools' Central Kitchen in substantially the same format as attached thereto. (Ref'd 06/25/2020) (07/23/2020 – tabled) (08/10/2020 – remain in committee; Move that the Committee on City Property vote to acquire property by lease or by purchase for the purpose of acquiring a site for the public schools' central kitchen and that proposals be solicited for said purpose, Yeas 10, Nays 0; Move that the Committee on City Property authorize the New Bedford public school department to proceed with issuing the request for proposals in accordance with Chapter 30B Sec 16 of the General Laws and that all bids received by the school department be submitted to the Committee on City Property with any written recommendations that the school department may choose to make to the Committee for selection, Yeas 10, Nays 0.)

2. COMMUNICATION, Council President Lopes submitting a copy of a letter regarding the School Committee's recommendation to purchase property at 449 North Street for the New Bedford Public Schools' Food Service Department. (To be Referred to the Committee on City Property.) (Ref'd 02/11/2021)

**INVITEES: Thomas Anderson, Superintendent, New Bedford Public Schools; David Gerwatowski, Legal Counsel Attorney; Kathleen Millett; Andrew O'Leary, Assistant Superintendent of Finance and Operations; Dr. Barry Rabinovitch, School Construction Facilitator; Robert Shaheen, Food and Nutrition Services Director; Ari J. Sky, Chief Financial Officer**

***In accordance with the Americans with Disabilities Act (ADA), if any accommodations are needed, please contact the Clerk of Committees Office at 508-979-1482. Requests should be made as soon as possible but at least 48 hours prior to the scheduled meeting.***



Item Title:  
STREAMING STATEMENT

Item Detail:

***THIS MEETING WILL BE LIVE STREAMED ON  
NB CABLE ACCESS FACEBOOK PAGE***

Additional Information:



Item Title:

AN ORDER – RFP / New Bedford Public Schools’ Central Kitchen

Item Detail:

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Additional Information:

ATTACHMENTS:

Description	Type
1. COMM re NBPS Central Kitchen	Cover Memo
1a. ORDER re RFP for NBPS Central Kitchen	Cover Memo



**CITY OF NEW BEDFORD**  
JONATHAN F. MITCHELL, MAYOR

June 18, 2020

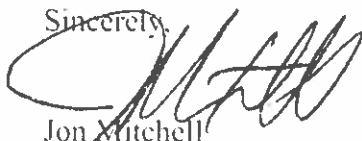
City Council President Joseph P. Lopes and  
Honorable Members of the City Council  
133 William Street  
New Bedford, MA 02740

Dear Council President Lopes and Honorable Members of the City Council:

I am submitting for your approval an ORDER that the City of New Bedford, acting through its City Property Committee, issue an RFP for the purpose of acquiring a new site for the City of New Bedford Public Schools' Central Kitchen, in substantially the same format as attached hereto.

I have attached correspondence from Superintendent of Schools Thomas Anderson regarding this request.

Sincerely,

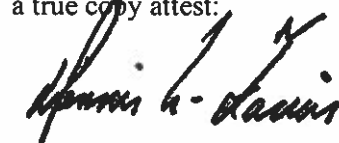


Jon Mitchell  
Mayor

**IN CITY COUNCIL, June 25, 2020**

Referred to the Committee on City Property.  
a true copy attest:

Dennis W. Farias, City Clerk



City Clerk



THOMAS ANDERSON  
SUPERINTENDENT

NEW BEDFORD PUBLIC SCHOOLS  
PAUL RODRIGUES ADMINISTRATION BUILDING  
455 COUNTY STREET  
NEW BEDFORD, MASSACHUSETTS 02740  
[www.newbedfordschool.org](http://www.newbedfordschool.org)

(508) 997-4511

*"We are committed to developing a community of learners who are academically proficient, demonstrate strong character and exhibit self-confidence."*

KAREN A. TREADUP  
DEPUTY SUPERINTENDENT

ANDREW O'LEARY  
ASSISTANT  
SUPERINTENDENT OF  
FINANCE & OPERATIONS

HEATHER EMSLEY  
EXECUTIVE DIRECTOR OF  
HUMAN CAPITAL SERVICES

JENNIFER FERLAND  
EXECUTIVE DIRECTOR OF  
STRATEGIC INITIATIVES & PARTNERSHIPS

SANDRA FORD  
EXECUTIVE DIRECTOR OF  
SPECIAL EDUCATION & STUDENT  
SERVICES

SONIA WALMSLEY  
EXECUTIVE DIRECTOR OF  
EDUCATIONAL ACCESS &  
PATHWAYS

## MEMORANDUM

To: Mayor Jonathan Mitchell

From: Superintendent Thomas Anderson

Date: April 23, 2020

Subject: Requesting authority to issue an RFP to purchase a new site for the New Bedford Public Schools' Central Kitchen

The New Bedford Schools Food Service program has outgrown its existing Central Kitchen space and wishes to move to a new building while remaining centrally accessible to all schools. The existing Central Kitchen is located in the basement of the Paul Rodrigues Administrative Building and must get food deliveries transported through a window and a conveyor belt. The equipment has outlived its useful life expectancy and new equipment is needed. Because the older schools lack the space to prepare meals, many of our newer schools have been making lunches for one or more of the older schools. This has been a patchwork process and lacks efficiency. At the Central Kitchen, we currently prepare 5,000 meals per day but if we take back preparation of the meals prepared by some of the newer schools to be done at the Central Kitchen, we will be preparing approximately 7,500 meals per day.

The Food Service Program is self-sufficient within its budget. The majority of its funding comes from the USDA and from the State. During the last two school years the following revenue and expenses were recorded:

Year	Revenue	Expenses	Balance
2017-2018	\$10,149,552	\$8,145,006	\$2,004,546
2018-2019	\$10,211,855	\$8,679,884	\$1,531,970

The year-end balance at the end of the 2019 was \$8,679,884. The Food Service department can use this balance towards new equipment, planning and design of a new Central Kitchen, and new equipment for our schools. USDA regulations prohibit the Food Service program from purchasing a new Central Kitchen facility, but rent payments are permissible.



THOMAS ANDERSON  
SUPERINTENDENT

## NEW BEDFORD PUBLIC SCHOOLS

PAUL RODRIGUES ADMINISTRATION BUILDING

455 COUNTY STREET

NEW BEDFORD, MASSACHUSETTS 02740

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Staff has developed a financial plan, attached, which envisions the purchase of a new Central Kitchen facility by the City. The Food Service program and the City would then execute a Memorandum of Understanding setting annual rent for the facility at an amount that would fully offset the City's debt service expenses.

The preferred building will be between 15,000 and 20,000 square feet in size, contain a loading dock, be centrally located, made up of one parcel, adjacent to highways, and include parking for at least 34 vehicles, plus have the ability to receive on-site and unload a tractor trailer combination with a 53' trailer without street obstruction or backing in and out of the street delaying traffic. We estimate that a suitable facility could be purchased for \$1,000,000, and the preparation of the facility so it would be ready for installation of new Food Service Equipment for \$1,000,000 which would incur \$180,000 in annual debt service over a period of 20 years.

I respectfully request that the inclusion of an item in Mayor's Papers for an upcoming City Council meeting to request the Property Committee to authorize an RFP. A draft is attached for your review.

Thank you for your consideration.



**Architectural Consulting Group**

March 4, 2020

Dr. Barry Rabinovitch  
School Building Facilitator  
New Bedford School Department  
PRAB Building  
455 County St.  
New Bedford, MA 02740

Dear Barry,

Pursuant our discussion , we are pleased to submit this summary estimate of work required to rehabilitate a standing structure of approximately 15,000 to 17,000 sq. ft. Certain assumptions have to be made at this point due to the uncertainty of the actual physical attributes of buildings that will be offered in response to the published RFP. In this regard, we take for granted that the most common construction of this size in New Bedford would be found in mill construction and be of wood timber, post and beam, steel, and load bearing masonry.

Realizing that the age of construction of these types of structures date from post 1900 through pre 1950. We know by experience that there will be certain hazardous construction materials used in those years that will need to be abated. We find these materials currently in all the school and municipal buildings we have been involved with, and remediation is quite common and easily performed. While there is an added cost to this process, we find that overall it is less costly to find a suitable "standing structure" and rehabilitate it rather than trying to procure vacant land and construct a new building.

New comparative construction costs are typically running around \$350.00 per square foot. Calculated by the 15,000 sq. ft average would result in construction cost of almost 6 million dollars plus land acquisition, regulatory approvals, soft costs for engineering, design, architectural, etc. which would add an additional 1 million dollars.

In comparison, finding a suitable space on a suitable site will alleviate a lot of cost associated with a new construction project. First and foremost, the building will have to be abated, and fit up to meet the requirements. This would entail electrical, plumbing, HVAC, Fire Protection, security, envelope, etc. Most of the City services and public utilities would already be into the building saving those costs.

Below is a rough estimate of anticipated cost to refurbish our "assumed" building of sixteen thousand sq. ft

1. Site work:	Construct depressed loading dock	\$ 30,000.00
2. Paving:	Needs only touch up and patching	10,000.00
3. Structural repairs:	Repointing select areas	35,000.00
4. Windows and Doors:	Doors and windows	50,000.00
5. Interior plumbing:	Floor drains, waste lines, water supply lines	85,000.00
5. HVAC:	New a/c and heat system	120,000.00
6. Electrical:	600 Amp service, general wiring	130,000.00
7. Fire Protection:	Revamp existing working system	60,000.00
8. Energy saving:	Added insulation	35,000.00
9. Abatement	Remove hazardous construction material	75,000.00
10. Utility upgrades	As required	50,000.00
11. Interior Fit-up	Repartitioning, office space	170,000.00
12. Finishes:	Drywall, Durable surfaces, painting	140,000.00
13. Flooring	Epoxy coatings and VCT/Carpet as required	80,000.00
14. Contingency	Miscellaneous	35,000.00

Total construction cost	1,105,000.00
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Land acquisition cost	1,000,000.00
Architect/Engineering	100,000.00
OPM Fees/ Monitoring	100,000.00
Design Contingency 5%	55,000.00
<b>*Total acquisition and fit up ready for use</b>	<b>\$2,360,000.00</b>

**\*Does not include FF&E cost which are from a different budget for this purpose**

Office Furniture

Kitchen Line Equipment

Pots, Pans, Disposables

Freezers/ Coolers

Range Hoods, Ansel systems

Storage Racks

Forklifts

Estimate is based on RS Means Estimating and known historic costs. Construction costs have a variable as to time actual construction is accomplished. An escalation increase adjustment may add 1.5% to 2.0% annually. No guaranty is given that these numbers will fit all buildings of 16,000 sf. In all cases. Local economy also plays a part in the final bid you might expect.



Respectfully Submitted,

Michael W. Josefek, AIA, LEED AP, CSI, MCPPO  
President  
Architectural Consulting Group, Inc.  
2206 Acushnet Ave  
New Bedford, MA 02745  
774 202 7991  
acg@acgpm.com



**New Bedford Public Schools Request for Proposals RFP  
#NBSFSD-FY20-001 -Site Rental**

The New Bedford Public Schools Food Service Department hereinafter referred to as (NBSFSD) through its Procurement Office is seeking a new Central Kitchen Facility. The NBSFSD has outgrown its existing Central Kitchen space located at the Paul Rodrigues Administration Building and wishes to move to a new building while remaining central to all schools.

To accommodate a new workspace the preferred building will be at least 5,000 square feet in size, contain a loading dock, be centrally located and made up of one parcel. It should be located near the center of New Bedford. The NBSFSD will entertain proposals for renting with an estimated cost of on or about Five Thousand dollars (\$ \$5,000/Month) as long as the property is free of debts, obligations, liens, or other encumbrances (financial or otherwise) at the time of delivery but would accept a gift property. Ideally, the NBSFSD wishes to settle on a property and close on the transaction as soon as reasonably possible, rental may be extended to \_\_\_\_\_, 2020.

As of 8:00 AM on \_\_\_\_\_2020, copies of this RFP for New Bedford Schools Food Service Department Site Acquisition may be obtained electronically by Molly Gilfeather, Director of Purchasing at the City of New Bedford at [Molly.Gilfeather@newbedford-ma.gov](mailto:Molly.Gilfeather@newbedford-ma.gov) or by phone at 508-979-1432.

Sealed proposals will be received at the Purchasing Office located at the City Hall at 133 Williams St., room 208 in New Bedford until 11:00 AM on Monday \_\_\_\_\_, 2020. Late submittals will not be accepted. After the closing time, the Interested Party submittals will be opened for the sole purpose of recording the names of the Interested Parties submitting.

**RFP # NBSFSD -FY20-001 General Conditions and  
Requirements New Bedford School Department  
Food Service Department Site Rental**

- 1      **Proposal Rules** This proposal is solicited and will be awarded pursuant to the rules set forth in Chapter 30B of the Massachusetts General Laws.
- 2      **Proposals** must be submitted in a sealed envelope marked "**New Bedford School Department Food Service Department -Site Rental Proposal**" and addressed to the **New Bedford Purchasing Department, 133 Williams ST. Room 208, New Bedford, MA 02740** and endorsed "**RFP # NBSFSD -FY20-001 New Bedford Food Service Department – Site Rental**". Proposals will be accepted until **11:00 AM on Monday \_\_\_\_\_, 2020.**
- 3      **Reviewing Period** All proposals meeting proposal requirements and conditions may be held by the New Bedford Public Schools Food Service Department for a period not to exceed sixty (60) business days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of proposers, prior to the awarding of the contract.
- 4      **Basis of Proposal Award:** The NBSFSD shall award to the responsible and responsive proposer submitting the proposal considered most advantageous, taking into consideration the proposal's criteria and price. The NBPA will evaluate the relative merits of the proposals. Upon a decision on the most advantageous proposal, the NBPA will enter into negotiations for a rental agreement.
- 5      **Cost to the NBSFSD :** The NBSFSD will entertain proposals for rental as long as the property is free of debts, obligations, liens or other encumbrances (financial or otherwise) at the time of delivery but would accept a steeply discounted or gift property.
- 6      **Evaluation of Proposal:** The Committee shall evaluate each proposal's comparative evaluation criteria. The Committee shall assign a rating system to each criterion. The Committee shall then take into consideration the prices and decide the best overall proposal. The best overall proposal is not necessarily the proposal receiving the highest rating for the "Comparative Evaluation Criteria" or the proposal with the most inexpensive terms. The documented results shall then be submitted to the NBSFSD who will make the award based on the evaluation.
- 7      **Compliance with Applicable Laws** The contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. The proposal must comply with all Federal, State, and municipal laws, ordinances, rules and/or regulations.
- 8      **Questions and Interpretations** Questions about this RFP must be submitted in writing and sent electronically via email no later than Wednesday \_\_\_\_\_ 2020 and directed to Molly Gilfeather at [Molly.Gilfeather@newbedford-ma.gov](mailto:Molly.Gilfeather@newbedford-ma.gov) In the subject line of the email

RFP # NBSFSD -FY20-001 -Site Rental

put **"RFP # NBSFSD -FY20-001, Questions – NBSFSD Site Rental"**. All submissions must contain the name of the person asking the question, company name, address, phone number and email address. Failure to provide the correct information in the email will deem the question unanswerable, and it will not be considered as part of any addenda. Responses will be forwarded to all bidders in the form of addenda.

**9. Certification of Non-Collusion and Tax Attestation Form** All proposers must sign the attached forms (Attachments B & C) regarding Massachusetts State tax returns and certificate of non-collusion.

