

# DUTCHESS CES

Jodi DeLucia, Ph.D.  
District Superintendent


Michael Skerritt  
Assistant Superintendent for Business Services & Operations  
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November 24, 2025

## MEMO

TO: Jodi DeLucia, Ph.D., District Superintendent

FROM: Michael Skerritt, Assistant Superintendent for Business Services & Operations 

RE: **Dutchess BOCES Local Food & Grocery Small Quantity Vendor RFP #2526-24**

I recommend awarding to **Adams Fairacre Farms** of Poughkeepsie, NY, for the **Dutchess BOCES Local Food & Grocery Small Quantity Vendor RFP #2526-24**. They were the sole bidder for this solicitation. Despite not offering any price benefits (0% discount), by completing this process, we are now able to meet all purchasing requirements for small quantity food and grocery purchases going forward.

The contract period is from December 11, 2025 through October 31, 2028 with the option to extend for one (1) additional two-year term.

MS:tf

attachments

Dutchess County Board of Cooperative Educational Services  
Administrative Offices: 845.486.4800  
[www.dcbores.org](http://www.dcbores.org)

# RECEIPT CONFIRMATION FORM

PLEASE COMPLETE AND RETURN THIS FORM ASAP

RFP NUMBER: #2526-24 TITLE: Local Food & Grocery Small Quantity Vendor

**Vendors:** Please complete and return this form as soon as possible. Doing so will ensure you receive all future updates on this request. Please email to: [michael.maher@dcbooces.org](mailto:michael.maher@dcbooces.org)

COMPANY NAME Adams Fairacre Farms		
ADDRESS 765 Dutchess Turnpike		
CITY Poughkeepsie	STATE NY	ZIP 12603
POC: Nikki Wheeler		TITLE: Accounts Receivable
PHONE: (845) 240-7651		
EMAIL: nwheeler@adamsfarms.com		

\_\_\_\_\_ We intend to submit a proposal no later than 12:30 p.m. on Sep. 16, 2025.

I understand that all communications related to this request will be sent to the email address I provided, and I authorize Dutchess BOCES to do so.

\_\_\_\_\_ We DO NOT intend to submit a proposal in response to this request.

Dutchess BOCES is interested in the reasons why proposers fail to submit proposals. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the address below.

- ☐ Insufficient time allowed for preparation of proposal.
- ☐ We do not offer these goods/services.
- ☐ Insurance requirements are too restrictive.
- ☐ Bond requirements are too restricting.
- ☐ Workload does not allow us to propose at this time.
- ☐ Specifications unclear or too restrictive.

☐ Quantities too small

☐ Other : \_\_\_\_\_

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