

A Special Meeting of the Purchasing Committee of the Board of Finance was held on January 25, 2022 at 5:00 p.m. in the Council Chambers of City Hall. Present: Mark Whitford, Orlando Calfe, Ron Burns Also Present: Roger Rousseau and David Foulds Guida Dairy: Theresa Nadeau and Mark Schenking

1. Call to Order

Ron Burns called the meeting to order at 5:02 pm

2. To discuss contract performance of the contractor noted below, in accordance with Section 2.O.4 of the City of Bristol Purchasing Policies ("debarment") and to take any action as necessary.

Roger reviewed the guidelines, 10 days' notice was provided to the party, such notice was sent via email and certified mail January 12 and within the correspondence detailed evidence of the findings. Within the Uniform Administrative Procedures Act, the party is allowed to respond. Roger detailed the findings of the Board of Education, milk deliveries were shorted without notice, milk cartons were dirty and stuck together, consistently spoiled with an odor, and inconsistent credits for prior delivery. Guida continued as the low bid with another contract term effective July 1, the first formal notification from David Foulds was November 17, communicating with Mark that the crates smelled like cat urine, as well as shortages. Other incidents as well were discussed such as the date of the school Thanksgiving lunch. On December 3, no chocolate milk was available, the driver said no school would receive any chocolate milk for the day. Friday, December 6 Bristol Eastern was shorted milk along with the following Monday. December 15, Mark Schenking was sent photographs of damaged cartons, the driver to CHMS was blocking the outside door creating a wind tunnel with unprofessional dialogue occurring with school staff. On January 11 was the most significant event, several cartons were delivered with dry wall screws drilled through the milk crates, and cartons had jagged edges, creating a potential hazard.

Theresa Nadeau, introduced herself as the new General Manager for Guida Dairy, for the past four months with twenty seven years of experience in the dairy industry. She discussed the lack of communication, internally and externally and the need for one for one substitution, if there is no chocolate milk it needs to be replaced. Mark Schenking has been promoted, George Thompson is the new contact person. She discussed a time gap for customer service information being received, in which a new email address is being put into place which is distributed to many people for a quicker response. Theresa discussed the nails which are not visible from the outside of the crate, and described the process, it is possible for that to happen, but she has never seen this happen in twenty seven years.

Chairman Burns questioned how 22 units was delivered instead of 22 cases, Theresa stated when the order was keyed in, it was keyed in wrong. The loader would not question, but to the driver going into the school it should be a red flag and communicated to dispatch to be corrected. Delivery of goods, if an order is short, they would need to research that. Commissioner Calfe questioned if she has been in this role since October, the issues being raised are from November and it sounds like you were unaware of these. Orlando questioned when Theresa was made aware of Bristol's issues. Theresa stated there was a lot of missteps in communication.

Commissioner Whitford questioned if the City was aware of all these organizational changes within Guida? David Foulds confirmed he was not aware of any of these changes. Theresa stated there was a delay in communication to the client. The plan was to finalize everything

by February 1. Commissioner Calfe stated he has seven items of concern he can cite including poor customer service, health concerns, supply and demand, safety concerns, and contractual breaches,

Commissioner Calfe made a motion seconded by Commissioner Whitford

“To debar The Guida-Seibert Dairy Company from consideration for award of contracts or issuance of purchase orders by the City and its Board of Education, for a period of two (2) years.” Motion approved.

Roger Rousseau stated formal notice of debarment will be provided, it will include the effective date and provide for transition.

2. Adjournment

Commissioner Calfe made a motion seconded by Commissioner Whitford

“To adjourn” at 5:26 pm. Motion approved.

Jodi A. McGrane
Recording Secretary