**10. Disclosure of Beneficial Interests** The selected proposer will be required to submit a disclosure of beneficial interests to the Division of Capital Asset Management and Maintenance (DCAMM). A copy of the form is contained in this document as Attachment D.

**11. Costs of Preparing Proposals** All costs involved in preparing the proposal submittal will be borne by the proposer. The **NBSFSD** will not be liable for any costs associated with the creation of the proposal submittal or any supporting documents.

**12. Corrections** Erasures or other changes in the proposal must be explained or noted over the signatures of the proposer.

**13. Conflict of Interest** The applicant agrees to the extent that such law is applicable to the duties it is to perform hereunder, it will comply with the provisions of Chapter 286A of the General Laws concerning conflict of interest. The proposer covenants that it presently has no interest and shall not require any interest, direct or indirect which would conflict in any manner or degree with the performance under the agreement. No employee of the NBPA and no public official who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or have any financial interest, direct or indirect in this agreement or the proceeds thereof.

**14. Signature** All proposals shall be complete, factual, and signed by an authorized officer of the proposer's company on the appropriate page(s) and the front of the cover sheet.

**15. Number of copies** One original and one (1) copy of the proposal must be submitted to Molly Gilfeather, Director of Purchasing, City of New Bedford.

**16. Place and Time to Submit Proposals** Sealed proposals will be received at the current Purchasing Department office located at 133 Williams St., room 208, New Bedford, MA 02740 until 11:00 AM on Monday \_\_\_\_\_, 2020. Late submittals will not be accepted. After the closing time, the Interested Party submittals will be opened for the sole purpose of recording the names of the Interested Parties submitting.

**17. Waiver** The NBPA reserves the right to reject any and all proposals, or to waive any informality in the proposal process, if deemed in the **NBSFSD's** best interest.

**18. Modifications** A proposer may correct, modify, or withdraw a proposal by sealed, written notice clearly marked as a correction, modification, or withdrawal and received at the

RFP # **NBSFSD** -FY20-001 -Site Rental



# CITY OF NEW BEDFORD

## CITY COUNCIL

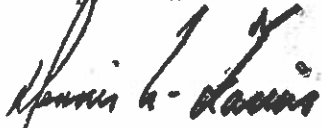
June 25, 2020

ORDERED, that, the City of New Bedford, acting through its City Property Committee, issue an RFP for the purpose of acquiring a new site for the City of New Bedford Public Schools' Central Kitchen, in substantially the same format as attached hereto.

IN CITY COUNCIL, June 25, 2020

Referred to the Committee on City Property.  
a true copy attest:

Dennis W. Farias, City Clerk

  
City Clerk



Office of  
Clerk of Committees  
133 William Street  
New Bedford, MA 02740

# City of New Bedford

MASSACHUSETTS

Tel: (508) 979-1482  
Fax: (508) 979-1407

**DENNIS W. FARIAS**  
*City Clerk Clerk of the City Council*

**DENIS LAWRENCE, JR.**  
*Clerk of Committees*

**DONNA M. BRITTO**  
*Assistant Clerk of Committees*

August 11, 2020

Dr. Barry Rabinovitch  
New Bedford Public Schools  
455 County Street  
New Bedford, MA 02740

Dear Dr. Rabinovitch:

The City Property Committee at its meeting held Monday, August 10, 2020 considered a Communication, Mayor Mitchell to City Council, submitting AN ORDER that the City, acting through its City Property Committee, issue an RFP for the purpose of acquiring the new site for the City of New Bedford Public Schools' Central Kitchen in substantially the same format as attached thereto.

The City Property Committee made the following two motions:

On motion by Councillor Lopes and seconded by Councillor Giesta, the Committee VOTED: That the Committee on City Property vote to acquire property by lease or by purchase for the purpose of acquiring a site for the public schools central kitchen and that proposals be solicited for said purpose. This motion passed on a Roll Call Vote of Yeas 10, Nays 0.

On motion by Councillor Lopes and seconded by Councillor Abreu, the Committee VOTED: That the Committee on City Property authorize the New Bedford Public Schools Department to proceed with issuing the request for proposals in accordance with Chapter 30B, Sec. 16 of the General Laws and that all bids received by the School Department be submitted to the Committee on City Property with any written recommendations that the School Department may choose to make to the Committee for selection. This motion passed on a Roll Call Vote of Yeas 10, Nays 0.

Very truly yours,

*William Brad Markey*  
Councillor William Brad Markey, Chairman  
Committee on City Property

WBM: dmb



Item Title:

COMMUNICATION – NBPS Recommendation / Food Service Department

Item Detail:

2. COMMUNICATION, Council President Lopes submitting a copy of a letter regarding the School Committee's recommendation to purchase property at 449 North Street for the New Bedford Public Schools' Food Service Department. (To be Referred to the Committee on City Property.) (Ref'd 02/11/2021)

Additional Information:

ATTACHMENTS:

Description	Type
2. COMM re Recommendation NBPS Food Service Dept	Cover Memo
2_1 21300038 CENTRAL KITCHEN SITE ACQUISITION-PRICE PROPOSAL	Cover Memo
2_2 New Bedford Cash Balance_Culinary Nutrition Center Business Plan Final 5-11-20	Cover Memo



THOMAS ANDERSON  
SUPERINTENDENT

NEW BEDFORD PUBLIC SCHOOLS  
PAUL RODRIGUES ADMINISTRATION BUILDING  
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SONIA WALMSLEY  
EXECUTIVE DIRECTOR OF  
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January 27, 2021  
Councilman William "Brad" Markey  
Chair of the Property Committee  
City of New Bedford  
133 William St  
New Bedford, MA 02740

Dear Councilman Markey:

The City Council's Committee on Property voted to allow the New Bedford School Department to issue a Request for Proposal regarding the purchase or lease of a site with specific parameters acceptable to the Food Service Department at their August 10, 2020 meeting. The specific parameters include the following:

- The preferred building will be 15,000 to 20,000 square feet in size
- Contain a loading dock
- Be centrally located and made up of one parcel
- Adjacent to highways
- Include parking for thirty four vehicles
- The ability to receive on site and unload a tractor trailer combination with a 53' trailer without street obstruction or backing in and out of the street delaying traffic

The RFP specifies proposals for purchase with an estimated cost of not more than one million dollars (\$1,000,000) as long as the property is free of debts, obligations, liens, or other encumbrances (financial or otherwise) at the time of delivery, but would accept a gift property. The property must have had a recent clearance report from action relating to MGL Chapter 21E: Massachusetts Oil and Hazardous Material Release Prevention and Response Act.

One bid proposal was received by the City of New Bedford Purchasing Department after the bid was qualified for technical criteria it was forwarded to Robert Shaheen, Food Service Director of New Bedford Public Schools and Dr. Barry Rabinovitch, School Construction Facilitator.

*The New Bedford Public Schools do not discriminate on the basis of age, gender, race, color, religion, ethnicity, national origin, disability, sexual orientation, ancestry, homelessness, gender identity, gender expression or immigration status.*



A bid proposal evaluation committee consisting of Dr. Rabinovitch, School Construction Facilitator, Robert Shaheen, Director of Food Service, Donald Veloso, Owner's Project Manager, and Bruce Oliveira, New Bedford School Committee, evaluated the one proposal received and gave the proposal an average score of 23.5 out of a possible 25 total points. The evaluation committee unanimously agreed to send a recommendation to the New Bedford School Committee to request the City to purchase the property at 449 North St, New Bedford, MA 02740.

On December 14, 2020, the New Bedford School Committee voted to recommend that the City of New Bedford begin negotiations to purchase the property at 449 North St. This letter should serve as the School Committee's recommendation to move forward with negotiations to purchase the property located at 449 North St, New Bedford, MA 02740. Enclosed, please find the recommended proposal and price proposal sheet submitted by the owner of this property.

While the development costs would be financed through general obligation debt, all debt service costs would be reimbursed to the General Fund by the Cafeteria Fund through a Memorandum of Understanding. Ideally, the School Department wishes to settle on a property and close on the transaction as soon as possible.

Respectfully,



Dr. Barry Rabinovitch  
School Construction Facilitator  
BAR/sah

Enclosures

**REQUEST FOR PROPOSALS**  
**CITY OF NEW BEDFORD, MASSACHUSETTS**  
**NEW BEDFORD PUBLIC SCHOOLS**  
**SITE ACQUISITION FOR A NEW CENTRAL KITCHEN FACILITY**

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**RFP # 21300038**



**Bids Due: Wednesday, October 14, 2020 at 1 p.m.**

Jonathan F. Mitchell  
Mayor

New Bedford Public Schools  
455 County Street  
New Bedford, MA 02740



## CITY OF NEW BEDFORD, MASSACHUSETTS

### **Request for Proposals # 21300038 Site Acquisition for Central Kitchen Facility**



The City of New Bedford, Purchasing Department, in conjunction with the New Bedford Public Schools Food Service Department (NBSFSD), is soliciting sealed proposals for a new Central Kitchen Facility in New Bedford, Massachusetts. The NBSFSD has outgrown its existing Central Kitchen space located at the Paul Rodrigues Administration Building and wishes to move to a new building while remaining central to all schools.

To accommodate a new workspace, the preferred building will be 15,000 to 20,000 square feet in size, contain a loading dock, be centrally located and made up of one parcel, adjacent to highways, and include parking for 34 vehicles, plus the ability to receive on site and unload a tractor trailer combination with a 53' trailer without street obstruction or backing in and out of the street delaying traffic. The NBSFSD will entertain proposals for purchase with an estimated cost of not more than one million dollars (\$1,000,000) as long as the property is free of debts, obligations, liens, or other encumbrances (financial or otherwise) at the time of delivery but would accept a gift property. The property must have had a recent clearance report from action relating to MGL Chapter 21E: MASSACHUSETTS OIL AND HAZARDOUS MATERIAL RELEASE PREVENTION AND RESPONSE ACT. Ideally, the NBSFSD wishes to settle on a property and close on the transaction as soon as reasonably possible.

The proposal process and award of this Contract will be under the provisions of M.G.L. Chapter 30B.

Contract documents may be obtained and/or examined electronically by visiting the City's website <https://www.newbedford-ma.gov/purchasing/> on or after Monday, August 31, 2020.

Due to the coronavirus outbreak, the regular submission process has changed. Sealed proposals can now be only submitted to 309 Smith Street, New Bedford, MA 02740 between Monday – Friday from 8 am – 3 pm. Packages **must** be delivered to above address via receipt-acknowledged delivery service, certified mail that must be signed for, or in person drop-off. The bid **must** clearly state on the exterior that it is for IFB # 21300038 Central Kitchen Site Acquisition, attention to the Purchasing Department. To facilitate the bid opening process, all bidders **must** email [purchasing@newbedford-ma.gov](mailto:purchasing@newbedford-ma.gov) to confirm that they have submitted a bid.

All incoming mail- delivered or dropped off- is to be quarantined for a period of at least 48 hours to eliminate the possibility of viral transmission per the New Bedford Health Department. As such, proposals are due on Wednesday, October 14, 2020 at 1 pm Eastern time, but will be opened on Friday, October 16, 2020 at 1 pm Eastern Time. Proposals received after the above time and date will be rejected and returned unopened.

If, at the time of the scheduled proposal due date or opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the proposal due date and/or opening will be postponed to the same time on the next normal business day. It is strongly recommended that proposals are mailed or delivered in advanced of the due date and time. The time clock on the wall above the counter of the Purchasing Department will determine the time of the proposal opening.

Attention is called to the fact that supplies furnished as part of this Contract are exempt from the Sales and Use Tax. All proposals submitted should take this factor into consideration and be calculated accordingly.

The Proposer must furnish a Non-Collusion Form and Statement of Taxes with their proposal.

The developer selection will be awarded within sixty (60) days after the proposal opening. The time for award may be extended by mutual agreement between the City and the awarded vendor.

No Vendor may withdraw his/her bid for a period of one year (365 days), excluding Saturdays, Sundays, and legal holidays, after the actual date of the opening thereof.

Proposals must include ALL DOCUMENTS required by the Request for Proposals. The Awarding Authority reserves the right to waive any informality, reject any or all proposals, or accept other than the lowest priced proposal if the City determines that it is in the best interests of the City.

Awarding Authority  
City of New Bedford  
Purchasing Department  
Molly Gilfeather, Director of Purchasing

We respectfully cannot agree to this paragraph in its entirety for reasonable concerns but do suggest an alternative timeline if our proposal is rejected. Please see letter attached.

**END OF SECTION – GENERAL INFORMATION, INVITATION FOR BIDS**

## **General Conditions and Requirements**

### **1. Proposal Rules:**

This proposal is solicited and will be awarded pursuant to the rules set forth in Chapter 30B of the Massachusetts General Laws.

### **2. Proposal Submission:**

Proposals must be submitted by 1 pm on Wednesday, October 14, 2020 in two (2) separate, sealed envelopes marked:

1. 21300038 Site Acquisition Central Kitchen – Technical Proposal
2. 21300038 Site Acquisition Central Kitchen – Cost Proposal

One (1) original and one (1) copy of each proposal is required. Technical proposals containing any cost information will be disqualified. Sealed proposals must be submitted to 309 Smith Street, New Bedford, MA 02740 between Monday – Friday from 8 am – 3 pm. Packages must be delivered to above address via receipt-acknowledged delivery service, certified mail that must be signed for, or in person drop-off. Proposers must email [purchasing@newbedford-ma.gov](mailto:purchasing@newbedford-ma.gov) to notify the City that a proposal was submitted.

### **3. Reviewing Period:**

All proposals meeting general requirements and conditions may be held by the City of New Bedford for a period not to exceed sixty (60) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating qualifications of proposers, and negotiations prior to the awarding of the contract.

### **4. Basis of Proposal Award:**

The City shall award to the responsible and responsive proposer submitting the proposal considered the most advantageous, taking into consideration the proposal's criteria and price. Upon a selection of the most advantageous proposal, the City will enter into negotiations for a purchase and sale agreement and/or long term lease agreement.

### **5. Cost to the City:**

The City will entertain proposals to purchase the property for not more than one million dollars (\$1,000,000) as long as the property is free of debts, obligations, liens, or other encumbrances (financial or otherwise) but would accept a steeply discounted or gift property. The City will consider long term lease proposals (at least 10-20 years) for the property that fits the same criteria as the proposals to purchase the property.

## **6. Evaluation of Proposal:**

The Committee shall evaluate each proposal's comparative evaluation criteria. The Committee shall assign a rating system to each criterion. The Committee shall then take into consideration the prices and decide the best overall proposal. The best overall proposal is not necessarily the proposal receiving the highest rating for the "Comparative Evaluation Criteria" or the proposal with the most inexpensive terms. The Committee will select the proposal based on the evaluation.

## **7. RFP Cancellation/ RFP Selection**

The City of New Bedford may cancel this RFP, or reject in whole or in part any and all proposals, if the City determines that cancellation or rejection is in the best interest of the City, and it may select the proposal that it deems to be in the best interest of the City.

## **8. Interpretation of Contract Documents**

All invitation for interpretation of Contract Documents must be in writing. Oral interpretation by the Awarding Authority, its employees or others shall not be binding or have any validity.

Any clarification for interpretation of the Contract Documents shall be submitted in writing to: [purchasing@newbedford-ma.gov](mailto:purchasing@newbedford-ma.gov) no later than Monday, September 28, 2020 at 4 pm prevailing time. If necessary, an Addendum to the Contract Documents will be issued and where feasible, copies of such Addenda will be emailed to all bidders of record as well as placed on the City's website under the Purchasing page. It is the responsibility of each bidder to verify the number of Addenda issued and to secure any needed copies from the **Purchasing webpage** before submitting a bid.

