



NEW HAVEN PUBLIC SCHOOLS

COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Donnegan Systems, Inc.

Doing Business As, if applicable:

Business Address: 170 Bartlett St Northborough MA 01532

Business Phone: 800-222-6311

Business email:

Principal or Supervisor: K Blundell, rep

Agreement Effective Dates: From July 1, 2022 to June 30, 2023

Total amount: \$25,100.00

Funding Source & Acct # including location code:

Capital Projects 3C22-2261-58101

Description of Service: Please provide a one or two sentence description of the service. *Do not write, "See attached."*

Dismantle existing mobile storage system located at 54 Meadow St 8th Floor and 21 Wooster St. existing deck and vct cannot be reused, will be removed and disposed on-site by DSI. Dumpster is required, rental fee listed below.

- Existing system-14 double-faced carriages, one double & one single depth platform
- New installation to have new plywood deck and VCT supplied by DSI.
- All labor quoted is Straight Time, non-union/non-Prevailing Wage
- System must be empty of all contents prior to our arrival, by others.

Submitted by: Thomas Lamb



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Date: June 6, 2022
Re: **Agreement with Donnegan Systems.**

Please **answer all questions** and have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

Contractor Name: Donnegan Systems, Inc.

Contractor Address: 170 Bartlett St. Northborough MA 01532

Is the contractor a Minority or Women Owned Small Business?

Renewal or Award of Contract/Agreement?

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$25,100.00

Contract or Agreement #:

Funding Source & Account #: Capital Projects 3C22-2261-58101

Key Questions:

- 1. What specific service will the contractor provide:**
System is 38' 2"L x 16' 6"D, Steel End Panels, 9/8 levels shelving
Project to dismantle, move and reinstall existing mobile storage system
Existing system is at 54 Meadow St., 8th floor.
Dismantle and move to 21 Wooster St., New Haven in same footprint/layout.
Existing deck and vct cannot be reused, will be removed and disposed on-site by DSI.
Dumpster is required, rental fee listed below.
Existing system-14 double-faced carriages, one double & one single depth platform
New installation to have new plywood deck and VCT supplied by DSI.
Dumpster on-site - Meadow St. for deck and grout disposal
- 2. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:** Sole Source Quote
- 3. If the vendor is not the lowest bidder or a State contract please answer the following:**
 - a. Please explain why the vendor was chosen?** Sole Source



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Operations Memorandum

- b. Who were the members of the selection committee? N/A**
- 4. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement? N/A**
 - 5. If this Contract/Agreement is a Renewal has cost increased? If yes, by how much? N/A**
 - 6. If this Contractor is New has cost for service increased from previous years? If yes, by how much? N/A**
 - 7. Is this a service existing staff could provide? Why or why not? No, the dismantling and dispense and reallocation of the shelves and records will be handled by professionals. They are the only company in new England that can dismantle this type of shelving.**

Donnegan Systems Inc. 800-222-6311-phone
 170 Bartlett St. 508-393-5601-fax
 Northborough MA 01532 www.donnegansystems.com

QUOTE DATE Feb. 10, 2022
 QUOTE # KB0210-Mobile Relo
 LEAD TIME 4-5 weeks, ARO



QUOTATION

Customer		Misc.	Mobile Relocation Project
Name	New Haven Board of Education	Rep	K. Blundell
Address	54 Meadow St.	Terms	50% Deposit, Net 30 days
City	New Haven State CT Zip 06511	FOB	Prepaid & Add
Phone	475-220-1631 Fax	Ship Via	Best Way
Attn: Joe Barbarotta			

Qty	Description	Unit	TOTAL
1	System is 38' 2"L x 16' 6"D, Steel End Panels, 9/8 levels shelving Project to dismantle, move and reinstall existing mobile storage system Existing system is at 54 Meadow St., 8th floor. Dismantle and move to 21 Wooster St., New Haven in same footprint/layout. - existing deck and vct cannot be reused, will be removed and disposed on-site by DSI. Dumpster is required, rental fee listed below. - Existing system-14 double faced carriages, one double & one single depth platform - New installation to have new plywood deck and VCT supplied by DSI. - All labor quoted is Straight Time, non-union/non-Prevailing Wage - System must be empty of all contents prior to our arrival, by others.	\$24,000.00	\$ - \$ 24,000.00 \$ -
1	Dumpster on-site - Meadow St. for deck and grout disposal - It is strongly recommended that the area in front of the existing mobile be cleared of all boxes as staging area will be required to dismantle the existing mobile system. - It is also recommended that any purging of the existing files be done prior to our arrival. CT State Sales tax, if applicable, is additional to pricing quoted. Lead time of 4-5 weeks, ARO for scheduling is required. Deposit of 50% is required at time of order.	\$1,100	\$ 1,100.00 \$ -
		Subtotal	\$25,100.00
		Freight	N/A
		TOTAL	\$ 25,100.00

Customer Acceptance

Name New Haven Board of Education
Address 54 Meadow St.
City New Haven **State** CT **Zip** 06511
Phone 475-220-1631 **Fax**
Attn: Joe Barbarotta

Customer responsible for all incurred shipping charges an estimate has been provided

Under any resulting contract, Donnegan will retain a security interest and retain all rights as a secured creditor under the Uniform Commercial Code until all checks have been cleared and payment in full has been received. In event of default, customer shall pay all collection expenses, including attorney fees

Acceptance



MEMORANDUM

BUREAU OF PURCHASES

CITY OF NEW HAVEN



Michael V. Fumiatti, Purchasing Agent
200 Orange Street, New Haven,
Connecticut 06510
Telephone (203) 946-8201
Facsimile (203) 946-8206

SLSRC # 29296x

DATE: June 1, 2022

TO: Thomas Lamb
Board of Education

FM: Michael V. Fumiatti,
Purchasing Agent

RE: Sole Source – Donnegan Systems File System Storage and removal

I have received your sole source request for the above referenced vendor and purpose. This is a proprietary product and service.

Therefore, pursuant to Section 74(d)(i) of the City Charter, I hereby designate the above referenced vendor as the "Sole Source" vendor for the above referenced purpose. Please prepare the appropriate procurement documents and include this Sole Source letter with your request.

While all else remains the same, this sole source does not expire.

Please note any non-competitively bid contract which is \$100,000.00 or greater may require Board of Alderman approval.

Any questions, please feel free to contact me @ x8201.

cc: Carl Carangelo - BOE
Salina Manning - BOE
Arami Martinez - Accounts Payable
File