



Roger León
Superintendent


Newark Board of Education

Elayier Pickett, Interim Director
Food & Nutrition Services
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Where Passion Meets Progress

Memorandum

Date: August 30, 2023

To: Sherelle Spriggs, Director, Support Services/Purchasing 

From: Elayier Pickett, Interim Director, Food & Nutrition Services

Re: Emergency Purchase

The serving lines that we ordered for Nelson Mandela Academy from The Sam Tell Company (PO 24-0002808) are delayed at the manufacturer and will not be delivered in time for the start of school. Obviously, this will prevent us from providing meal service at the school.

We reached out to Hubert who has serving lines that can be delivered this Friday. Unfortunately, in terms of the \$44,000.00 open market purchase threshold, there is not enough available.

Please be advised that we are not cancelling the order with Sam Tell. The units from Hubert will be moved to other sites once the originally ordered units are delivered to Nelson Mandela.

Please accept this memo as a request to make an emergency purchase from Hubert. We have created requisition number 000248295.

Thank you for your consideration and assistance.

TLW:tlw