## **SCHEDULE:**

Legal Notice to Bidders in CommBuys, Standard Times, & Central Register	Monday, August 31, 2020
RFP Available	Monday, August 31, 2020
Questions Due to City of New Bedford	Monday, September 28, 2020, at 4 pm
Responses to Questions/Addenda Issued	Thursday, October 1, 2020
Proposals Due to City of New Bedford	Wednesday, October 14, 2020 at 1 pm
Opening of Technical Proposals	Friday, October 16, 2020 at 1 pm
Selection of Contract Award- estimated	Friday, December 4, 2020
Executed Contract	Thursday, December 31, 2020



## **Scope**

### **1. General Location of Property:**

The preferred site for the new Central Kitchen Facility should be located near the center of the downtown area, have access to highways, public transportation and include off street parking.

### **2. Size and Geometry of the Property:**

The subject property structure should be a minimum of 15,000 - 20,000 square feet in size, and also enough adjacent land to include employee parking. Ideally, the overall property size should be approximately 45,000 s.f. and should be located near the City of New Bedford downtown area and will be one parcel of a suitable geometry that allows for efficient entrance for a loading dock and required parking for 34 vehicles and the ability to receive and unload a tractor trailer combination with a 53' trailer without street obstruction or require backing in and out of the street delaying traffic. The preferred property should be served by Natural Gas and 3 Phase electric power.

### **3. Site Conditions:**

The subject property should be in full compliance with any and all applicable Federal, State, or local requirements. If present, any environmentally sensitive land should be clearly defined. Preferably, the subject property should have, or be able to reasonably obtain at no cost to the City, clean MGL Chapter 21E: MASSACHUSETTS OIL AND HAZARDOUS MATERIAL RELEASE PREVENTION AND RESPONSE ACT, Phase I/II environmental reports issued within the past 18 months. The preferred proposal will also have a geotechnical evaluation of the property.

### **4. Costs of Preparing Proposal:**

All costs involved in preparing the proposal submittal will be borne by the proposer. The City of New Bedford will not be liable for any costs associated with the creation of the proposal submittal or any supporting documents.

### **5. Schedule:**

Evaluations of the proposals will take place during the sixty (60) day evaluation period. The City expects to choose a site and enter into negotiations with the owner as soon as possible. To ensure adherence to a fairly aggressive schedule for design, the City wishes to close on a property within 1 year (365 days) of the submission opening date.

### **6. Minimum Submittal Requirements:**

Each proposal must contain the following documentation in support:

1. A map showing the subject property and its location near the downtown area
2. A survey prepared by a registered Massachusetts land surveyor showing the metes and

bounds of said property.

3. A notarized statement of ownership.

4. A statement of existing infrastructure on the property including but not limited to sewer, water, type of utilities, telephone/data, vaults, and any easements.

**In addition, if the following reports/studies exist, they should be included**

5. A copy of any Phase I/II environmental and any geotechnical reports.

### **End of Section – Scope**

#### **Evaluative criteria**

All proposed sites will be evaluated based upon specific comparative evaluation criteria. The following point schedule will be utilized:

Highly advantageous: 5 points  
Response excels on the specific criterion

Advantageous: 3 points  
Response meets evaluation standard for the criterion

Least Advantageous: 1 point  
Response does not fully meet the criterion or leaves a question or issue not fully addressed

Does Not Meet: 0 points\*  
Does not address the criterion

\*Proposal is automatically eliminated from further consideration if “0 points” is received in any category.

#### **Comparative criteria**

The following comparative criteria will be used to evaluate proposed sites.

##### **1. Location and size of the site**

The preferred site for the new Central Kitchen should be located near the downtown area. The subject property should be a minimum of 45,000 square feet in size

- ☒ A site of 45,000 square feet or more located within the area specified in the RFP would be considered highly advantageous.



- ☐ A site of less than 45,000 square feet but greater than 35,000 square feet located within the area specified in the RFP would be considered advantageous.
- ☐ A site of less than 35,000 square feet but greater than 25,000 square feet located within the area specified in the RFP would be considered least advantageous.

## 2. Site Conditions and Geometry

The subject property should be in full compliance with any and all applicable Federal, State, or local requirements. If present, any environmentally sensitive land should be clearly defined. Ideally the property should be of a suitable geometry that allows for efficient development of the building and required parking. The most desirable property will be one which requires the least grading and/or demolition

- ☒ A site that is relatively flat, has no environmental restrictions, and requires little or no demolition would be considered highly advantageous.
- ☐ A site that is relatively flat, has some environmental restrictions, and requires demolition of simple structures would be considered advantageous.
- ☐ A site that requires substantial grading, has environmental restrictions, and requires heavy remediation and demolition would be considered least advantageous.

## 3. Ease of Access from Main Thoroughfare(s)

The preferred site will fit into the near designated downtown area without having a negative impact on traffic flow and surrounding properties.

- ☒ A site that has multiple access points for pedestrians and vehicles would be considered highly advantageous.
- ☐ A site that has at least one access point for pedestrians and vehicles would be considered advantageous.
- ☐ A site that has little or no access for pedestrians and vehicles would be considered least advantageous.

## 4. Site Features

The preferred site would offer natural views and be generally visible to the public. It might offer gathering places and small garden areas.

- ☒ A site positioned so that the Central Kitchen Facility would have a view, be easily visible from surrounding thoroughfares, and not be overwhelmed by surrounding buildings would be considered highly advantageous.
- ☐ A site positioned so that the Central Kitchen Facility would have a view, be

somewhat visible from surrounding thoroughfares, and not be overwhelmed by surrounding buildings would be considered advantageous.

- ☒ A site positioned so that the Central Kitchen Facility would have a partial view, but not be visible from surrounding thoroughfares would be considered least advantageous.

#### 5. Available Infrastructure

- ☒ A site that has water and sewer service and drainage infrastructure that are in reasonable and sound operating condition as well as natural gas service would be considered highly advantageous.
- ☐ A site that has water and sewer service and drainage infrastructure that requires modernizing and natural gas service and would be considered advantageous.
- ☐ A site that has water and sewer service and drainage infrastructure that require modernizing and no natural gas service and would be considered least advantageous.

The Cost Proposal must be submitted in a separate,  
sealed envelope as outlined in Instructions to Proposers.

### COST PROPOSAL

RFP # 21300038 City of New Bedford School Department Central Kitchen Site Acquisition

Paul A. Piva

(Print Name of Proposer)

449 North Street New Bedford

(Address of Proposed Site)

Size of Property: 1.276 Acres <sup>Approximately</sup> 55,582.96 SF  
(Building 16,611 SF)

Asking price \$ 1,000,000

Write in Numbers

One Million Dollars

Write in Words

Dollars

Most Recent Appraised Value (if available): \$ N/A

Assessed Value by the City of New Bedford: \$ 718,200

The undersigned agrees that, if he is selected as the most advantageous proposer, he will, within ten (10) days, Saturdays, Sundays, and legal holidays excluded, after presentation thereof by the awarding authority, execute a Notice of Award of contract in accordance with the terms of this Proposal.

The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned hereby certifies, under penalty of perjury, that the said undersigned has paid all State Taxes (Income Taxes, Unemployment Taxes, Excise Taxes, Real Estate Taxes, etc., etc.) due in

compliance with the Tax Laws of the Commonwealth of Massachusetts M.G.L. Chapter 30C  
Sections 47A thru 49A.

Date: 10/1/20 Company: N/A

Name of Proposer: Paul A. Piva  
(Print)

Name of Proposer: Paul A. Piva N/A  
(Authorized Signature) (Title)

~~Business~~ <sup>Home</sup> Address: 12 Deepwood Drive  
MATTAPUSETT, MA 02739

Telephone #: 508-992-5424

Email: STELLA@UPPERDECKLTD.COM

Note: If the proposer is a corporation, indicate the State of Incorporation under the signature and affix the Corporate seal; if a partnership, give full names and residential address if different from the business address.



NOT APPLICABLE

**CITY OF NEW BEDFORD**  
**Jonathan F. Mitchell, Mayor**

**CITY OF NEW BEDFORD**  
**MASSACHUSETTS**

**VOTE OF CORPORATION AUTHORIZING**  
**EXECUTION OF CORPORATE AGREEMENTS**

At a meeting of the Board of Directors of \_\_\_\_\_ duly called and

held on \_\_\_\_\_, 20\_\_\_\_ at which a quorum was present and acting  
throughout, the following vote was duly adopted.

VOTED: That \_\_\_\_\_, a \_\_\_\_\_ of the corporation,  
be and hereby is authorized to affix the Corporate Seal, sign and deliver in the name and behalf of the  
corporation contract documents with the City of New Bedford, the above mentioned documents to include  
but not be limited to Bids, Proposals, Deeds, Purchase and Sales Agreements, Agreements, Contracts,  
Leases, Licenses, Releases and Indemnifications; and also to seal and execute, as above, surety company  
bonds to secure bids and proposals and the performance of said contract and payment for labor and  
materials, all in such form and on such terms and conditions as he/she, by the execution thereof, shall  
deem proper. A true copy.

ATTEST:

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

(Affix Corporate Seal)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CITY OF NEW BEDFORD  
MASSACHUSETTS**

**NON-COLLUSION AND TAX COMPLIANCE FORM**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certified under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Paul A. Pina

Signature of individual submitting bid

NOT APPLICABLE

Name of business/organization

---

**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes reporting of employees and contractor, and withholding and remitting child support.

Paul A. Pina

Signature of person submitting proposal

NOT APPLICABLE



**City of New Bedford  
Mayor Jonathan F. Mitchell**

**CERTIFICATE OF PAYMENT OF STATE TAX**

Pursuant to M.G.L. Ch. 62C, sec 49A, I/we certify under the penalties of perjury that I/we have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

10/1/20  
Date

\_\_\_\_\_  
Federal Identification Number

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Name, Company Officer

\_\_\_\_\_  
Signature, Company Officer

**Real Property Disclosure Statement**  
**DISCLOSURE OF BENEFICIAL INTEREST IN REAL PROPERTY**  
**TRANSACTION**

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by M.G.L. c. 7, §40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: City of New Bedford  
[Name of Jurisdiction]
2. Complete legal description of the property:
3. Type of transaction: ✓ Sale \_\_\_\_\_ Lease or rental for \_\_\_\_\_ [term]:
4. Seller(s) or Lessor(s): Paul A. Piva

Purchaser(s) or Lessee(s): City of New Bedford

5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above.

*Note: If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than 10 percent of the outstanding voting shares need not be disclosed.*

*NOT APPLICABLE*

Name

Address


None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts, or is an employee of the Division of Capital Asset Management and Maintenance, except as noted below:

*NOT APPLICABLE*

Name

Title or Position




6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in Item 1. If the form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to Item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset and Management and Maintenance within 30 days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

*Paul A. Piva*

Signature

*Paul A Piva*

Printed Name

*NOT APPLICABLE*

Title:

*10/1/20*

Date:

Greetings to the City of New Bedford!

Thank you for sending us the RFP and we are hoping that my property is chosen by the City of New Bedford and its leaders.

My family has never done this type of transaction so we aren't familiar with all the specifics.

We are submitting our documents subject to the language in bold being modified as per the following explanation.

From what we read, it seems to be agreeable excluding the following matter below.

The main concern is the language on page 3 where it specifically says:

**"No Vendor may withdraw his/her bid for a period of one year (365 days), excluding Saturdays, Sundays and legal holidays, after the actual date of the opening thereof."**

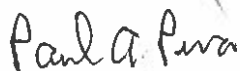
If we understand this correctly, should the City of New Bedford choose another party by 12/31/2020 per these documents, then my family and I would not be able to withdraw our bid and use our property including selling/leasing it out until sometime in April of 2022 but we would still have the obligation of paying the real estate taxes, etc.

As you can understand, this is something we can't agree too. Of course we would be happy to discuss a more practical time frame specifically 3-4 months.

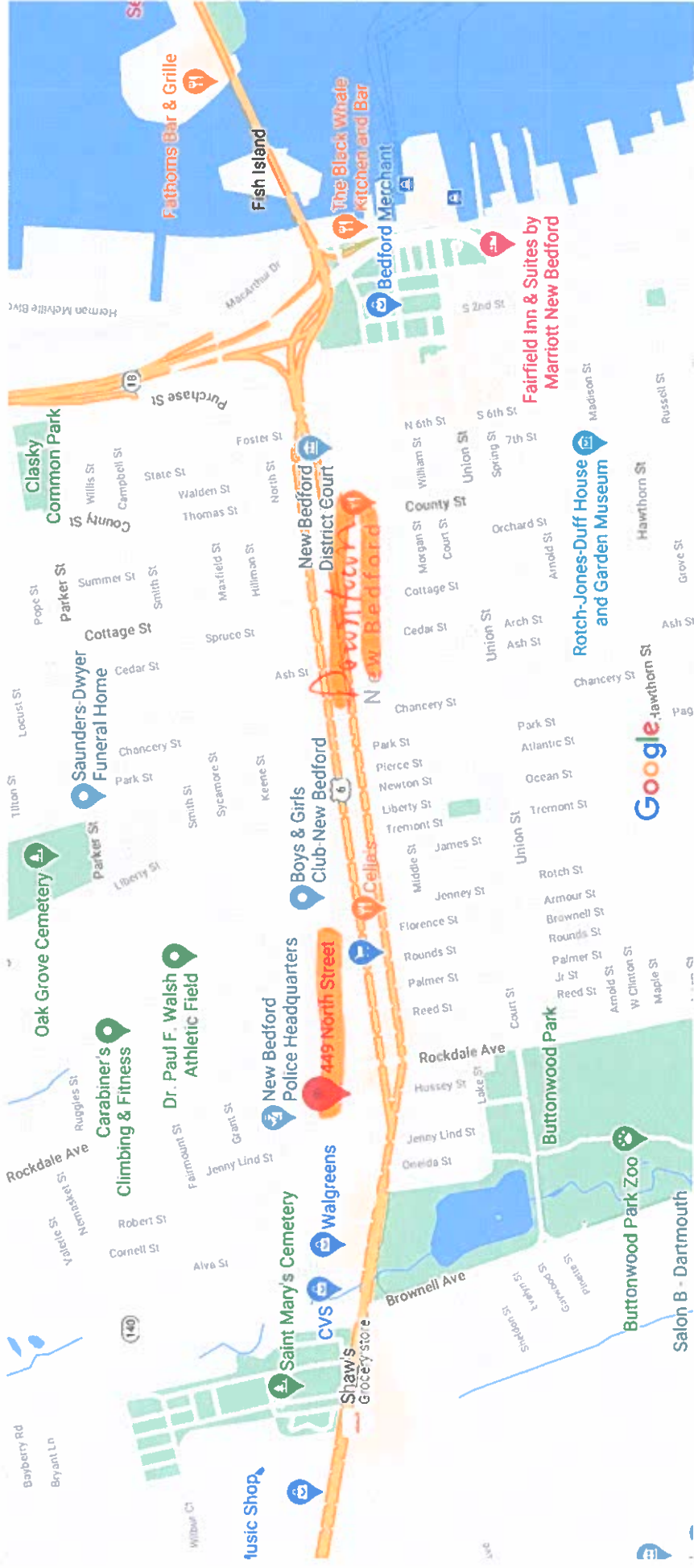
If this is not something the city can agree too, then please disregard our submission and please let us know when we can pick up our submission as it contains our personal information.

