



Office of Business, Finance and Planning
100 Walnut Street
Newton, MA 02460
617-559-9025

TO: Dr. Anna Nolin, Superintendent

FROM: Amy Mistrot, Director of Business Operations

DATE: December 18, 2023

RE: Request for Five-Year Food Service Contract

Newton's current Food Service contract with Whitsons Culinary Services expires on 6/30/24, which requires that we follow the Request for Proposal (RFP) process to solicit a successor vendor and contract. I am requesting School Committee approval for a five -year contract duration as we prepare to publish our bid documents.

[MGL, Part I, Title III, Chapter 30B, Section 12](#) states that "(b) Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option. Such authorization may apply to a single contract or to any number or types of contracts, and may specify a uniform limit or different limits on the duration of any such contracts."

Given the complexity of the RFP process for food services and the ongoing operational complexity, I am requesting a five-year contract with an initial award year with the option of four additional years that will be awarded as amendments upon satisfactory performance of the vendor that is awarded the successor contract.

Should the School Committee vote to approve this five-year contract duration, I will then request the same approval through Newton City Council.