If this is agreeable, kindly review and we will hope we are chosen.

Thank you,



Paul A. Piva  
Owner



approximately

# MORTGAGE INSPECTION PLAN

PROPERTY LOCATION: 449 NORTH STREET - NEW BEDFORD, MA



PREPARED BY:

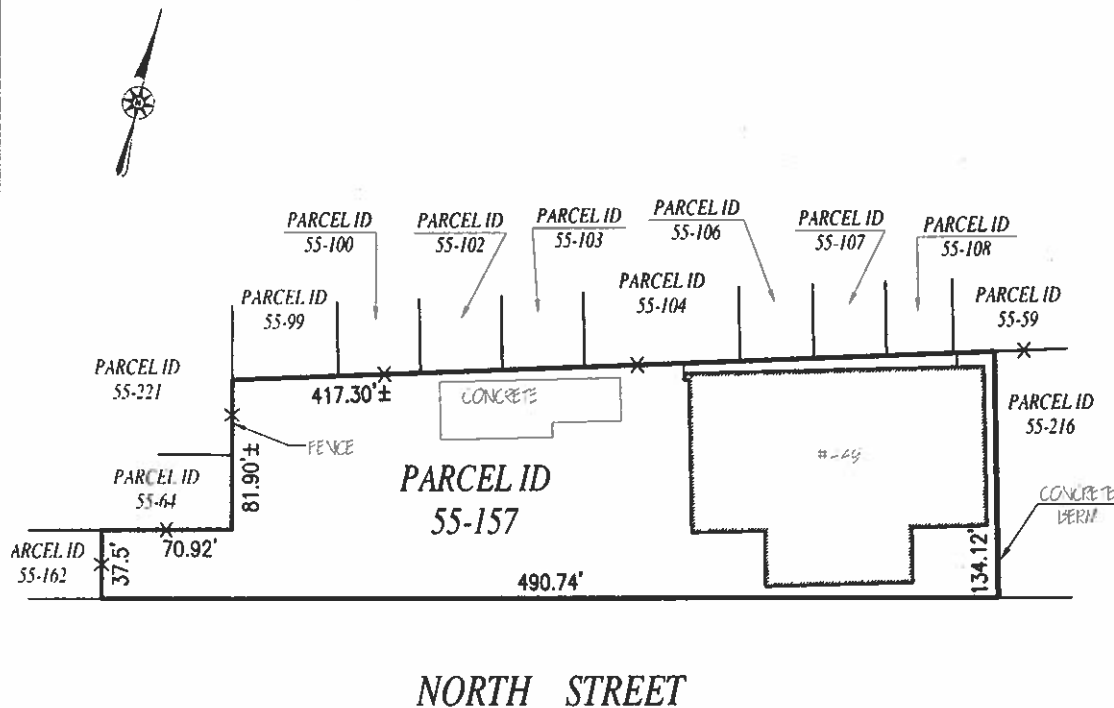


[www.FarlandCorp.com](http://www.FarlandCorp.com)

21 VENTURA DRIVE  
DARTMOUTH, MA 02747  
P.508.717.3479

- ENGINEERING
- SITEWORK
- LAND SURVEYING
- DEVELOPMENT

NOTE: THIS PLAN IS NOT TO BE USED FOR PERMITTING PURPOSES.



NOTE: EXISTING FENCE, CONCRETE, AND CONCRETE BERM APPEAR TO BE CLOSE TO PROPERTY LINE. AN ACCURATE INSTRUMENT SURVEY WOULD BE REQUIRED TO VERIFY THE LOCATION RELATIVE TO POTENTIAL ENCROACHMENT.

REF: DEED BOOK 1816 PAGE 1018

I certify to STELLA XIFARAS and PAUL A. PIVA and that there are no visible encroachments or easements except as shown and that this Plan was prepared under my immediate supervision.

#### FLOOD DETERMINATION:

By graphic plotting only the BUILDING shown hereon DOES NOT fall within a special flood hazard zone as delineated on the Flood Insurance Rate Map 25005C0389F, effective date: JULY 7, 2009

#### ZONING DETERMINATION:

Our measurements indicate that the location of the BUILDING shown on this plan is close to the property line. A zoning determination cannot be made without an instrument survey.



SCALE: 1" = 80'

DATE: 09/30/20

JOB NO: 20-602

PLEASE NOTE: The structure(s) as shown on this plot plan are approximate only. An actual survey is necessary for a precise determination of the building location and encroachments, if any exist, either way across property lines. This plan must NOT be used for recording purposes or for use in preparing deed descriptions and must NOT be used for variance or building plan purposes. This plan must NOT be used for locating property lines. Verification of building locations, property line dimensions, fences or lot configuration can only be accomplished by an accurate instrument survey which may reflect different information than what is shown here on. Please note that this is "NOT A BOUNDARY SURVEY" and is "FOR MORTGAGE PURPOSES ONLY".

6. (3)

## AFFIDAVIT OF OWNERSHIP:

This is to certify that I, Paul A. Piva, am the owner of 449 North Street, New Bedford, MA 02740, Book #01816 and Page #1018, dated January 16, 1981 in the Bristol County (S.D.) Registry of Deeds.

Paul A. Piva  
October 14, 2020

Witness my hand and seal this 14 day of October, 2020

The Commonwealth of Massachusetts

Bristol, ss

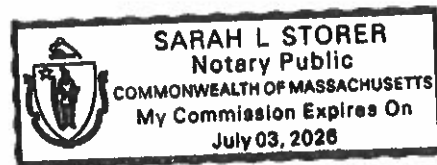
October 14, 2020

Then personally appeared the above-named Paul A. Piva and acknowledged the foregoing instrument to be his free act and deed before me.

Sarah L. Storer

Notary Public

My Commission Expires: 7-3-20



6(4)

449 North Street  
New Bedford, MA 02740

I have owned the property above for approximately 40 years. To the best of my knowledge, the property has the following:

- a. City sewer & water
- b. Telephone
- c. Easement by the electric company
- d. Three phase electric power
- e. Natural gas
- f. Two loading docks
- g. Six offices
- h. Three showrooms
- i. Huge storage area
- j. Two bathrooms and one full bath with shower
- k. Parking for 75+ cars
- l. Loft storage area

Signed,



Paul A Piva

October , 2020

6. (6)  
1816 1018

By *Ed. Pappas*  
8-31-88 2197-28

MASSACHUSETTS DEEDS-123 (STANDARD) 700

443

WABETA REALTY CORP.

a corporation duly established under the laws of MASSACHUSETTS  
and having its usual place of business in Boston

Suffolk County, Massachusetts, for consideration paid in the  
amount of One Hundred Thirty-Eight Thousand (\$138,000.00) Dollars  
grants to PAUL R. PIVA and ROSEMARY PIVA, husband and wife as joint tenants,

of 141 Bellvue Street, New Bedford, MA

with partition covenants

the land is New Bedford, Bristol County, Massachusetts with the building thereon  
known as and numbered 443 North Street, New Bedford, Massachusetts containing  
two parcels bounded and described as follows:  
(See map and description of map)

**PARCEL 1**

Beginning at the southeast corner of the land hereby conveyed and the  
southwest corner of land of Tide Water Associated Oil Company, at a  
point in the north line of North Street, distant westerly therein one  
hundred six and 18/100 (106.18) feet from its intersection with the  
west line of Rockdale Avenue, thence northerly by said land of Tide  
Water Associated Oil Company one hundred thirty-four and 12/100  
(134.12) feet to the south line of land of Antoni & Carol Okolski;  
thence westerly by last named land, land now or formerly of Theresa M.  
Malione, land of other owners and land now or formerly of Mary E.  
Diamond four hundred seventeen and 30/100 (417.30) feet, more or less,  
to the southwest corner of said Diamond land and the northwest corner  
of the land hereby conveyed; thence westerly by land now or formerly  
of Charles C. and Harriet M. Cornell, Mary E. Seed and another owner  
one hundred nineteen and 4/10 (119.4) feet, more or less, to said north  
line of North Street, and thence easterly therein four hundred twenty  
and 25/100 (420.25) feet to the point of beginning. Containing  
82,947 square feet, more or less.

Being the same premises conveyed to the grantor by deed of Hyman Miller  
dated October 23, 1847 recorded in Bristol South District Registry of  
Deeds Book 931, Page 355.

**PARCEL 2**

Beginning at a drill hole in the Southwest corner of the premises, said  
point being Fifty-nine and 50/100 (59.50) feet from the intersection of the  
North line of North Street with the East line of Jenny Lind Street; thence  
running northerly thirty-seven and 5/10 (37.5) feet to a stake; thence turn-  
ing and running easterly in line of land now or formerly of Mary E. Seed  
Seventy and 22/100 (70.22) feet to a stake; and thence turning and running  
easterly thirty-seven and 5/10 (37.5) feet in line of land now or formerly  
of Wabeta Realty Corp. to the North line of North Street; thence westerly  
therein Seventy and 42/100 (70.42) feet to a drill hole and point of begin-  
ning. Containing Nine and 73/100 (9.73) square rods, more or less.

Being the same premises conveyed to grantor by William S. Dorney dated  
September 2, 1930 recorded in said Deeds at Book 1322, Page 133.

Subject to such restrictions and covenants of record if any there be.

97

**In witness whereof**, the said **WARREN REALTY CORP.**  
 has caused its corporate seal to be hereto affixed and these presents to be signed, acknowledged and  
 delivered to its name and behalf by **Howard H. Miller**  
 its **President and**  
**Treasurer** **herein duly authorized, this** **11th**  
 day of **January** **in the year one thousand nine hundred and eighty-one.**  
 Signed and sealed in presence of **WARREN REALTY CORP.**

**Howard H. Miller**  
 by **Howard H. Miller, President and Treasurer**

Printed and published at the office of the Secretary of the Commonwealth of Massachusetts, Boston, Massachusetts.

**The Commonwealth of Massachusetts**

**Suffolk, ss.**

**January 19 81**

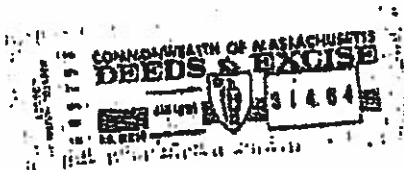
Then personally appeared the above named **Howard H. Miller, President and Treasurer**  
 and acknowledged the foregoing instrument to be his free act and deed of the **Warren Realty Corp.**

**Before me**

**James J. Hignel**  
 Notary Public - Suffolk County

**My commission expires**

**Sept 22 "83**



Received & Recorded **Jan. 16, 1981** at **9** hrs. **6** min. **P.M.**  
 Attest **John Gomes** Register

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New Bedford Public Schools Food  
and Nutrition Services  
Financial Cash Balance and Culinary  
and Nutrition Center Plan

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## Executive Summary

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As part of the transition of administrative management and oversight of the New Bedford Public Schools Food and Nutrition Services (NBPS FNS), a review of cash balances was completed. As a result of this, the net cash balance of the funds for this program is higher than the net cash resources allowed for the school foodservice revolving account. Program funds in the foodservice non-profit school foodservices account may be used only for the improvement and operation of the school food services program. As such, in accordance with 7 CFR 210.19 (a), New Bedford looks to improve the food quality of the meals program serving the children of New Bedford and take other related action designed to improve the nonprofit school food service. New Bedford Public Schools Child Nutrition Programs looks to engage in a robust improvement plan for the school nutrition program including:

- relocating the central meal preparation site from the basement of the administration building to an appropriate facility able to service schools throughout the city,
- initiating a professional development plan for all members of the New Bedford Public Schools Food and Nutrition Services,
- completing the hiring of staff members to fully staff the operations and management of the NBPS FNS,
- collaborating with community organizations to initiate strategies to increase the Farm to School activities,
- completing the upgrade of the computer systems including hardware and software used by the school nutrition program,
- increasing the data analysis tools of the NBPS FNS, and
- anticipating financial implications of contractual negotiations

In November 2019, the City of New Bedford issued an RFP for the purchase/lease of a 5,000 sq. ft. building or land, located within the city limits of New Bedford, MA. At the end of the RFP there were no proposals submitted. This led to the hiring of an Owner's Project Manager (OPM) to assess the space needs of the Food Service Operations. These services will assist and guide an efficient full review of the needs of the school nutrition program's needs. From those meetings it was determined that a much larger existing building or property of at least 15,000 sq. ft. would be needed to accommodate the expansion of the Food Service Department Operations. Working with the OPM, locally-based Architectural Consulting Group (ACG), a revised RFP was facilitated and is to be advertised upon approval from the New Bedford City Council.

With municipal approval, the building infrastructure improvements will be funded by the city of New Bedford via a bond to secure the property. The Food Service Department would utilize funds from program operations to support the expansion plan and pay back the bond through a rent/lease agreement over 20 years. Current student participation and Federal and state reimbursements under the Community Eligibility Option (CEP) of the child nutrition programs provides continuous on-going revenue to the non-profit school food service account. The NBPS FNS Programs has outlined the expansion plan in the Description of the Business Section; student breakfast participation increased by 6% and lunch by 12% from school years 17-18 to 18-19 and

program revenue has INCREASED over the past 3 years. It is anticipated that sustained program participation increases will continue.

The goal of the NBPS FNS is to prevent hunger from negatively affecting student success while increasing the quality, sustainability and efficiency of the USDA Child Nutrition Programs. During uncertain times, the Center has continued to service the children of New Bedford extending services even when there are unanticipated school closures. In the summer months, the NBPS FNS supports the seasonal Summer Food Service Program operated by the New Bedford Parks department.

The New Bedford Child Nutrition Program currently provides meals for 14,000+ students in 33 sites. Of those sites only 13 have full kitchens with the ability to prepare complete meals. The remaining 20 sites rely on the full kitchens to prepare some of the daily food items and send them along with other products to complete the meal service. The NBPS CNC would be outfitted to produce for **3 times** the current student lunch meal participation of 3,000 meals per day prepared by the cafeteria kitchens. The current student breakfast participation is **64% (8,406 per day)** and student lunch participation is **78% (10,376 per day)** based on an average daily student attendance of **93%**. The goal is to increase student participation in both programs to **90% (increase by 3,493 for breakfast and 1,523 for lunch or 5,016 daily meals) over three years**. The dinner meals programs have also been identified as opportunities for student meal growth. The initial goal in these programs is to increase student meal participation by identifying additional sites in the district that are not utilizing the program. We are currently serving 288 supper meals per day or 2% of the student district enrollment at 3 sites. This is far below the average of the 62% enrollment identified as at risk in our district. There are Childcare Programs and the Summer Food Service Programs in the district that have also been identified as a potential growth opportunity but are not included in the initial financial analysis and reports. The NBPS CNC will be in the design, development, and construction phase through **June of 2021**; operation is scheduled to begin in **July 2021**.

**The New Bedford Public Schools Culinary & Nutrition Center (NBPS CNC) as a central kitchen is designed to service the school nutrition programs of the 21<sup>st</sup> century will be relatively new to Southeastern Massachusetts and will change the quality of the food service operation in New Bedford for many generations.**

# Highlights

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## Mission Statement

We are committed to providing healthy nutritious meals to the students of the New Bedford Public School District. Our staffs are dedicated to our students' well-being and education experience in collaboration with our district education professionals. Our goal is playing an active and important role for every student that will enhance their educational experience to be successful.

## Keys to Success

The success of the NBPS CNC is attributed to the leadership of the City of New Bedford, New Bedford City Council, New Bedford Public Schools and partnerships including: MA Department of Elementary & Secondary Education, United States Department of Agriculture, Eos Foundation, Marion Institute, Coastal Foodshed, Save Our Schools in New Bedford, Southcoast Health, New England Dairy and Food Council, Partners for a Healthier Community, and the various local farmers.

## Summary of Financial Status

There are four student meal and revenue growth opportunities that have been initially identified (breakfast, lunch, dinner and summer). The CNC is being designed for **3 times** the current NBPS FNS student meal participation. The goal is to increase student meal participation to the goals outlined above in three years; 2021-2024.

Federal and state reimbursements for the National School Lunch Program (NSLP), School Breakfast Program (SBP) and the Child and Adult Care Food Program (CACFP) are based on National Average Payments for the Federal reimbursements. The state reimbursement is \$0.055 per meal served, plus additional funds because New Bedford Public Schools are mandated to serve breakfast meals due to the percentage of meals served to free students, which is \$0.095. Beginning in the school year, New Bedford Public Schools initiated participation in the Community Eligibility Option for the NSLP and SBP reimbursements. For the at-risk supper program operated by the school nutrition program, all meals served are at the free meal reimbursement rate. For the school year 2019-20, the free school lunch meal reimbursement is \$3.48 per meal, free breakfast reimbursement is \$2.20, each lunch receives an additional \$0.02 based on the percentage of free meals served. The supper meal is reimbursed at \$3.41. The federal rates are based on the federal Consumer Price Index (CPI) for Foods Away from Home and are adjusted annually. For the school year 2020-2021, the rates will be released around July 1, 2020. Last year, the increase in rates reflected a 2.94% increase in the CPI Foods Away from Home Urban Index.

The NBPS FNS Program also participates in the Federal Fresh Fruit and Vegetable Program. This is a grant-based program encouraging schools to promote increased consumption of fruits and vegetables to students. In SY 2019-20, New Bedford received \$49,117. There is the possibility to increase these funds in SY 2020-21. As a partner with the City of New Bedford's Park and

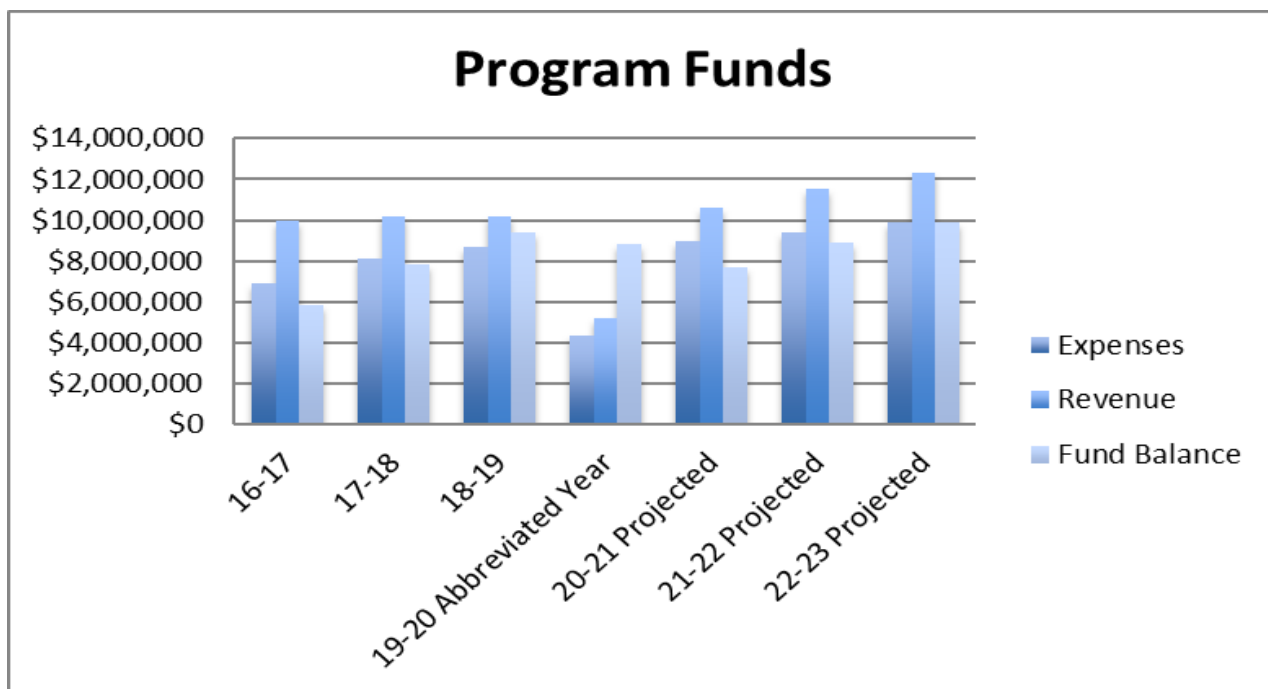
Recreation Summer Program, the school nutrition program prepares and delivers meals for the Parks and Recreation Program. There are funds received for this program and recorded as part of the revenue/expense totals.

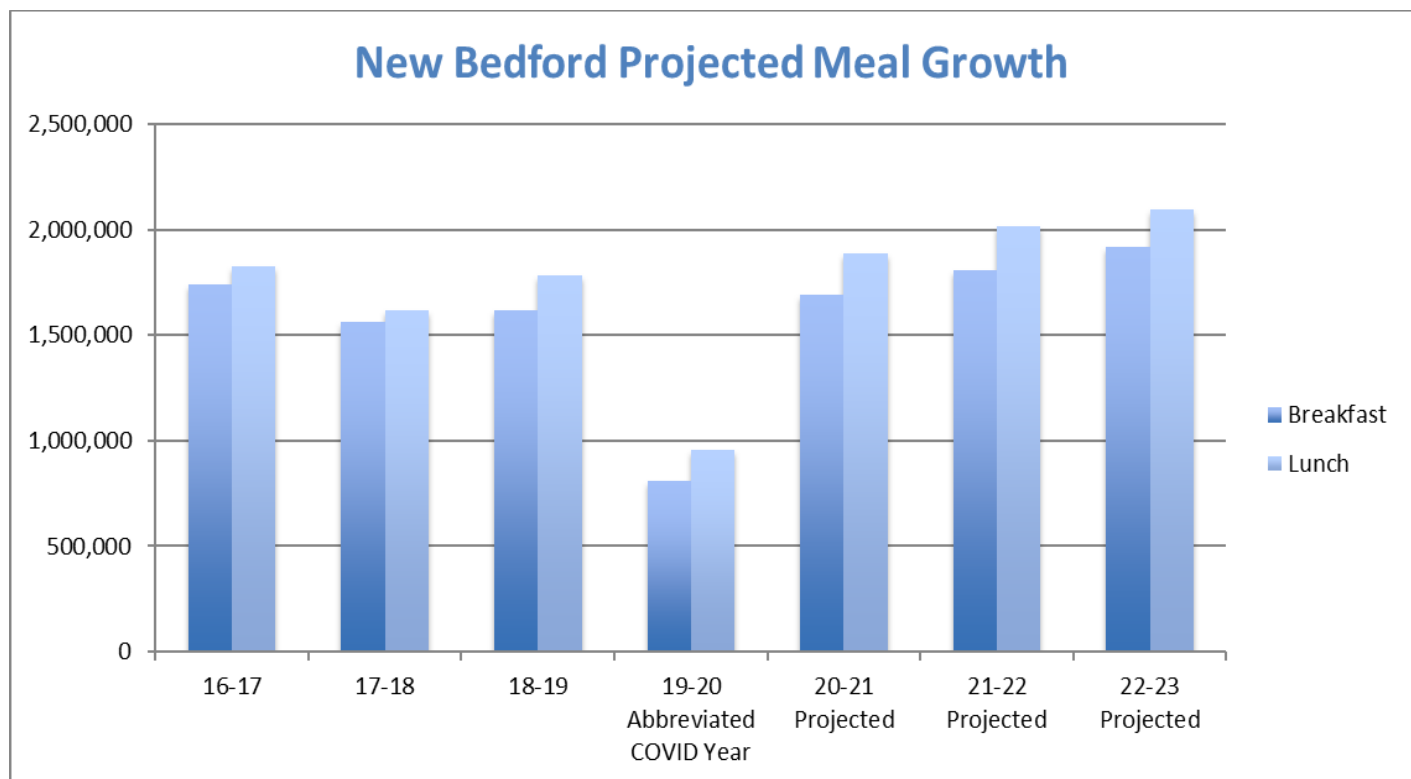
Program Information and Financial Profit and Loss Statements follow:

School year	2017-2018	2018-2019	2019-2020*	2020-2021 Projected	2021-2022 Projected	2022-2023 Projected
Expenses	\$ 8,145,006	\$ 8,679,884	\$4,339,942	\$8,940,280	\$9,374,274	\$9,895,067
Revenue	\$ 10,149,552	\$ 10,211,854	\$5,183,220	\$10,625,463	\$11,525,104	12,305,548
Year-End Fund Balance	\$ 7,861,702	\$ 9,393,680	\$8,793,680	\$7,693,680	\$8,893,680	\$9,893,680

\*Denotes abbreviated school year due to COVID-19.

[Note: Projected expenses for additional costs related to the Culinary and Nutrition Center have been factored into the 2020-2021 year.]





This growth chart looks at the existing breakfast and lunch programs. The At-Risk Supper Meals program is expected to have growth depending on districtwide after school programs.

## Culinary Center Objectives by Timeline

Site RFP Solicitation for Proposal	July 31, 2020
Proposal Opening	September 2020
Design Development	October 2020
Construction Documents	November 2020
Construction Bidding	December 2020
City Review & Contract Award	January 2021
Ribbon Cutting Ceremony	February 2021
Construction and Renovations	February 2021
Staff Training and Development	April 2021 – June 2021
Opening	July 2021

## Description of Business

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The NBPS CNC provides the ability to address student hunger while increasing the quality, sustainability and efficiency of the USDA Child Nutrition Program and Child and Adult Care Feeding Program in New Bedford, Massachusetts.

The NBPS CNC will be designed to support the NBPS FNS Program Expansion Plan. The plan also includes, but is not limited to, producing and packaging food components to support Breakfast in the Classroom, School Lunch, Dinner, and Summer Meals, centralizing catering services, cold and dry food storage, supporting the Farm to School Program (local farm partnerships, school gardens, composting, and produce processing), local purchasing and sustainability, implementing an employee and student Culinary Arts Training Program in partnership with our NBPS culinary program, vending services, supporting the Federal Emergency Management Agency as a resource, should another disaster occur in Southeastern MA and the senior meals program.

The NBPS CNC will be innovative in Southeastern Massachusetts.

### **Company Ownership/Legal Entity**

The NBPS CNC is owned by the City of New Bedford.

### **Location**

The location of the new NBPS CNC will be a 15,000+ square foot multi-purpose facility located in New Bedford, MA. Located in a business development area, it should be centrally located with easy access to major service roads and highways. Exact site location will be determined by proposals submitted under the RFP process.

### **Interior**

The NBPS CNC will include the following:

1. Office space
2. Production kitchen
3. Cook & chill kitchen
4. Catering kitchen
5. Test/training kitchen/room
6. Cutting & packaging room
7. Fresh produce processing room
8. Cold food storage
9. Dry food storage
10. Maintenance & repair room
11. Product receiving & distribution
12. Student culinary kitchen and café



## Exterior

The NBPS CNC will have the capacity to:

1. Receive perishable and non-perishable food products directly into the warehouse area of the facility.
2. Offer off-street parking for staff and related business activities, including professional development training.

## Hours of Operation

Initially, the NBPS CNC will operate Monday-Friday from 6:00 AM–5:00 PM. Additional weekday hours and Saturday and Sunday hours will be added as the business expands.

## Products and Services

The products and services of the NBPS CNC will be designed to increase the quality, sustainability and efficiency of the USDA Child and Nutrition Program and Child and Adult Care Feeding Program in New Bedford, Massachusetts by providing the following:

Production and cook and chill system: Protein menu components, sauces, dressings, and soups; replacing the School Satellite Program that has used other school sites to prepare and send products throughout the district to schools that lack the proper cooking and preparing equipment.

Processing Room: Fresh fruits and vegetables processing; supporting all the School Programs

Packaging Room: Ready-to-eat hot and cold items to increase quality and food safety.

Receiving and storage to increase capacity by 300%, reducing storage issues throughout the district.

The NBPS CNC will also include a test kitchen and training room for recipe testing and employee training and development, cold/dry storage to improve efficiency and reduce cost, a catering kitchen and vending services to expand those operations, and a repair maintenance and IT staff member to also improve efficiency and reduce cost.

## Professional Development

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With the improved food service operation and revitalizing the food and nutrition program, it will be essential to have an integrated professional development program for the various positions and responsibilities of the personnel. Using resources from the Institute of Child Nutrition and Massachusetts Department of Elementary and Secondary Education, as well as other industry resources, NBPS CNC will develop an integrated, well-rounded professional development program. The program will be designed to provide on-going training and education to the NBPS FNS personnel.

The NBPS CNC will provide the infrastructure to accomplish the food service expansion plan and increase the quality, sustainability and efficiency of the program. The NBPS CNC will not replace all cooking in the cafeteria schools, but is being designed to support the 20 non-cooking schools. The NBPS CNC could also have an impact on future new school buildings, designed with a much smaller cafeteria. The program includes extensive staff training in the preparation and service of meals with fewer processed components, increased whole grains, and reduced salt, sugar and fat. NBPS CNC is designed to produce most menu components that are then transported and “finished” on site at the schools with and without full kitchens. The result is a fresher and more appealing entrée for the students providing consistency within the menu. These programs will increase the quality of the food provided and result in increased student satisfaction and meal participation.

## Staffing Needs

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The New Bedford team will be supported by filling all employee vacancies, identifying new positions and utilizing content specialists and consultants. All management positions will be posted, and the most qualified candidate selected in collaboration with Human Capital Services (HCS).

The NBPS CNC will be managed by seasoned industry professionals who provide the highest quality products and services. Clients are assigned a specific manager who will receive and process orders and serve as the customers’ single point of contact.

Resumes of key New Bedford Administrators and the NBPS CNC Organizational Chart are located in Appendix 5.

## Computer Equipment and Software

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The NBPS CNC and throughout all school meal sites, the computer hardware and software need upgrades. NBPS CNC looks to complete the installation of electronic point of sale systems in the remaining 18 schools that serve meals. As many schools are older, the installations are impacted by space and utility availability. Ultimately, NBPS CNC would like to have all schools online for meal counting and claiming processes and to utilize the state’s security portal to upload the monthly claim for reimbursement. Inventory management and purchasing is a complex process that NBPS CNC would like to improve using electronic resources. For purposes of the tracking of personnel and professional standards compliance confirmation, an updated data format would be more efficient.

## Data Analysis

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The NBPS CNC became a reality primarily due to the need to improve:

- the quality of products and space to support the NBPS FNS Programs,
- products that are nutritionally compliant, price appropriate, palatable to the students, AND
- incorporate fresh, local sourcing.

Under the current USDA school meal programs, we are required to implement a Breakfast in the Classroom and or Grab n Go model in all New Bedford Public Schools by the end of FY2020. In operating the NBPS CNC, it is critical to review and analyze food trends and acceptability of new menu items. The CNC will need to have analysis completed on menu offerings as well as the various components of managing a food service program including inventory management, production controls, recipe development and standardizations, food safety critical control point information and other informative analysis. The NBPS CNC will provide recipe components to support all of the school food service programs.

## Contractual Needs

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With the transition and improvements to the NBPS CNC program, there will be procedures and other activities that will have financial implications to the revenue account. In bringing the program into the 21<sup>st</sup> century, program personnel will need support to engage in the changes to the food services operations.

## Appendices

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1. Architectural Design
2. Operations and Logistics Plan
3. Culinary Project Budget Summary
4. Equipment List by Department
5. Resumes of Key New Bedford Administrators, and the CNC Organizational Chart
6. Culinary and Nutrition Center Brochure
7. Profit and Loss Statements for 2018-2020

1. Architectural Design

**Available after the Request for Proposal has been awarded.**

## 2. Operations and Logistics Plan

The CNC will be a new facility that will provide the essential needs to prepare and deliver healthy and nutritious meals to the students of the New Bedford Public School District.

The proposed facility will provide 5 times the storage capacity to meet the inventory and production demands that are deteriorating at our current location in the Paul Rodrigues Administration Building (PRAB) site. While PRAB has been a workhorse location for many years, it is strained with its limitations of space, capacity and efficiency. Deliveries are through a side window and conveyor belt setup. Each delivery needs to be broken down by hand and passed through the window to the PRAB basement then be re-packaged and assembled for storage. Storage and delivery processes will be upgraded and use equipment with temperature control systems.

Our objectives will be to increase our inventory capacity within the district and take pressure off the school sites that do not currently have the space to do so. We will be able to bring in more bulk commodity items and distribute these more efficiently to the schools. USDA Foods (commodities) are offered through the Commonwealth. The ability to acquire more foods at a competitive price will provide cost savings and support food quality and variety as well.

With the dedicated space as a Culinary and Nutrition Center, the NBPSFNS department will be able to improve the variety of meals available to students throughout the district. Upgrading the facility from the PRAB basement provides the opportunity to equip the Culinary and Nutrition Center with state-of-the-art quantity food service equipment and have food storage capacity on-site and readily available.

Depending on when the Center is permitted to open for operations, it is envisioned that the operations will be phased into service. The first phase would be to move food preparation activities out of the PRAB basement. This move will be coordinated with school schedules and staff training on equipment usage. There will need to be a transition time from when the new facility is operational and when PRAB operations can be shut down. There might be an overlapping period of time for the two facilities. There is substantial inventory at the PRAB location that will need to be transferred to the new Culinary and Nutrition Center. At the Culinary Center, a new software inventory tracking system will be implemented to manage the inventory in the center and across the district. Using this system, food storage locations will be separated into perishable and non-perishable food items. Perishable foods will be stored in walk-in freezers

and refrigerators with the ability to separate inventory depending on use, by means of bar coding and scanning. Refrigeration equipment will be designed to have a temperature reporting system and alarm in case of power loss or other incident that would jeopardize the inventory or cause other loss to the inventory. In addition, the design will permit expanded space and equipment to address emergency feeding needs that occur at unanticipated times.

Upon opening operations, the kitchen preparation area will be used for the preparation of breakfast and lunch meals for students across New Bedford that are in schools without fully equipped kitchen areas. The design will provide efficient operations and be in a facility that is compliant with health and safety regulations. Using a culinary lab for demonstration and training purposes, the facility will be able to provide support for enhanced skills and competencies of employees.

When fully operational, the NBPS CNC will provide additional opportunities for employment of New Bedford residents. With a central location handy to public transit, the Center will have additional duties and expanded operations to address. The warehouse operations area for storage and distribution of foods will need skilled staff in inventory and warehouse operations. Anticipated increases in meals served daily will result in the need for additional skilled food service employees.

In school year 2019-2020, the food services department expanded the at-risk meal program serving supper meals to students after the school day. This is an area that may be expanded and reach additional schools across the city. This expansion, as well as expansion to service children in the city during the summer months, will provide additional services as the Summer Program has been designated nationally as an underutilized program. In addition to completing this outreach to additional areas of the city, program revenue will increase as well. The At-Risk Meal and Summer Food Service Programs are both federally-funded and state-supported.

Our mission for the NBPS CNC will be to enhance food and nutrition available to all students in a state-of-the-art facility. The goal of the NBPS CNC is to prevent hunger from negatively affecting student success while increasing the quality, sustainability and efficiency of the NBPS school meal programs.

### 3. Culinary Project Budget Summary

#### **BUILDING CONSTRUCTION AND DESIGN BUDGET**

Site Work	Construct depressed loading dock	\$30,000.00
Paving	Needs only touch up and patching	\$10,000.00
Structural repairs	Repointing select areas	\$35,000.00
Windows and Doors	Doors and windows	\$50,000.00
Interior plumbing	Floor drains, waste lines, water supply lines	\$85,000.00
HVAC	New a/c and heat system	\$120,000.00
Electrical	600 amp service, general wiring	\$130,000.00
Fire Protection	Revamp existing working system	\$60,000.00
Generator	Backup generator for freezer and cooler	\$25,000.00
Energy saving	Added insulation	\$35,000.00
Abatement	Remove hazardous construction materials	\$75,000.00
Utility upgrades	As required	\$50,000.00
Interior	Fit-up partitioning, office space	\$170,000.00
Finishers	Drywall, durable surfaces, painting	\$140,000.00
Flooring	Epoxy coatings and VCT/Carpet as required	\$80,000.00
Contingency	Miscellaneous	\$35,000.00
TOTAL CONSTRUCTION COST		\$1,130,000.00
Land acquisition cost		\$1,000,000.00
Architect / engineering		\$100,000.00
OPM Fees / monitoring		\$100,000.00
Design contingency 5%		\$55,000.00
TOTAL ACQUISITION AND CONSTRUCTION COSTS		\$2,385,000.00
TOTAL EQUIPMENT LIST ESTIMATES		\$1,070,850.00
<b>TOTAL PROJECT ESTIMATED BUDGET</b>		<b><u>\$3,455,850.00</u></b>

#### 4. Equipment List by Department

##### **NBPS CNC EQUIPMENT LIST BUDGET ESTIMATES \***

	Qty	Unit Cost	Total Cost
Receiving Area			
Fork Lift	2	\$20,000.00	\$40,000.00
Pallet Jack	2	\$7,000.00	\$14,000.00
Charging Station	4	\$750.00	\$3,000.00
Platform Carts	4	\$700.00	\$2,800.00
Hand Trucks	4	\$250.00	\$1,000.00
Work Stations	3	\$250.00	\$750.00
Walk in Cooler 1500 sq ft	1	\$150,000.00	\$150,000.00
Racking	50	\$80.00	\$4,000.00
Walk in Freezer 1500 sq ft	1	\$150,000.00	\$150,000.00
Racking	50	\$80.00	\$4,000.00
Dry Storage			
Racking	200	\$80.00	\$16,000.00
Produce Prep			
Prep Sink	2	\$250.00	\$500.00
Produce Wash	1	\$2,000.00	\$2,000.00
Fruit Veggie Cut	2	\$30,000.00	\$60,000.00
Prep Tables	4	\$250.00	\$1,000.00
Conveyor Packaging	2	\$2,500.00	\$5,000.00
IQF Freezer	1	\$2,500.00	\$2,500.00
Prep Area			
Prep Tables	8	\$250.00	\$2,000.00
Blast Chiller	2	\$15,000.00	\$30,000.00
Combi Oven	4	\$16,000.00	\$64,000.00
Rack Oven	2	\$20,000.00	\$40,000.00
Kettle	4	\$10,000.00	\$40,000.00
Steamer	4	\$12,000.00	\$48,000.00
Bag Sealer	2	\$500.00	\$1,000.00
Prep Sink	4	\$250.00	\$1,000.00
Dish Machine	1	\$20,000.00	\$20,000.00
Mixer	2	\$15,000.00	\$30,000.00
Cooler Reach in	2	\$10,000.00	\$20,000.00
Freezer Reach in	2	\$10,000.00	\$20,000.00
Admin Office			
Work Stations	8	\$4,000.00	\$32,000.00

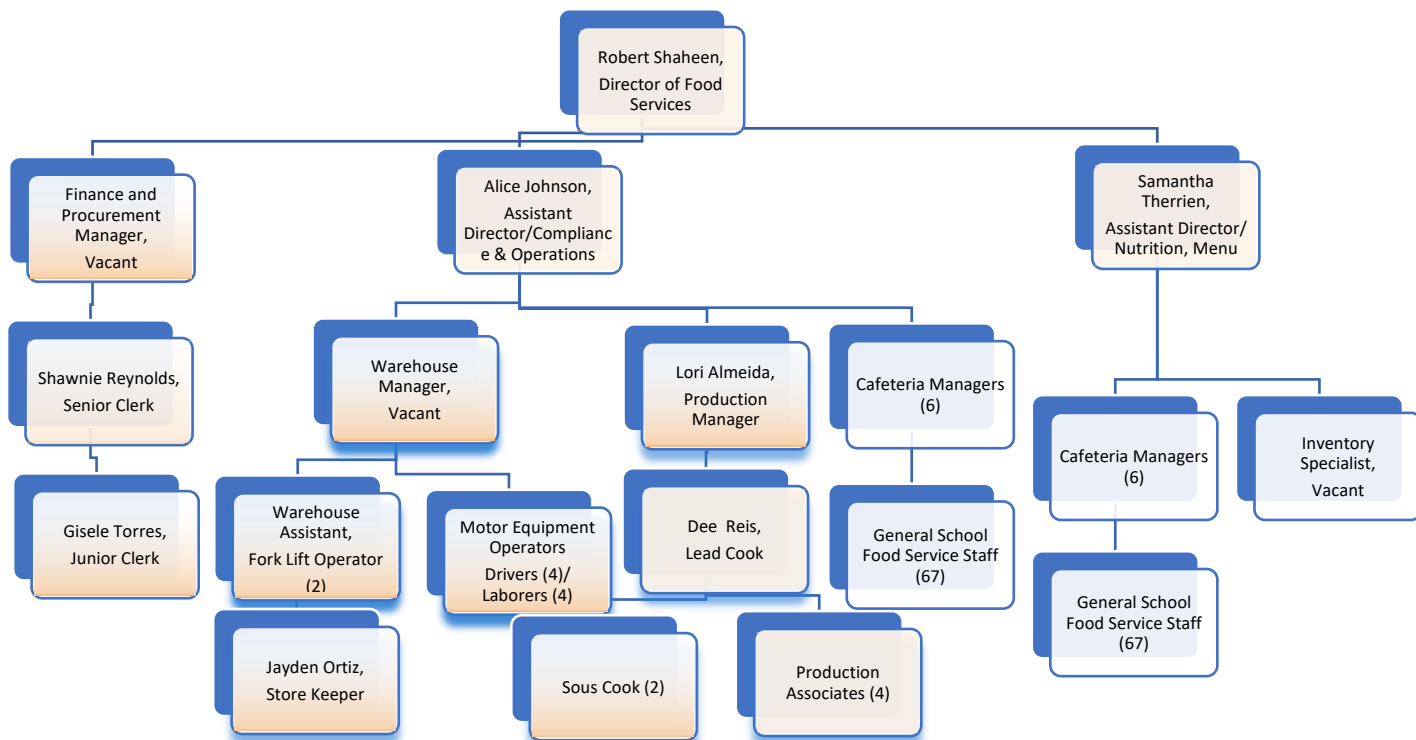


Computer	8	\$2,500.00	\$20,000.00
Printers	2	\$2,500.00	\$5,000.00
Copy Machine	2	\$250.00	\$500.00
Monitor vehicle GPS	1	\$500.00	\$500.00
Closed Circuit System	1	\$500.00	\$500.00
Culinary Training Lab			
Seating	150	\$50.00	\$7,500.00
Tables	10	\$150.00	\$1,500.00
Test Kitchen			
Combi Oven	1	\$16,000.00	\$16,000.00
Burner/Stove Top	1	\$2,500.00	\$2,500.00
Video	1	\$500.00	\$500.00
Projector	1	\$1,000.00	\$1,000.00
Screen	1	\$500.00	\$500.00
TV	4	\$500.00	\$2,000.00
Computer	1	\$300.00	\$300.00
Sound System	1	\$1,000.00	\$1,000.00
Prep Sink	1	\$500.00	\$500.00
Hand Sink	1	\$500.00	\$500.00
Delivery			
Box Trucks	2	\$85,000.00	\$170,000.00
Heated Carts	20	\$800.00	\$16,000.00
Smallwares / Supplies / Kitchen Utensils			\$20,000.00
Total Costs			\$1,070,850.00

\*Other major systems have been incorporated in the Architectural Design documents.

5. Resumes of Key New Bedford School Food Services Department Administrators and CNC Organizational Chart

***New Bedford Public Schools School Food and Nutrition Services Organization Chart Including the Proposed Culinary and Nutrition Center (Culinary Center staffing is shaded in orange)***



## **Robert Shaheen**

3510 Summit Drive  
Bridgewater, MA 02324  
508.846.9484  
rms42366@gmail.com

### **PROFILE**

Food Service Director and Warehouse Manager utilizing exceptional skills in food service and personnel management.

### **EXPERIENCE**

Food Service Director, New Bedford Public Schools June 2019 – Present

- Oversee 33 meal sites serving 14,000+ students
- Train and develop Manager Staff to comply with all State and Federal Standards
- Programs operated in district:
  - Community Eligibility Provision Program
  - School Breakfast Program
  - School Lunch Program
  - After School Snack Program
  - Child and Adult Care Food Program
  - Summer Feeding Program

Assistant Food Service Director, New Bedford Public Schools July 2018 – June 2019

- Automate operational functions of the Food Service Department
- Assist and develop program operations policies and procedures

Food Service Director, Wareham Public Schools March 2015 – July 2018

- Director of 4 schools in the district managing 20 employees

South Shore Collaborative Chair 2017 – 2018

School Nutrition Association Legislative Action Committee Chair 2018

School Nutrition Association Delegate 2017

Cafeteria Manager, East Bridgewater High School 2014 – 2015

General Manager, Friendly's Ice Cream, Plymouth, MA 2013 – 2014

General Manager, Panera Bread, West Roxbury, MA 2010 – 2013

Owner Operator, Bristolian Pizzeria, Bristol, RI 2008 – 2010

Warehouse Manager, Harte Hanks Marketing, Bridgewater, MA 2001 – 2007

### **EDUCATION**

Westfield State University, Westfield, MA – Bachelor's Degree, Finance and Business

## **CERTIFICATIONS**

ServSafe,

Allergen Awareness,

HACCP Certified Manager,

Framingham State University, Framingham, MA – Certificate in Excellence in School Nutrition Programs

Massachusetts Certified Public Publishing Official Programs

- Public Contracting Overview
- Supplies and Services Contracting
- Design and Contracts

## Alice Johnson

508-863-3941 | Aliceb2959@gmail.com  
270 Hathaway Road New Bedford, MA 02746

### Experience

#### **Assistant Director of Compliance**

***Jul 2019 - Present***

New Bedford Public Schools Food and Nutrition Services

- Assist the Director in all aspects of daily operations of the department.
- Provide on-site and remote training to department employees on state and federal regulations for the National School Breakfast Program, including Breakfast in the Classroom, and National School Lunch Program.
- Provide technical assistance to managers to increase operational efficiency and organization of each meal site.
- Work closely with Human Capital Services and the Unions regarding all personnel issues within the department.
- Assist in ordering USDA Foods and fresh produce ensuring correct quantities of product are ordered.

#### **Cafeteria Manager - Central Kitchen**

***Jan 2011 - Jul***

***2019***

New Bedford Public Schools Food and Nutrition Services

- Managed Central Kitchen staff to ensure quality, nutritious, compliant meals were prepared according to ServSafe practices.
- Managed MEOs/laborers to ensure safe handling and timely delivery to 6 satellite sites.
- Assisted the Director and Assistant Director with day-to-day operations.
- Assisted with development of a 4-week cycle menu for breakfast, lunch, supper, snack.
- Trained staff on compliance with state and federal school nutrition regulations.
- Developed standard operating procedures for the department.
- Developed nutritional reference book of all menu items available for staff, nurses, and parents to use for dietary restrictions.
- Created an ordering system to track all supplies and chemicals to better manage inventory.
- Developed an MSDS chemical product reference book for all sites.
- Created all necessary documentation for the start of each new school year for all sites.
- Set up bread accounts with vendors to create a cohesive and timely delivery schedule.
- Responsible for ordering all smallwares, supplies and chemicals.
- Maintained all Board of Health inspections for the department.
- Tracked required professional development certifications of all staff.
- Served as vendor contact to troubleshoot delivery problems for the department.
- Entered student allergen information, pricing and menu changes into POS system.
- Responsible for manual direct certification into Virtual Gateway to retrieve exact matches.
- Placed weekly food and bread orders for 7 schools throughout the district.
- Maintained production records and bank deposit information for 7 schools.

- Tracked monthly inventory.

### **Summer Lunch**

- Managed the summer lunch program for the Parks and Recreation Department.
- Gathered applicants information and collaborated with the Assistant Director in the hiring and scheduling process.
- Worked closely with the Assistant Director, Parks and Recreation supervisors, and program coordinators to ensure programs needs were met at all locations.

### **Concession Stand**

- Managed NBHS Whalers football concession stand after-hours.

### **Cafeteria Manager - Keith Middle School**

**Sep 2002 - Jan 2008**

New Bedford Public Schools Food and Nutrition Services

- Managed staff to ensure efficient and safe meal preparation.
- Worked closely with the principal during the transition of the newly-constructed building.
- Continued to train, supervise and evaluate all kitchen staff using the new equipment.
- Implemented the LunchBox System and continued to help train all food service staff.
- Set up LunchBox training to train cashiers from other meal sites.
- Piloted the successful “imove” program for the NBPS by organizing a raffle program to promote healthy meals.
- Tested recipes from the program sponsor to create a 6-week cycle menu that successfully competed with the food service menu.

### **Cook - Pulaski Elementary School**

**Mar 2001 - Sep 2002**

New Bedford Public Schools Food and Nutrition Services

### **Assistant Cook - Gomes Elementary School**

**Oct 1999 - Mar 2001**

New Bedford Public Schools Food and Nutrition Services

### **Cafeteria Helper - Keith Middle School**

**Sep 1988 - Oct 1999**

New Bedford Public Schools Food and Nutrition Services

### **Certifications/Trainings**

- ServSafe Certification 2018
- John Stalker Institute of Food and Nutrition 2018
- Allergy Awareness Training 2018
- John Stalker Institute of Food and Nutrition Summer Institute 2012
- National School Lunch Program 2009
- NBPS PDP Certificate 2009
- NBPS Microsoft Excel Workshop 2008
- NBPS Microsoft Word and Excel 2004-2005
- UMass Extension Nutrition Education Program 2003

# Samantha Therrien, MS, RDN, LDN

24 Front Street Swansea, MA 02777  
774 488 9946 samtherrien@aol.com

## EDUCATION

<b>Framingham State University</b> Master of Science in Food and Nutrition Specialization in Coordinated Program in Dietetics	Aug 2018
<b>Bridgewater State University</b> Bachelor of Communication Studies	Aug 2013
<b>Bristol Community College</b> Associate in the Arts	Aug 2011

## EXPERIENCE

<b>Assistant Director, Food and Nutrition Services</b> New Bedford Public Schools	Sep 2019 – Present New Bedford, MA
<ul style="list-style-type: none"><li>• Assist in the general management of the school nutrition program at 33 sites</li><li>• Develop menus for each grade group and meal program to encourage student participation</li><li>• Conduct nutrient analysis of menus using Mosaic menu planning to ensure compliance with all state and federal regulations</li><li>• Coordinate medically necessary dietary accommodations with students, parents/guardians, nurses and school nutrition staff</li><li>• Assist in the oversight of food orders to ensure compliant products are purchased</li><li>• Create standardized recipes for use in kitchens across the district</li><li>• Develop and oversee testing of new recipes</li><li>• Provide training and technical assistance to staff</li><li>• Manage the department's social media accounts and website, including online menus with nutrient analysis information</li></ul>	
<b>Registered Dietitian – Food Service Manager</b> Sodexo – Providence College Dining Services	Oct 2018 – Sep 2019 Providence, RI
<ul style="list-style-type: none"><li>• Coordinated medically necessary dietary accommodations with students, the culinary team, and Student Disability Services</li><li>• Counseled students on therapeutic diets and safe campus dining with food allergies and celiac disease</li><li>• Managed foodservice environment enforcing safety policies and procedures</li><li>• Managed employees ensuring safe, high quality food was produced</li></ul>	
<b>Summer Meals Nutrition Intern</b> Brockton Public Schools	Jun 2018 – Aug 2018 Brockton, MA
<ul style="list-style-type: none"><li>• Coordinated with district Registered Dietitian to design and implement</li></ul>	

an 8-week nutrition, gardening and cooking curriculum, which targeted middle school students at two housing complexes

- Measured the success of the program at increasing participation rates

### **Graduate Assistant**

The John C. Stalker Institute of Food and Nutrition

Sep 2016 – May 2018  
Framingham, MA

- Worked on various components of a Massachusetts Child and Adult Care Food Programs grant
- Edited and formatted instructor and participant guides for professional development workshops for school nutrition professionals
- Conducted voiceovers for an online nutrition education module

### **Clinical Dietetic Intern**

Sturdy Memorial Hospital

2018  
Attleboro, MA

- Counseled patients on therapeutic diets
- Utilized standard patient documentation procedures within electronic medical records
- Consulted with physicians and medical staff

### **Foodservice Management Intern**

Foxborough Public Schools

2017  
Foxborough, MA

- Performed entry-level duties of a school foodservice director
- Managed a school kitchen for two weeks
- Conducted nutrient analyses of recipes
- Provided training to kitchen managers

### **School Nutrition Intern**

Hanover Public Schools

2017  
Hanover, MA

- Designed and taught age-appropriate nutrition lesson plans

### **Community Nutrition Intern**

Umass Extension Southeast Division

2017  
Raynham, MA

- Implemented nutrition education lessons to various audiences
- Designed a nutrition-themed workshop for parents
- Conducted food demonstrations

### **Blog Writer and Social Media Manager**

John C. Stalker Institute of Food and Nutrition

Sep 2015 – Aug 2016  
Framingham, MA

- Generated appropriate content for blog and social media audience using Hootsuite, Facebook, Twitter, LinkedIn, Pinterest and Wordpress
- Edited and formatted instructor guides for Workshops to Go

## **CERTIFICATIONS AND SKILLS**

- Registered Dietitian Nutritionist
- Licensed Dietitian Nutritionist in Massachusetts
- ServSafe Food Protection Manager Certified
- 6. Culinary & Nutrition Center Brochure





## OBJECTIVES BY TIMELINE

<b>JULY 31, 2020</b>	Site RFP Solicitation for Proposal
<b>SEPTEMBER 2020</b>	Proposal Opening
<b>OCTOBER 2020</b>	Design Development
<b>NOVEMBER 2020</b>	Construction Documents
<b>DECEMBER 2020</b>	Construction Bidding
<b>JANUARY 2021</b>	City Review and Contract Award
<b>FEBRUARY 2021</b>	Ribbon Cutting Ceremony Construction and Renovations
<b>APRIL - JUNE 2021</b>	Staff Training and Development
<b>JULY 2021</b>	Opening

## PROJECT GOAL

The goal of the NBPS Culinary & Nutrition Center (CNC) is to prevent hunger from negatively affecting student success while increasing the quality, sustainability and efficiency of the NBPS school meal programs.



## CULINARY & NUTRITION CENTER PLAN

New Bedford Public Schools

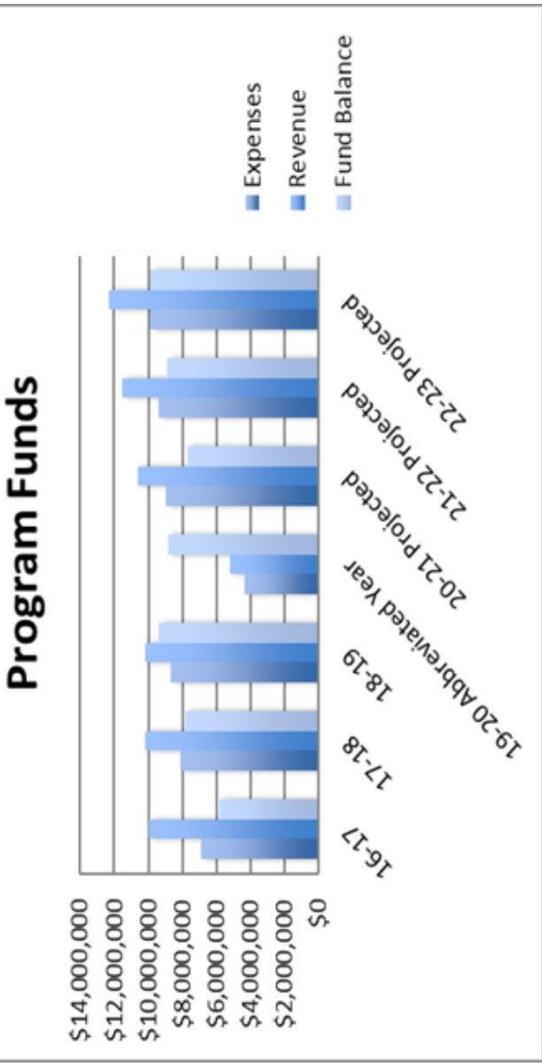


**Rob Shaheen**  
NBPSFNS Director  
rshaheen@newbedfordschools.org  
508-997-4511 x14257  
455 County Street  
New Bedford, MA 02740

# PROJECT OVERVIEW

**NBPS Food and Nutrition Services (NBPSFNS) looks to improve the food quality of the meal programs serving the city's children by engaging in a robust plan that includes:**

- Relocating the central meal preparation site from the basement of the current administration building to an appropriate facility able to service schools throughout the city,
- Initiating a professional development plan for all members of the NBPSFNS,
- Completing the hiring of employees to fully staff the NBPSFNS operations,
- Collaborating with community organizations to initiate strategies to increase the Farm to School activities,
- Completing the upgrade of computer systems used by the NBPSFNS,
- Increasing the data analysis tools of the NBPSFNS, and
- Anticipating financial implications of contractual negotiations



## CULINARY & NUTRITION CENTER

- Increase central production to serve 11,899 breakfasts and 11,899 lunches per day from the CNC.

## THE GOAL IS TO INCREASE STUDENT PARTICIPATION IN BOTH PROGRAMS TO 90% OVER THREE YEARS.

Current	Goal
64% (8,406 per day)*	90% (11,899 per day)
78% (10,376 per day)*	90% (11,899 per day)
<b>23,798 total meals, an increase of 5,016 meals daily.</b>	

\*Current student participation based on average daily student attendance of 93%.

## 7. Profit and Loss Statements for 2018-2020

FY 17/18

Revenue (Source)	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date
Local Sources:													
Student Meal Sales													\$ -
Adult Meal Sales		\$167	\$2,934	\$3,265	\$3,099	\$2,448	\$2,818	\$2,668	\$3,038	\$2,798	\$3,373	\$2,090	\$28,698
A La Carte		\$1,066	\$23,442	\$28,362	\$22,791	\$18,455	\$21,418	\$18,361	\$22,935	\$21,909	\$29,094	\$13,293	\$221,126
Catering													\$0
Interest													\$0
Federal Sources		\$98,203	\$1,027,920	\$1,115,915	\$941,272	\$797,726	\$915,419	\$809,514	\$994,130	\$853,589	\$1,179,502	\$706,602	\$9,439,792
State Sources		\$83,403	\$11,838	\$12,846	\$10,635	\$9,267	\$10,740	\$9,295	\$11,387	\$9,918	\$81,964	\$7,815	\$259,108
Miscellaneous	\$13,142	\$2,976	\$353	\$374	\$677	\$176,959	\$956	\$1,351	\$129	\$303	\$2,216	\$1,392	\$200,828
Fund Transfer-In	#####												\$5,857,156
<b>Total Revenue</b>	<b>\$13,142</b>	<b>\$185,815</b>	<b>\$1,066,487</b>	<b>\$1,160,762</b>	<b>\$978,641</b>	<b>\$1,004,854</b>	<b>\$951,351</b>	<b>\$841,189</b>	<b>\$1,031,619</b>	<b>\$888,517</b>	<b>\$1,302,690</b>	<b>\$731,182</b>	<b>\$10,149,552</b>
<b>Expenditures</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Year-to-Date</b>
Salaries & Wages	\$63,737	\$58,530	\$360,830	\$299,081	\$275,356	\$354,102	\$235,685	\$300,184	\$376,159	\$248,618	\$293,286	\$412,193	\$3,277,761
Employee Benefits							\$7,057	\$7,107	\$311,317		\$5,991	\$18,343	\$311,317
Purchased Services			\$4,767	\$24,443	\$15,064	\$5,858			\$10,530	\$17,180			\$116,339
Property Services													\$0
Food Costs		\$96,359	\$270,250	\$397,398	\$384,725	\$676,508	\$424,502	\$130,848	\$449,311	\$380,122	\$267,917	\$545,067	\$4,022,507
Supplies		\$16,486	\$43,777	\$23,666	\$18,690	\$11,440	\$9,042	\$12,717	\$10,949	\$19,691	\$5,361	\$24,829	\$196,648
Miscellaneous					\$3,000								\$3,000
Capital Assets			\$702	\$103,727	\$3,322	\$4,790	\$ -	\$ -	\$1,662	\$186		\$37,190	\$151,578
Medical W/C		\$3,531	\$12,830	\$12,048	\$3,648	\$3,246	\$14,091	\$6,712		\$457	\$3,128	\$4,812	\$64,503
Meal Taxes												\$1,352	\$1,352
Fund Transfer-Out													\$ -
<b>Total Expenditures</b>	<b>\$63,737</b>	<b>\$174,906</b>	<b>\$693,156</b>	<b>\$860,362</b>	<b>\$703,305</b>	<b>\$1,055,944</b>	<b>\$690,377</b>	<b>\$457,568</b>	<b>\$1,159,928</b>	<b>\$666,254</b>	<b>\$575,683</b>	<b>\$1,043,786</b>	<b>\$8,145,006</b>
<b>Net Profit/(Loss)</b>	<b>-\$50,595</b>	<b>\$10,909</b>	<b>\$373,331</b>	<b>\$300,400</b>	<b>\$275,336</b>	<b>-\$51,090</b>	<b>\$260,974</b>	<b>\$383,621</b>	<b>-\$128,309</b>	<b>\$222,263</b>	<b>\$727,007</b>	<b>-\$312,604</b>	<b>\$2,004,546</b>
<b>Fund Balance</b>													<b>\$7,861,702</b>



FY 18/19

Revenue (Source)	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date
Local Sources													
Student Meal Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -
Adult Meal Sales	\$0.00	\$256.75	\$2,900.26	\$3,746.04	\$3,621.11	\$2,616.00	\$3,314.41	\$2,320.27	\$3,600.17	\$3,052.33	\$3,290.71	\$0.00	\$28,718.05
A La Carte	\$0.00	\$0.00	\$2,239.79	\$51,255.29	\$21,869.38	\$7,229.93	\$43,586.80	\$18,793.88	\$28,060.08	\$23,324.87	\$36,649.15	\$11,347.19	\$244,356.26
Catering													\$0.00
Interest													\$0.00
Federal Sources	\$0.00	\$778,877.17	\$0.00	\$0.00	\$2,262,423.46	\$0.00	\$916,152.11	\$776,432.06	\$1,036,305.63	\$735,847.73	\$1,990,990.51	\$1,148,589.20	\$9,645,611.87
State Sources	\$0.00	\$11,703.07	\$0.00	\$0.00	\$26,484.60	\$0.00	\$10,588.80	\$9,110.16	\$12,187.38	\$8,655.18	\$22,482.72	\$13,362.72	\$114,574.63
Miscellaneous	\$0.00	\$0.00	\$0.00	\$3,770.37	\$746.99	\$785.29	\$552.84	\$167,273.57	\$2,133.27	\$0.00	\$1,743.18	\$1,588.20	\$178,593.71
Fund Transfer-In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$0.00	\$790,836.99	\$5,140.05	\$58,771.70	\$2,315,145.54	\$10,631.12	\$974,194.96	\$973,929.94	\$1,082,286.53	\$770,880.11	\$2,055,156.27	\$1,174,881.31	\$10,211,854.52
Expenditures	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date
Salaries & Wages	\$47,868.60	\$56,525.04	\$234,917.65	\$304,421.47	\$484,554.50	\$329,316.18	\$266,960.84	\$288,966.60	\$254,719.59	\$303,151.59	\$426,718.73	\$403,962.28	\$3,402,883.07
Employee Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,232.21	\$0.00	\$251,416.65	\$0.00	\$237,555.33	\$0.00	\$195,331.32	\$755,595.51
Contract Services	\$0.00	\$7,500.48	\$30,214.67	\$21,091.11	\$24,111.34	\$8,506.20	\$27,792.03	\$13,697.79	\$19,335.25	\$6,093.19	\$6,524.65	\$13,547.72	\$178,414.44
Dishwasher	\$0.00	\$0.00	\$943.95	\$0.00	\$2,553.18	\$0.00	\$755.00	\$3,886.60	\$564.30	\$0.00	\$966.42	\$0.00	\$9,889.45
Non-Perish		\$6,256.64	\$15,476.80	\$16,345.33	\$13,885.82	\$14,135.22	\$14,615.54	\$10,084.20	\$20,138.30	\$18,326.16	\$11,718.33	\$17,908.57	\$158,890.91
Perishables	\$0.00	\$1,469.10	\$257,569.67	\$601,306.54	\$323,612.19	\$317,620.17	\$291,226.25	\$220,547.75	\$285,105.99	\$338,318.12	\$236,402.83	\$192,691.85	\$3,065,270.28
Milk	\$0.00	\$0.00	\$37,984.24	\$79,397.72	\$36,458.73	\$46,267.80	\$40,727.07	\$25,834.80	\$43,992.76	\$32,617.88	\$56,335.54	\$26,639.76	\$426,166.30
Bread	\$0.00	\$0.00	\$18,838.95	\$22,727.66	\$16,914.10	\$15,232.72	\$18,165.16	\$6,866.17	\$18,249.56	\$22,913.61	\$14,632.37	\$11,324.52	\$165,864.82
Supplies	\$0.00	\$52.50	\$16,293.06	\$10,535.30	\$25,106.54	\$6,386.64	\$11,616.48	\$8,635.00	\$7,026.96	\$1,565.80	\$1,736.38	\$1,254.86	\$90,205.52
Miscellaneous/Other	\$0.00	\$19.65	\$278.18	\$337.88	\$7,136.04	\$3,073.50	\$320.00	\$2,442.20	\$2,596.00	\$6,840.33	\$2,965.52	\$3,899.45	\$29,806.75
Capital Assets/ Equip	\$0.00	\$2,437.73	\$49,257.43	\$36,183.22	\$4,834.14	\$17,510.33	\$6,446.46	\$13,301.09	\$9,338.89	\$20,154.03	\$69,873.38	\$29,132.99	\$260,468.69
Medical WIC	\$0.00	\$11,916.92	\$10,451.08	\$6,742.60	\$16,771.52	\$4,946.78	\$4,984.73	\$39,482.03	\$2,448.34	\$22,894.73	\$1,368.50	\$12,596.52	\$134,713.75
Meal Taxes	\$0.00	\$0.00	\$16.76	\$189.54	\$244.94	\$236.64	\$212.13	\$216.71	\$151.73	\$235.41	\$199.56	\$334.49	\$2,037.91
Fund Transfer-Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditures	\$47,868.60	\$86,178.07	\$872,242.44	\$1,099,778.37	\$956,183.04	\$834,524.39	\$685,821.69	\$885,397.59	\$663,667.67	\$1,010,766.16	\$828,442.21	\$908,624.13	\$8,679,884.38
Net Profit/(Loss)	(\$47,868.60)	\$66,790.32	(\$10,312.07)	(\$1,060,718.74)	\$308,243.76	(\$515,648.51)	(\$227,276.34)	(\$138,733.89)	\$278,884.97	\$39,988.90	\$1,265,712.96	\$1,531,970.14	\$1,531,970.14
Fund Balance	\$7,813,833.40	\$8,518,492.32	\$7,851,389.93	\$6,810,993.26	\$8,189,945.76	\$7,346,652.49	\$7,634,425.76	\$7,722,868.11	\$8,141,586.97	\$7,901,700.90	\$9,127,414.96	\$9,393,672.14	\$9,393,672.14

FY 19-20

Revenue (Source)	July	August	September	Year-to-Date	October	November	December	Year-to-Date	January	February	March	Year-to-Date
Federal Sources	\$468.55	\$118,671.72	\$1,096,488.18	\$1,214,691.35	\$1,227,230.30	\$895,170.52	\$779,892.66	\$4,116,984.83	\$993,010.86	\$631,596.50	\$631,326.09	\$6,572,918.28
State Sources	\$6.54	\$1,188.72	\$11,175.07	\$12,357.25	\$12,453.98	\$9,026.71	\$8,227.12	\$42,085.06	\$10,272.24	\$8,537.16		\$60,874.46
State Sources Adjustments	\$0.00	\$66,181.73	\$0.00	\$66,181.73	\$0.00	\$0.00	\$0.00	\$66,181.73	\$0.00	\$0.00		\$0.00
Federal Sources CACFP	\$0.00	\$6,238.89	\$10,982.62	\$17,221.51	\$19,991.95	\$17,387.63	\$13,495.75	\$68,096.84	\$19,010.77	\$18,930.95	\$6,500.00	\$112,538.56
Other Gov Rev FFV	\$0.00	\$0.00	\$3,529.92	\$3,529.92	\$7,900.62	\$5,765.68	\$4,096.97	\$21,293.19	\$4,772.46	\$3,160.92	\$2,786.25	\$32,012.82
Concession Stand	\$0.00	\$0.00	\$884.27	\$884.27	\$0.00	\$0.00	\$0.00	\$884.27	\$0.00	\$0.00	\$0.00	\$884.27
Adult Sales	\$0.00	\$230.76	\$2,046.88	\$2,277.64	\$2,889.90	\$2,408.11	\$2,013.53	\$9,589.18	\$1,930.23	\$1,519.83		\$13,039.24
Student Sales	\$0.00	\$1,547.36	\$19,442.76	\$20,990.12	\$23,722.30	\$16,442.24	\$13,138.28	\$74,292.94	\$17,595.96	\$16,780.39	\$7,209.32	\$115,878.61
Service Transfers to Groc	\$0.00	\$0.00	\$0.00	\$0.00	\$2,727.41	\$0.00	\$0.00	\$2,727.41	\$0.00	\$1,053.24	\$535.65	\$4,316.30
Catering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,327.95	\$1,848.40	\$6,176.35
Miscellaneous	\$688.69	\$0.00	\$1,640.33	\$2,329.02	\$2,150.90	\$0.00	\$0.00	\$2,150.90	\$0.00	\$228.86	\$61.01	\$2,440.77
SFSP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$155,226.08	\$0.00	\$155,226.08
Interest	\$133.27	\$128.93	\$256.25	\$518.45	\$55.94	\$35.76	\$0.00	\$610.15				\$610.15
<b>Total Revenue</b>	<b>\$346.87</b>	<b>\$194,188.11</b>	<b>\$1,146,446.28</b>	<b>\$1,340,981.26</b>	<b>\$1,299,123.30</b>	<b>\$946,236.65</b>	<b>\$820,864.31</b>	<b>\$4,407,205.52</b>	<b>\$1,046,592.52</b>	<b>\$1,041,361.88</b>	<b>\$650,266.72</b>	<b>\$7,145,426.64</b>
<b>Expenditures</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Year-to-Date</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Year-to-Date</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Year-to-Date</b>
Salaries & Wages	\$35,254.37	\$38,107.02	\$216,327.52	\$289,688.91	\$448,325.12	\$338,169.33	\$318,104.00	\$1,394,287.36	\$241,033.28	\$305,278.67	\$322,377.27	\$2,262,976.58
Salaries & Wages CACFP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00				\$0.00
Workers Comp Salaries	\$10,690.34	\$9,606.36	\$9,553.21	\$29,849.91	\$14,855.42	\$8,353.41	\$5,632.61	\$58,691.35	\$0.00	\$5,337.38	\$7,317.74	\$71,346.47
Concession Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$280.00	\$0.00	\$0.00	\$280.00	\$0.00	\$0.00	\$0.00	\$280.00
District Medical	\$0.00	\$0.00	\$37,929.39	\$37,929.39	\$0.00	\$0.00	\$211,619.76	\$249,549.15	\$0.00	\$0.00	\$0.00	\$249,549.15
Contract Services	\$0.00	\$8,646.21	\$37,743.37	\$46,389.58	\$5,318.53	\$22,217.23	\$26,101.48	\$100,026.82	\$13,160.97	\$4,394.31	\$72,368.51	\$189,950.61
Clothing Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$20,353.15	\$7,725.63	\$28,078.78	\$9,197.31	\$5,790.65	\$16,329.63	\$59,396.37	\$105,012.44	\$2,665.86	\$9,570.40	\$176,645.07
Non Perishables	\$0.00	\$7,626.58	\$16,377.02	\$24,003.60	\$17,155.69	\$0.00	\$43,576.31	\$84,735.60	\$15,575.29	\$12,145.98	\$22,057.76	\$134,514.63
Dishwasher	\$0.00	\$0.00	\$399.80	\$399.80	\$7,072.96	\$2,092.27	\$1,347.78	\$10,912.81	\$1,809.14	\$3,591.12	\$1,534.26	\$17,847.33
Office Supplies	\$0.00	\$40,981.34	\$80,992.36	\$121,973.70	\$82,410.29	\$104,003.09	\$25,096.10	\$333,483.18	\$12,984.32	\$3,641.16	\$3,620.91	\$353,729.57
Produce	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$546.82	\$194.81	\$841.63				\$841.63
Produce CACFP	\$0.00	\$25,892.91	\$505,358.77	\$531,251.68	\$293,179.21	\$472,267.04	\$345,760.55	\$1,642,458.48	\$175,613.41	\$371,948.42	\$326,708.89	\$2,516,729.20
Grocery	\$0.00	\$0.00	\$3,565.11	\$3,565.11	\$0.00	\$4,464.26	\$3,259.21	\$11,288.58	\$4,823.94	\$0.00		\$16,112.52
Grocery Concession	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Milk	\$0.00	\$16,001.74	\$77,084.09	\$93,085.83	\$70,649.69	\$89,899.34	\$53,956.45	\$307,591.31	\$61,414.81	\$58,738.95	\$58,226.67	\$485,971.74
Milk CACFP	\$0.00	\$0.00	\$903.30	\$903.30	\$1,644.30	\$1,430.10	\$1,110.00	\$5,087.70	\$1,562.70			\$6,650.40
Bread	\$0.00	\$4,510.07	\$12,087.73	\$16,597.80	\$10,627.24	\$11,092.20	\$7,285.49	\$45,602.73	\$9,124.79	\$11,155.66	\$6,257.16	\$72,140.34
Bread CACFP	\$0.00	\$0.00	\$0.00	\$0.00	\$46.50	\$62.92	\$137.58	\$247.00	\$87.42			\$334.42
Bread Concession	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Other	\$1,800.00	\$1,994.72	\$1,210.73	\$5,005.45	\$1,451.30	\$2,171.89	\$2,745.56	\$11,374.20	\$864.70	\$520.36	\$2,181.14	\$14,940.40
Workers Comp Settlements	\$0.00	\$24,000.00	\$25,000.00	\$49,000.00	\$0.00		\$1,590.67	\$50,590.67	\$0.00	\$7,999.50	\$13,706.16	\$72,296.33
Workers Comp	\$0.00	\$9,323.11	\$5,450.18	\$14,773.29	\$3,341.26		\$6,497.00	\$24,611.55	\$715.10	\$930.59	\$1,797.15	\$28,054.39
Equipment	\$0.00	\$19,277.73	\$13,519.83	\$32,797.56	\$13,524.58	\$24,486.36	\$3,330.00	\$74,138.50	\$24,510.12	\$16,692.21	\$8,856.69	\$124,197.52
Meal Tax (month its for)	\$0.00	\$15.07	\$135.01	\$150.08	\$190.02	\$158.31	\$132.31	\$630.72	\$126.90	\$99.88	\$69.49	\$926.99
Fund Transfer-Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenditures</b>	<b>\$47,744.71</b>	<b>\$226,336.01</b>	<b>\$1,051,363.05</b>	<b>\$1,325,443.77</b>	<b>\$979,269.42</b>	<b>\$1,087,305.22</b>	<b>\$1,073,807.30</b>	<b>\$4,465,825.71</b>	<b>\$668,419.33</b>	<b>\$805,140.05</b>	<b>\$856,650.20</b>	<b>\$6,796,035.29</b>
<b>Net Profit (Loss)</b>	<b>-\$47,397.84</b>	<b>-\$32,147.90</b>	<b>\$95,083.23</b>	<b>\$15,537.49</b>	<b>\$319,853.88</b>	<b>-\$141,068.57</b>	<b>-\$252,942.99</b>	<b>-\$58,620.19</b>	<b>\$378,173.19</b>	<b>\$236,221.83</b>	<b>-\$206,383.48</b>	<b>\$349,391.35</b>
<b>Balance</b>	<b>\$9,346,274.30</b>	<b>\$9,314,126.40</b>	<b>\$9,409,209.63</b>	<b>\$9,409,209.63</b>	<b>\$9,744,601.00</b>	<b>\$9,603,532.43</b>	<b>\$9,350,589.44</b>	<b>\$9,350,589.44</b>	<b>\$9,728,762.63</b>	<b>\$9,964,984.46</b>	<b>\$9,758,600.98</b>	<b>\$9,758,600.98</b>



Item Title:  
ACCESSIBILITY STATEMENT

Item Detail:

***In accordance with the Americans with Disabilities Act (ADA), if any accommodations are needed, please contact the Clerk of Committees Office at 508-979-1482. Requests should be made as soon as possible but at least 48 hours prior to the scheduled meeting.***

Additional Information: