

**NEW HAVEN PUBLIC SCHOOLS
NEW HAVEN, CONNECTICUT**

INFORMATION ONLY: PERSONNEL REPORT OF THE SUPERINTENDENT

August 8, 2022

RESIGNATION – Executive Administrator:

<u>Name</u>	<u>Assignment:</u>	<u>Effective</u>
Ivelise Velazquez	Superintendent of Curriculum, Instruction & Assessment Gateway ECS Alliance – Academic 25476107-00-50111	09/30/2022

RETIREMENT – Teachers:

<u>Name</u>	<u>Assignment:</u>	<u>Effective Date</u>
Mary Maloney	Special Education Wilbur Cross High School General Funds 19049061-50115	06/30/2022
Paula Daitzman	Library Media Specialist Itinerant General Funds 19042098-50115	06/30/2022

RETIREMENT – Non-Instructional Staff:

<u>Name</u>	<u>Assignment:</u>	<u>Effective Date</u>
James Newton	Drop Out Prevention Gateway Priority Schools 25795319-00-50119	08/05/2022
Nancy Salvati	General Worker East Rock Food Service 25215200-46-50126	08/25/2022
Carmen Acuna-Torres	Parent Liaison Worker Gateway Title 1 Parents Program 25315253-00-50128	06/30/2022

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Lucila Vaught	Cook Lead Davis Street Magnet School Food Service 25215200-09-50126	08/29/2022
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RESIGNATION – Teachers:

<u>Name</u>	<u>Assignment:</u>	<u>Effective Date</u>
Cynthia Adams	Grade 1 Conte West Hills Magnet School General Funds 19041031-50115	06/30/2022
Alison Atkin	Science L.W. Beecher Magnet School General Funds 19041403-50115	06/30/2022
Maria Awwa	School Psychologist Barack Obama Magnet School Idea Part B Entitlement 25045034-28-50115	06/30/2022
Gina Hyne	Grade 6 John S. Martinez General Funds 19041008-50115	06/30/2022
Deidre Johnson	History/Social Studies James Hillhouse High School General Funds 19041562-50115	06/30/2022
Rachel Sharnick	Talented and Gifted Itinerant General Funds 19042098-50115	06/30/2022
Joanna Lopez	Foreign Language Metropolitan Business Academy General Funds 19041760-50115	06/30/2022

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Jessica Attruia	Language Arts Hill Central Music Academy General Funds 19041607-50115	06/30/2022
Laura Daniels	English Adult and Continuing Education General Funds 19046353-50115	06/30/2022
Brian Borsics	Music Benjamin Jepson Magnet School Inter-District Funds 27042218-50115	06/30/2022
Kayla Dickinson	Special Education Mauro/Sheridan Magnet School General Funds 19049019-50115	06/30/2022
Kimberly Dirienzo	Grade 3 & 4 John S. Martinez General Funds 19041008-50115	06/30/2022
Domenico Dugo	Math Coop Arts & Humanities High School General Funds 19041164-50115	06/30/2022
Rashana Graham	Literacy Instructional Coach Edgewood Magnet School Title 1 A Teacher Training 25115678-12-50115	06/30/2022
Stephanie Gilloran	Grade 5 Clemente Leadership Academy General Funds 19042042-50115	06/30/2022
Elaine Honig	School Psychologist Itinerant General Funds 19049131-50115	06/30/2022

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Bianca Lazzara	Kindergarten John S. Martinez General Funds 19041008-50115	06/30/2022
Cheryl Magee	Grade 3 Mauro Sheridan Magnet School Inter-District Funds 27041019-50115	06/30/2022
Ashley Mulligan	Science Celentano Magnet School General Funds 19041448-50115	06/30/2022
Jennifer O'Brien	Art Bishop Woods Executive Academy General Funds 19042143-50115	06/30/2022
June Ouellette	Grade 4 Celentano Magnet School General Funds 19041048-50115	06/30/2022
Rachael Parrott	Pre-K Teacher Dr. Reginald Mayo Early Learning Center Head Start PA 22 Basic 25325279-81-50115	06/30/2022
Melissa Rosa	Physical Education Mauro/Sheridan Magnet School Inter-District Funds 27040319-50115	06/30/2022
Jenifer McNabb-Parry	Grade 2 L.W. Beecher Magnet School Inter-District Funds 27041003-5011	06/30/2022
Guadalupe Santiago	Foreign Language Hill Central Music Academy General Funds 19041707-50115	06/30/2022

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Jessica Smith	Science Metropolitan Business Academy Inter-District Funds 27041460-50115	06/30/2022
Husseihañ Villanueva	Bilingual – Grade 1 John C. Daniels Magnet School General Funds 19041213-50115	06/30/2022

RESIGNATION – Paraprofessionals:

<u>Name</u>	<u>Assignment:</u>	<u>Effective Date</u>
Arianna Alamo	Assistant Special Education Teacher Nathan Hale School General Funds 19049014-50128	06/30/2022
Joanna Barragan	Assistant Teacher Davis Street Magnet School Inter-District Funds 27041009-50128	07/25/2022
Jada McCleas	Special Education Assistant Teacher Dr. Reginald Mayo Learning Center General Funds 19049081-50128	07/29/2022
Cheryl Magee	Assistant Teacher Pre-K Davis Street Magnet School Inter-District Funds 27041009-50128	07/25/2022

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TRANSFERS: Administrators:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Breanna Evans	Assistant Principal King/Robinson Magnet School General Funds 19044030-50113	Assistant Principal Ross/Woodward Magnet School General Funds 19044010-50113	08/18/2022
Tianko Ellison	Assistant Principal Ross/Woodward Magnet School General Funds 19044010-50113	Assistant Principal King/Robinson Magnet School General Funds 19044030-50113	08/18/2022

TRANSFERS: Teachers:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Kristina Apuzzo	Grade 6 Clinton Ave General Funds 19041006-50115	Instructional Math Coach Davis Street Magnet School Title 1 Schools 25315256-6-50115	08/24/2022
Donna Bartling	Math L.W. Beecher Magnet School Inter-District Funds 27041103-50115	Math Enrichment 7/8 L.W. Beecher Magnet School Inter-District Funds 27041103-50115	08/24/2022
Karen Brown	Business Wilbur Cross High School General Funds 19042361-50115	Special Education Wilbur Cross High School General Funds 19049061-50115	08/24/2022
Maria Cardalliaguet	Foreign Language Regional Career High School Inter-District Funds 27041763-50115	Spanish Sound School General Funds 19041767-50115	08/24/2022
Kathleen Carter	Grade 1 Conte West Hills Magnet School General Funds 19041031-50115	Grade 3 Fair Haven General Funds 19041016-50115	08/24/2022

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Jennifer Catalano	Guidance Counselor Clemente Leadership Academy General Funds 19042042-50115	Guidance Counselor Hill Regional Career High School General Funds 19046163-50115	08/24/2022
Stacey Cormier	Grade 2 Nathan Hale School General Funds 19041014-50115	Grade 1 Ross/Woodward Magnet School Inter-District Funds 27041010-50115	08/24/2022
Morgan Damato	Grade 2 ESSER Conte West Hills Magnet School ESSER II Funds 25526363-31-50115	Grade 1 Conte West Hills Magnet School General Funds 19041031-50115	08/24/2022
Renee Evans	Guidance Counselor Itinerant General Funds 19042098-50115	Guidance Counselor COOP Arts & Humanities High School General Funds 19042098-50115	08/24/2022
Megan Rainey	Grade 3 Davis Street Magnet School ESSER II Funds 25526363-9-50115	Grade 1 ESSER Davis Street Magnet School ESSER II Funds 25526363-9-50115	08/24/2022
Doralis Sanders Erazo	TESOL Teacher John S. Martinez General Funds 19041208-50115	Bilingual EL Coach Gateway ECS Alliance – Academic 25476107-00-50115	08/24/2022
Ramya Subramanian	Primguide Teacher Elm City Montessori School General Funds 19041001-50115	Instructional Coach Elm City Montessori School Priority Schools 25795319-01-50115	08/24/2022
Marta Ferreiro Galguera	Bilingual Teacher -Grade 1 Fair Haven ARP ESSER 25536398-16-50115	Bilingual Teacher – Grade 1 & 2 John C. Daniels ARP ESSER 25536398-13-50115	08/24/2022
Alan Gibbons	TESOL Wilbur Cross High School General Funds 19041261-50115	TESOL Adult and Continuing Education General Funds 19046353-50115	08/24/2022

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Allison Griswold	Guidance Counselor Hill Regional Career High School General Funds 19046163-50115	Guidance Counselor Clemente Leadership Academy General Funds 19042042-50115	08/24/2022
Melissa Hanley	Grade 5 Conte West Hills Magnet School General Funds 19041031-50115	Special Education Conte West Hills Magnet School General Funds 19049031-50115	08/24/2022
Jenna Holmberg	Grade 3 Fair Haven General Funds 19041016-50115	Literacy Coach Fair Haven Title 1 Schools 25315256-16-50115	08/24/2022
Brigid Holms	Guidance Counselor Worthington Hooker School General Funds 19042098-50115	Guidance Counselor Itinerant General Funds 19042098-50115	08/24/2022
Keshia Hogan	Grade 3 Beecher Magnet School Inter-District Funds 27041003-50115	Instructional Math Coach Davis Street Magnet School Inter-District Funds 27041109-50115	08/24/2022
Amil John	Physical Education Itinerant General Funds 19040398-50115	Physical Education Itinerant Inter-District Funds 27040370-50115	08/24/2022
Dale Joyner	Physical Education Itinerant General Funds 19040398-50115	Physical Education Itinerant General Funds 19040302-50115	08/24/2022
Carla Desir Lewis	Grade 6 Worthington Hooker School General Funds 19041038-50115	TESOL Itinerant ECS Alliance – Academic 25476107-00-50115	08/24/2022
Karlen Meinsen	Grade 5 Celentano Magnet School General Funds 19041048-50115	Grade 6 Worthington Hooker School General Funds 19041038-50115	08/24/2022

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Richard Murphey	History/Social Studies Wilbur Cross High School General Funds 19041561-50115	Business Wilbur Cross High School General Funds 19042361-50115	08/24/2022
Emma Papandrea	Grade 5 Ross/Woodward Magnet School Inter-District Funds 27041010-50115	Instructional Math Coach Clinton Ave School ECS Alliance – Academic 25476107-9-50115	08/24/2022
Kimberly Phillips	Grade 4 Barnard Magnet School Inter-District Funds 27041002-50115	Instructional Math Coach Celentano Magnet School Title 1 Schools 25315256-48-50115	08/24/2022
Claudia Post	Grade 5 Mauro/Sheridan Magnet School Inter-District Funds 27045000-50115	Grade 5 Ross/Woodward Magnet School Inter-District Funds 27041010-50115	08/24/2022
Elizabeth Reyes	Special Education Lincoln Bassett School General Funds 19049020-50115	Pre-K Teacher Ross/Woodward Magnet School Inter-District Funds 27041010-50115	08/24/2022
Mark Rosario	Grade 3 Ross/Woodward Magnet School ESSER II 25526363-10-50115	Pre-K Dr. Reginald Mayo Early Learning Center General Funds 19044381-50115	08/24/2022
Kristen Grandfield-Schimanski	English Hill Regional Career High School Inter-District Funds 27041663-50115	English Adult and Continuing Education General Funds 19046353-50115	08/24/2022
Amber Spadafina	Physical Education Truman School General Funds 19040329-50115	Physical Education Itinerant General Funds 19040398-50115	08/24/2022
Vincenzo Sullo	History/Social Studies James Hillhouse High School General Funds 19041562-50115	Social Studies Sound School General Funds 19041567-50115	08/24/2022

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Angelica Trapani	Pre-K Ross/Woodward Magnet School Inter-District Funds 27041010-50115	Pre-K Barack Obama Magnet University General Funds 19041028-50115	08/24/2022
Julie Villanueva	Grade 3 Worthington Hooker School General Funds 19041038-50115	Special Education East Rock Magnet School General Funds 19049046-50115	08/24/2022
Stephanie White	Science Celentano Magnet School General Funds 19041448-50115	Instructional Math Coach FAME Title 1 Schools 25315256-41-50115	08/24/2022
Polite Wilson	Primeguide Teacher Elm City Montessori School General Funds 19041001-50115	Grade 6 John S. Martinez General Funds 19041008-50115	08/24/2022

TRANSFERS: Paraprofessional Staff:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Emmanuel Almodovar	Head Start Teacher Fair Haven School Title 1 Head Start Pre School 25315252-16-50128	Head Start Lead Teacher John S. Martinez Head Start PA 22 Basic 25325279-08-50128	08/29/2022
Katherine Caro	Head Start Assistant Teacher Truman School Head Start PA 22 Basic 25325279-29-50128	Head Start Assistant Teacher Fair Haven School Head Start PA 22 Basic 25325279-16-50128	08/29/2022
Keila Small McCall	Head Start Teacher Dr. Reginald Mayo Early Learning Center Head Start PA 22 Basic 25325279-81-50128	Head Start Teacher Jepson Magnet School Head Start PA 22 Basic 25325279-18-50128	08/29/2022
Jennifer Mitchell	Head Start Dr. Reginald Mayo Early Learning Center Head Start PA 22 Basic 25325279-81-50128	Head Teacher (Floater) Lincoln Bassett School Head Start Pa 22 Basic 25325279-20-50128	08/29/2022

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Dyann Monroe	Head Start Teacher Dr. Reginald Mayo Early Learning Center Head Start PA 22 Basic 25325279-81-50128	Head Start Teacher Truman School Head Start PA 22 Basic 25325279-29-50128	08/29/2022
Carmen Roman	Assistant Teacher Head Start – Gateway Head Start PA 22 Basic 25325279-443-50128	Grade 1 Bilingual Assistant Teacher Hill Central Music Academy 25315256-07-50128	08/29/2022
Maria Sein	Head Start Assistant Teacher Fair Haven School Head Start PA 22 Basic 25325279-16-50128	Head Start Assistant Teacher John S. Martinez Title 1 Head Start Pre School 25315252-08-50128	08/29/2022
Lakeisha Walker	Assistant Teacher Ross/Woodward Magnet School Inter-District Funds 27041010-50128	Assistant Teacher Barack Obama Magnet School Title 1 Schools 25315256-28-50128	08/29/2022

TRANSFER: Non-Instructional Staff:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Marilyn Carson	Head Start Social Service Worker Dr. Reginald Mayo Early Learning Center Head Start PA 22 Basic 25325279-81-50135	Head Start Social Service Worker Lincoln Bassett School Head Start PA 22 Basic 25325279-20-50135	08/29/2022

CORRECTION/CHANGE ITEMS:

The following items are previous Board Actions approved. The action items below represent all the necessary changes and/or corrections.

CORRECTION CHANGE IN TITLE —Non-Instructional Staff:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Alexis Nichols	Resignation	Retirement	06/30/2022

CORRECTION IN LAST NAME —Non-Instructional Staff:

<u>Name</u>	<u>From</u>	<u>To</u>
Timothy Brzezinski	Brzenzinski	Brzezinski

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CORRECTION IN START DATE AND FUNDING —Non-Instructional Staff:

<u>Name</u>	<u>From</u>	<u>To</u>
Jennifer Rivera	Magnet School Recruit Choice & Enrollment Office Magnet 17-22 Central Office 25325279-443-50128 Previous Date: 08/24/2022	Assistant Social Service Coordinator Gateway Center Head Start PA 22 Basic 25325279-443-50118 Correct Start Date: 06/28/2022

OFFERS (RESCINDED) -Teachers:

<u>Name</u>	<u>From</u>	<u>To</u>
Danielle Cornish	School Counselor	Rescinded
Max Salazar	Grade 3	Rescinded
Jeffrey Peterson	Speech-Language Pathologist	Rescinded



NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

NEW HAVEN BOARD OF EDUCATION FINANCE & OPERATIONS COMMITTEE MEETING

Monday August 1, 2022
Virtual Meeting
4:30 p.m.

ACTION ITEMS

Chair: Mr. Matthew Wilcox

A. INFORMATION ONLY:

1. Agreement with Global Interpreting Network, Inc. to provide over the phone and document translation services, from July 12, 2022 to June 30, 2023, in an amount not to exceed \$8,000.00.
Funding Source: Title IVA Program **Acct. #** 2511-6291-56694
Presenter: Ms. Jessica Haxhi **Document Link:** Global

2. Agreement with Yale China Association to provide and support a Chinese teaching Fellow, who will provide Chinese language and culture instruction and coordinate cultural events at Clinton Avenue School and Fair Haven School, from August 20, 2022 to June 19, 2023, in an amount not to exceed \$10,000.00.
Funding Source: Title IVA Carryover Program **Acct. #**2511-6291-56694-0000
Presenter: Ms. Jessica Haxhi **Document Link:** Yale

3. Agreement with mActivity, to provide students and families under the McKinney Vento Homeless program, an exercise program, physical training and health and wellness coaching, from August 9, 2022 to September 30, 2022, in an amount not to exceed \$10,908.00.
Funding Source: McKinney Vento C/O Program **Acct. #**2503-6203-56697-0000
Presenter: Mr. Daniel Diaz **Document Link:** mActivity

4. Agreement with Gateway Community College to provide an ESL 139 classes, one class for 23 student from Wilbur Cross High School and 1 class for 23 students from James Hillhouse High School, from August 29, 2022 to December 18, 2022, in an amount not to exceed \$1,251.00.
Funding Source: ESSER II Program **Acct. #**2552-6363-56697-0001
Presenter: Mr. Pedro Mendia **Document Link:** Gateway

5. Agreement with Gateway Community College to provide a college course for up to 20 high school students from High School in the Community, from August 29,2022 to December 18, 2022, in an amount not to exceed \$16,272.00.
Funding Source: Magnet 17-22 HSC C/O **Acct. #** 2517-6262-56694-0066
Presenter: Ms. Cari Strand **Document Link:** Gateway2

6. Agreement with Common Ground School to provide an outdoor learning space at FAME Academy and provide professional development training for staff, from September 21, 2022 to June 8, 2023, in an amount not to exceed \$17,000.00.
Funding Source: ARP ESSER Program **Acct. #**2553-6398-56694-0041
Presenter: Ms. Marisol Rodriguez **Document Link:** CommonGround



NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

NEW HAVEN BOARD OF EDUCATION FINANCE & OPERATIONS COMMITTEE MEETING

MINUTES

Monday August 1, 2022

Present: Mr. Matthew Wilcox, Dr. Orlando Yarborough, Ms. Yesenia Rivera
Staff: Dr. Ilene Tracey, Dr. Finley, Mr. Thomas Lamb, Ms. Patricia DeMaio, Ms. Cari Strand, Ms. Marisol Rodriguez, Mr. Daniel Diaz, Mr. Christian Tabares, Ms. Mary Derwin, Ms. Lynn Brantley, Ms. Shubhra Gupta, Ms. Typhanie Jackson, Ms. Jessica Haxhi, Ms. Rosalyn Diaz, Mr. Justin Harmon, Mr. Joseph Barbarotta, Attorney Elias Alexiades,

Call to Order: Mr. Wilcox called the meeting to order at 4:33 p.m.

Summary of Motions:

Summary of Motions:

#1: A motion by Dr. Yarborough, seconded by Ms. Rivera to Recommend Approval of item #3, Amendment with Clifford Beers Guidance Clinic passed by Roll Call Vote: Ms. Rivera, Yes; Dr. Yarborough, Yes; Mr. Wilcox, Recused.

#2: A motion by Mr. Wilcox, seconded by Dr. Yarborough to Recommend Approval of the remaining 21 Agreements, 2 Contracts and 2 Change Orders passed unanimously by Roll Call Vote: Dr. Yarborough, Yes; Ms. Rivera, Yes, Mr. Wilcox, Yes.

#3. **Adjournment:** A motion by Mr. Wilcox, seconded by Dr. Yarborough to adjourn the meeting at 5:33 p.m. passed unanimously by Roll Call Vote: Ms. Rivera, Yes; Dr. Yarborough, Yes; Mr. Wilcox, Yes.

Recusal: Mr. Wilcox recused himself for deliberation and voting on Action Item # 3, Amendment with Clifford Beers Guidance Clinic.

I. INFORMATION ONLY & ACTION ITEMS:

A. INFORMATION ONLY: Dr. Yarborough noted a typo on Agreement #1 with Global Interpreting Network, noting that two different amounts were indicated in the back-up materials. Ms. Haxhi confirmed that the \$10,000 amount listed was an error; the Agreement for the upcoming year is \$8,000.00, a decrease from the previous year.

Dr. Yarborough also noted that on item #4 Agreement with Common Ground School, an additional school was listed. Ms. Rodriguez confirmed that the additional school was an error and she corrected the Agreement, noting that services will be provided only at FAME.

Committee members had no further questions about Information Only items approved by the Superintendent.

1. Agreement with Global Interpreting Network, Inc. to provide over the phone and document translation services, from July 12, 2022 to June 30, 2023, in an amount not to exceed \$8,000.00 was presented by Ms. Haxhi. **Funding Source:** Title IVA Program **Acct. #** 2511-6291-56694
2. Agreement with Yale China Association to provide and support a Chinese teaching Fellow, who will provide Chinese language and culture instruction and coordinate cultural events at Clinton Avenue School and Fair Haven School, from August 20, 2022 to June 19, 2023, in an amount not to exceed \$10,000.00.
Funding Source: Title IVA Carryover Program **Acct. #**2511-6291-56694-0000
3. Agreement with mActivity, to provide students and families under the McKinney Vento Homeless program, an exercise program, physical training and health and wellness coaching, from August 9, 2022 to September 30, 2022, in an amount not to exceed \$10,908.00.
Funding Source: McKinney Vento C/O Program **Acct. #**2503-6203-56697-0000
4. Agreement with Gateway Community College to provide an ESL 139 classes, one class for 23 students from Wilbur Cross High School and 1 class for 23 students from James Hillhouse High School, from August 29, 2022 to December 18, 2022, in an amount not to exceed \$1,251.00.
Funding Source: ESSER II Program **Acct. #**2552-6363-56697-0001
5. Agreement with Gateway Community College to provide a college course for up to 20 high school students from High School in the Community, from August 29,2022 to December 18, 2022, in an amount not to exceed \$16,272.00. **Funding Source:** Magnet 17-22 HSC C/O **Acct. #** 2517-6262-56694-0066
6. Agreement with Common Ground School to provide an outdoor learning space at FAME Academy and provide professional development training for staff, from September 21, 2022 to June 8, 2023, in an amount not to exceed \$17,000.00.
Funding Source: ARP ESSER Program **Acct. #**2553-6398-56694-0041

B. AGREEMENTS:

1. Agreement with Common Ground School to provide design and installation of new outdoor learning and garden spaces at John Martinez School for PreK – 8th grade students at John Martinez School, from August 9, 2022 to June 30, 2023 in an amount not to exceed \$31,000.00 was presented by Ms. Derwin.
Funding Source: Head Start ARP Program **Acct. #** 2532-6410-56694-0008
2. Agreement with Common Ground School to facilitate three family engagement events for 531 Head Start students and their families, from September 13, 2022 to June 30, 2023, in an amount not to exceed \$22,560 was presented by Ms. Derwin.
Funding Source: Head Start Basic Program **Acct. #**2532-5279-56697-0443
3. Amendment #1 to Agreement #96363001 with Clifford Beers Guidance Clinic, to expand the Scope of Service to include up to 150 McKinney Vento families in the three Family Fun Days programs at Camp Farnam on August 26-28, 2022, and to increase funding of \$198,000.00 by \$34,000.00 to \$232,000.00 was presented by Mr. Tabares.
Funding Sources: ESSER II Program **Acct. #**2552-6363-56697-SS34 (\$198,000.00)

McKinney Vento C/O Program **Acct. #2503-6203-56697-0000** (\$ 34,000.00)

4. Agreement with Area Cooperative Education Services, (ACES), to provide technical services to support all adaptive learning software and programming, including universal testing programs for Math and Literacy, and databased for Library Media that support remote learning, from August 9, 2022 to June 30, 2023, in an amount not to exceed \$68,040.00 was presented by Ms. Brantley.
Funding Source: Priority Program (Pending Receipt of Funds) **Acct. #2579-5319-56694-0413**
5. Agreement with Gateway Community College to provide college credit courses for students enrolled in the Manufacture New Haven Pathway Program, from July 1, 2022 to June 30, 2023, in an amount not to exceed \$37,485.00 was presented by Ms. Diaz, on behalf of Ms. Ivelise Velazquez.
Funding Source: ESSER II Program **Acct. #2552-6363-56697-0001**
6. Agreement with New Haven Public Schools School Readiness Program, to provide a total of 142 school day/school year spaces and 68 part day/school year spaces at Columbus Family Academy, East Rock School, Hill Central School, Nathan Hale School and Augusta Lewis Troup School, in the amount of \$852,000.00 for school day/school year spaces and \$306,000.00 for part day/school year spaces, from September 6, 2022 to June 30, 2023, in an amount not to exceed \$1,158,000.00 was presented by Ms. Gupta.
Funding Source: School Readiness Program **Acct. #2523-5384-56697-0442**
7. Agreement with Pediatric Services of America d/b/a Aveanna Healthcare, to provide 1:1 nursing care for special education students with complex medical needs, from August 29, 2022 to June 30, 2023, in an amount not to exceed \$73,892.00 was presented by Ms. Jackson.
Funding Source: IDEA Program (Pending Receipt of Funds) **Acct. #2504-5034-56903-0490**
8. Agreement with Stephanie Gardner to provide speech-language remediation, evaluation, consultation and support services for qualified SPED students, from August 22, 2022 to June 30, 2023, in an amount not to exceed \$94,640.00 was presented by Ms. Jackson.
Funding Source: 2022-2023 Operating Budget **Acct.#190-490-56694-0000**
9. Agreement with Julie Bossenberry, to provide audiological services and support for student with hearing impairments, from August 22, 2022 to June 30, 2023 in an amount not to exceed \$42,250.00 by Ms. Jackson.
Funding Source: 2022-2023 Operating Budget **Acct. #190-490-56694-0000**
10. Agreement with Center for Pediatric Therapy, to provide speech-language remediation, evaluation, consultation and support services for qualified SPED students, from August 22, 2022 to June 30, 2023, in an amount not to exceed \$369,096.00 was presented by Ms. Jackson.
Funding Source: IDEA Program (Pending Receipt of Funds) **Acct. #2504-5034-56903-0000**
11. Agreement with CompuClaim to prepare Medicaid claims for reimbursement, from August 29, 2022 to June 30, 2023, in an amount not to exceed \$97,200.00 was presented by Ms. Jackson.
Funding Source: IDEA Program (Pending Receipt of Funds) **Acct. #2504-5034-56903-0490**
12. Agreement with Area Cooperative Education Services, (ACES), to provide assessments and training, and/or consultation in the area of Assistive Technology, and will provide Assistive Technology services for students

with special needs, from August 29, 2022 to June 30, 2023, in an amount not to exceed \$62,604.00 was presented by Ms. Jackson.

Funding Source: IDEA Program (Pending Receipt of Funds) **Acct. #**2504-5034-56903-0490

13. Agreement with American Medical Response to provide standby ambulance services for all physical education events/activities and special events, from August 1, 2022 to June 30, 2023, in an amount not to exceed \$39,140.00 was reviewed by committee members in the absence of Mr. Patchofsky. Mr. Wilcox noted that the Agreement to provide stand by ambulances was a continuation of a required service.
Funding Source: 2022-2023 Operating Budget **Acct. #**19040400-56694
14. Agreement with Quadiant, Inc. to provide lease of mailing equipment and maintenance, from July 1, 2022 to June 20, 2027, in an amount not to exceed \$47,661.60 was presented by Mr. Lamb.
Funding Source: 2022-2023 Operating Budget **Acct. #**19043000-56650
15. Agreement with Berchem Moses, PC to provide general legal services from July 1, 2022 to June 30, 2023, in an amount not to exceed \$50,000.00 was presented by Mr. Lamb.
Funding Source: 2022-2023 Operating Budget **Acct. #**19047700-56696
16. Agreement with Berchem Moses, PC to provide SPED legal services from July 1, 2022 to June 30, 2023, in an amount not to exceed \$80,000.00 was presented by Mr. Lamb.
Funding Source: 2022-2023 Operating Budget **Acct. #**19047700-56696
17. Agreement with Shipman & Goodwin for General Advice from July 1, 2022 to June 30, 2023, in an amount not to exceed \$70,000.00 was presented by Mr. Lamb.
Funding Source: 2022-2023 Operating Budget **Acct. #**19047700-56696
18. Agreement with Shipman & Goodwin for labor relations litigation matters from July 1, 2022 to June 30, 2023, in an amount not to exceed \$80,000.00 was presented by Mr. Lamb.
Funding Source: 2022-2023 Operating Budget **Acct. #**19047700-56696
Discussion: Mr. Wilcox asked for a report on the legal expense for all the contractors. Mr. Lamb indicated that had a report and would present it a future meeting.
19. Agreement with W. Martyn Philpot, LLC. for expulsions from July 1, 2022 to June 30, 2023, in an amount to exceed \$80,000.00 was presented by Mr. Lamb.
Funding Source: 2022-2023 Operating Budget **Acct. #**19047700-56696
20. Agreement with DePino Nuñez & Biggs for Lobbying services from July 1, 2022 to June 30, 2023, in an amount not exceed \$50,000.00 was presented by Mr. Lamb.
Funding Source: 2022-2023 Operating Budget **Acct. #**19047700-56696
21. Agreement with Morris, Duffy, Alonso & Faley, LLP. for legal services regarding litigation pending in New York court, for the period of July 1, 2022 to June 30, 2023, in an amount not to exceed \$20,000.00 was presented by Mr. Lamb.
Funding Source: 2022-2023 Operating Budget **Acct. #**19047700-56696
22. Amendment #2 with Shipman & Goodwin labor relations and litigation matters, to increase funding amount from \$105,000.00 by \$25,000.00 for a total amount of \$130,000.00 was presented by Mr. Lamb.

Discussion: Dr. Yarborough noted that back up for the Amendment didn't match. Mr. Lamb will have the documents reposted with correct back up before the Board of Education meeting.

Funding Source: 2021-2022 Operating Budget **Acct. #**19047700-56696

C. CONTRACTS:

1. Award of Contract with Consolidated Electric for upgrade main P/A system, clocks and bell times at Beecher School, from July 1, 2022 to June 30, 2023, in an amount not to exceed \$32,450.00 was presented by Mr. Barbarotta. **Funding Source:** 2022-2023 Capital Projects **Acct. #**3C22-2261-58101
2. Award of Contract with Consolidated Electric for upgrade main P/A system, clocks and bell times at Lincoln Bassett School, from July 1, 2022 to June 30, 2023, in an amount not to exceed \$62,641 was presented by Mr. Barbarotta. **Funding Source:** 2022-2023 Capital Projects **Acct. #**3C22-2261-58101

Clarification: Mr. Wilcox noted that the Finance & Operations Committee would not hold it's second meeting of the month and that the Board of Education was only scheduled for one meeting; these meetings were not scheduled or posted. Ms. DeMaio expressed concern because staff are continuing to submit items for the August 15, 2022 Finance & Operations meeting that must be approved by the Board prior to start of school.

Special Meetings: Mr. Wilcox asked for a Special Meeting to review part-time custodial services contract which was not ready for the meeting today. After consultation, committee members agreed that a Special Meeting will be held on Wednesday, August 3, 2022 at 5:30 p.m. Staff will post with the City Clerk Office and on the NHPS website. In response to concern expressed by Ms. DeMaio, committee members agreed that a Special Finance & Operations meeting will be held on Monday, August 15, 2022 to review action items, with no other items. In addition, the committee discussed a Special Board of Education meeting on Monday, August 22, 2022 to review only Action Items and Personnel hiring, with no committee reports or other business. Ms. DeMaio will confer with Ms. Rivera to confirm meeting date and agenda.

D. CHANGE ORDERS:

1. Change Order #1 to Contract 21697-3-5 to CT Pest Control to add four schools that were omitted, Sound Aqua Center, Emerson, McNeill and Wilbur Cross High School, which increases contract amount from \$35,000.00 by \$1,416.00 for a total amount of \$36,416.00 was presented by Mr. Barbarotta.
Funding Source: 2022-2023 Operating Budget **Acct. #**190-47400-56662
2. Change Order #1 to Contract 21683-3-5 to Tri-State to add two schools Troup and Worthington Hooker 180 Canner St, and remove Worthington hooker 691 Whitney Ave, with no change in funding amount was presented by Mr. Barbarotta.
Funding Source: 2022-2023 Operating Budget **Acct. #**190-47400-56624

II. DISCUSSION:

- **Adult Education Timeline:** Mr. Lamb reported that Sevigals & Partners, the firm that is working on facilities plan for the district will develop a concept plan and budget for renovations of a new location for Adult Education, still to be determined. Question was asked about whether the City of BOE makes the decision on location. A discussion ensued. Mr. Lamb will work with Corporation

Counsel to develop a process and timeline.

- **Policy Calendar:** Mr. Wilcox reported that he has pulled together a list of policies that must be updated and will share the list with the committee and Mr. Lamb.

Adjournment: A motion by Mr. Wilcox, seconded by Dr. Yarborough passed unanimously by Roll Call Vote: Ms. Rivera, Yes; Dr. Yarborough, Yes; Mr. Wilcox, Yes.

Respectfully submitted,

Patricia A. DeMaio



NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

NEW HAVEN BOARD OF EDUCATION FINANCE & OPERATIONS COMMITTEE MEETING
SPECIAL MEETING

MINUTES

Wednesday, August 3, 2022

Present: Mr. Matthew Wilcox, Dr. Orlando Yarborough, Ms. Yesenia Rivera
Staff: Dr. Ilene Tracey, Dr. Finley, Mr. Thomas Lamb, Ms. Patricia DeMaio,
Attorney Elias Alexiades,

Call to Order: Mr. Wilcox called the meeting to order at 5:32 p.m.

I. ACTION ITEM:

1. Agreement with SJ Services to provide part time custodial services, from September 1, 2022 to June 30, 2023, in an amount not to exceed \$4,719,246.72 was presented by Dr. Finley who provided an overview of the RFP process, bidding time table and selection process. The process narrowed down to two finalists: SJ Services and Echo Urban. Among deciding factors, there was a cost difference of \$3.76 million over five years, between the two contractors.

A discussion ensued. Mr. Wilcox requested that a written presentation with documentation of the process, cost spreadsheets and information on the number of bidders in total, be sent to the full Board of Education in their packets and be posted on the NHPS website.

There were no other action items or discussion items.

1. A motion by Mr. Wilcox, seconded by Dr. Yarborough to move the Agreement with SJ Services for part time custodial services, to the full Board of Education, passed unanimously by Roll Call Vote: Dr. Yarborough, Yes; Ms. Rivera, Yes; Mr. Wilcox, Yes.

Adjournment: A motion by Mr. Wilcox, seconded by Dr. Yarborough to adjourn the meeting at 6:07 p.m., passed unanimously by Roll Call Vote: Ms. Rivera, Yes; Dr. Yarborough, Yes; Mr. Wilcox, Yes.

Respectfully submitted,

Patricia A. DeMaio



NEW HAVEN PUBLIC SCHOOLS

Teaching & Learning

Committee

April 13, 2022

Online

In attendance: Dr. Joyner (Chair of Committee), Mr. Matthew Wilcox, Dr. Iline Tracey, Dr. Michael Finley, Ms. Ivelise Velazquez, Ms. Keisha Redd-Hannans, Edith Johnson, Rosalyn Diaz-Ortiz, Robert McCain, Pamela Jefferson, Sandra Cates-Clark, Ellen Maust, Justin Harmon, Sarah Miller, Heather Wachter, Jessica Haxhi

1. Welcome Statement

Dr. Joyner called the meeting to order at 4:33 PM and welcomed everyone to the meeting. He reminded us that this is a judgment-free zone where we make decisions based on evidence. He reiterated that we have a set of structures in place to discuss teaching and learning. The role of the Board is as policy-makers, not administrators. He noted that any achievement by students in any education system is the result of “everyone in the life” of that student. He discussed “who is responsible” for the education of the student. We have a “collective responsibility to develop the hearts and minds” of the students, emphasizing that it cannot all be the responsibility of the teacher. He noted that we need to work collectively for solutions. We need to use “no-fault problem-solving” to find solutions to the problems of the system.

2. What does the end of year data, school by school, tell us about the impact of the pandemic on teaching and learning? Ms. Velazquez and the content area supervisors will share and discuss preliminary school by school data for the 2021-2022 school year, with specific consideration for how the pandemic impacted student outcomes.

Ms. Velazquez reminded the Committee that the data had already been presented at the Board meeting and reviewed the slides. ([slides can be found here](#)). Notes:

- The state has not yet released state data so comparisons are not possible. We can only look at New Haven.
- SBA data showed that 23% of students were at a score of 3 or 4 in ELA; 12% of students achieved those scores in Math.
- Last year, only a small percentage of students took the test in-person; the state will not be using it to do comparisons.
- Dr. Joyner wondered if it makes sense to look at the correlation between attendance (teacher or student) and student achievement. He also noted that there may have been significant issues last year due to the pandemic and it had been difficult to create good school experiences.
- Dr. Joyner suggested that we present data from schools that are doing well and look at the driving forces behind that achievement - student and staff attendance, student behavior, etc.
- Dr. Tracey and Dr. Joyner discussed the fact that we had so many staff absences this past year; one day, there were 600 teachers absent; supervisors and other teachers covered classes. Instruction was significantly disrupted due to these absences. Dr. Tracey summarized that the year was extremely difficult for schools.

- Dr. Joyner also discussed the importance of teacher attitudes and dispositions on student academic outcomes.
- Mrs. Johnson talked about the variance between different classrooms. She agreed with the differences, and also noted the students who are in special education, multilingual learners, etc.
- Ms. Redd-Hannans talked about how each data point has a “story.” We need to ask what the background of each data point - who is the student, who is their family, what do they need, etc. We need to work as a team to determine what is best for students and support each other as we help them to achieve.
- Dr. Baker noted that, from the Title IX perspective, students need support that is “outside of education but inside the education building.” Through Title IX, we need to be providing supportive measures based on complaints that have happened and to support students so that they can function in the classroom. When we have students in crisis who are moving from one school to another, we need to make sure that the Principals of those schools collaborate to support the student.
- Mr. McCain talked about how he has always felt that it was his responsibility, as an educator, that his students were reading, doing well in math, etc. He reiterated that teacher-student relationships impact whether students do well. In his past school, he used data to see how students were doing, hold teachers accountable, and make changes.
- Dr. Joyner summarized the discussion to now. We do have a crisis that is influenced by many other crises in the country currently. We have to do our best to create an institute that tries to overcome it. For emerging adolescents and adolescents, when do we ask them to have more responsibility for their learning? He asked Mrs. Johnson to comment on how we go about asking that of students.
- Mrs. Johnson talked about how difficult a question this is to answer. It depends on the student. Some students respond to adults talking with them; others would respond to other adolescents who are older giving them advice. She could share single stories, but there is no “magic” that works with every student.
- Dr. Joyner mentioned the importance of finding student interests and differentiating for those interests. It can be used to motivate them and encourage them to be a part of the school. He went on to summarize:
 - We all own the crisis. Historic events and social turmoil have profoundly impacted all of our institutions.
 - We are better off embracing a no fault problem solving mindset.
 - There is a correlation between behavior, hard work, and achievement.
 - We need to work on developing more of the effective practices that are working at some schools.
 - Social emotional forces are profoundly evident in the challenges that we see. We need to restore “civility” to the Board environment, school environment, and city environment.
- Mr. Wilcox asked where there will be a discussion of the next steps regarding the data and achievement issues. He would like to see school-by-school data so that they can do comparisons across schools, etc.
- Dr. Joyner explained that it will take more time than might be expected to create a plan and have a significant impact on the scores.
- Mr. Wilcox reiterated that having a plan with targets would be very useful.
- Dr. Joyner asked what kind of a document Mr. Wilcox would like to see in terms of a plan for next steps.

- Mr. Wilcox described a document that outlined next steps, with spots to add upcoming professional learning, schedule, meetings, targets, etc.
- Dr. Tracey explained that the “how” is even more important than the “what.” We need to be looking at implementation, providing support, providing feedback, focusing on small group instruction. We need to know the needs of the specific students and move from there. The past year was extremely difficult for everyone. This year, we will be very supportive of staff, help students to see how parents can support their children, etc.
- Dr. Tracey noted that the state passed laws about reading programs that the districts must have in place. We will have to incorporate that program into our plan moving forward as well.
- Dr. Joyner agreed with Mr. Wilcox that we need to be proactive about letting everyone know what the plan is and what we are doing; we also need to conduct a needs analysis, then have school-specific plans. He asked for plans in the following areas:
 - Schools develop their plans based on their specific needs.
 - District develops a plan that includes what supervisors, administrators, hiring, the Board can do to support.
 - Ensure that there is a plan for students who are in social-emotional turmoil.
- Dr. Tracey reminded the Committee that everything we do is based on the needs of the students in front of us and that we are equipping the teachers with the tools and resources to support the students in front of them.
- Dr. Tracey noted that we will need “tiered support” targeting the schools who are most in need of support.
- Dr. Joyner related it to “differentiated support” of school buildings, much like differentiated supports for students in the classroom.

3. What are the policy priorities for teaching and learning? Ms. Velazquez will share two policies that will be reviewed, discussed and sent to Governance for consideration: Advanced Coursework and Grading Policy.

- Mrs. Velazquez mentioned that we will be working on the following two policies between this meeting and next and will discuss at the next meeting:
 - state mandated policy for advanced coursework
 - grading policy

4. What guidance has been shared from the Connecticut State Department of Education (CSDE) regarding comprehensive reading programs? Ms. Brantley will share updates from the CSDE and describe next steps in response to the state legislation on reading.

- Ms. Velazquez shared the 10-point literacy plan that has been developed. As part of that, they will make sure every school has the data at their fingertips around the state tests. [See page 1 of these slides.](#)
- She mentioned the state mandates around reading programs this coming year and the need to monitor progress, as well as our own internal progress monitoring cycle that was begun last year. She emphasized that progress monitoring would not be for “gotcha” but to see where more supports need to be put in place.
- For the coming school year, Ms. Redd-Hannans will be helping to create a system for input and focus groups.

- Ms. Brantley thanked Dr. Joyner and others on the Committee for their support. She noted that this Committee could be very powerful as a place to discuss this work. Ms. Brantley encouraged everyone to, in the spirit of the Comer Model, work together on these current challenges.
- Dr. Joyner mentioned that Dr. Tracey is interested in returning all schools to the Comer Model, providing more training, and making sure that all schools are following the program faithfully.
- Dr. Tracey discussed her own adherence to the Comer Model. There will be more training from Dr. Faye Brown this year to assist in a tiered approach for schools that need to restore their systems and structures. She also noted that we need to nurture students' learning environment as well as staff supports.
- Dr. Joyner emphasized that if we must help students see the value and importance of education, attending school, character, etc.. He also noted that we need a consensus statement on what we view as reading. Students must be exposed to critical thinking, even in the lower grades. One of our public relations challenges is understanding what we consider reading.
- Dr. Tracey summarized that we will do this for our children, with all of the needs they have, we will work for them to make them successful. We must be careful of a "blame game," we must understand the elements of reading. Everyone is involved in this work - not just the homeroom teachers. Reading and learning must be fun!

5. Closing Remarks

Ellen Maust reminded the group of theater performances that are being held at Fair Haven School this week. They are the culmination of a two-week intensive program in which students who were struggling readers achieved greater fluency, engagement, and excitement as they learned their scripts.

Dr. Joyner noted that literacy is one of the most important concerns, and was in the Civil Rights movement as well.

- **The meeting was adjourned at 6:05.**

The next meeting is scheduled for August 17, 2022.

Respectfully submitted,

Jessica Haxhi

Memorandum

Date: 8/5/2022
To: Dr. Tracey, Finance and Operations Committee, and Members of the Board of Education
From: Dr. Michael Finley, Chief of Staff and Thomas Lamb, Chief Operating Officer
RE: Part Time Custodial Services RFP Award to JS Services

Introduction

The Part Time Custodial Services Contract providing service to the New Haven Public Schools has been posted through City of New Haven Purchasing for RFP and awarded to JS Services by a multi-disciplinary committee initially consisting of:

Dr. Michael Finley, NHPS Chief of Staff
Thomas Lamb, NHPS COO
Dr. Paul White, Assistant Superintendent
Michael Gormany, CONH Budget Director and Acting Controller
Giovani Zinn, CONH City Engineer

This committee was reduced to Dr. Finley and Michael Gormany, due to scheduling issues with some and the recusal of Thomas Lamb due to perceived issues regarding his previous working relationship as a purchaser of services from Service Management Group, one of the RFP respondents. In consultation with City of New Haven purchasing, there is no requirement for the number or make up of a selection committee only that it includes more than one person. The entire RFP process was guided and directed by the City of New Haven purchasing department. All meeting dates and times were posted to Bonfire with appropriate notice allowable by purchasing department policy. All documentation was posted to the Bonfire RFP management system by city of New Haven Purchasing Department.

Summary of Cost

Five proposals were submitted and evaluated by the committee. All five respondents were asked to present on their proposals. Upon evaluation of proposals and the presentations a best and final offer as well as some additional questions was asked of all five respondents to further level the proposals and ensure that they were being evaluated equally. This resulted in the field being reduced to JS Services and Echo Urban. A detailed comparison of costs is included with this document. Though not the only contributing factor cost was a major consideration in the award of this contract due to the significant difference in costs. Some additions to this contract over previous contracts include the addition of twenty additional part time cleaning positions to accommodate program moves throughout the district, assuming cleaning of the Adult Education program under its new lease, rebalancing of cleaning work load across the district, and a higher level of accountability placed on the quality of work through the management process.

In summary the contract will be for one year with a total of four renewals that include escalation as per the table below. The current Consumer Pricing index at 8.3% which is commonly used to measure contract year over year increases in multi-year contracts:

All in Total Cost over five years

	Echo Urban	JS Services	
Fiscal Year 2022/2023	\$5,734,032.96	\$5,372,834.08	\$361,198.88
Fiscal Year 2023/2024	\$5,989,577.43	\$5,478,259.29	\$511,318.14
Fiscal Year 2024/2025	\$6,310,168.31	\$5,556,973.52	\$753,194.79
Fiscal Year 2025/2026	\$6,625,082.29	\$5,636,915.49	\$988,166.80
Fiscal Year 2026/2027	\$6,880,312.55	\$5,718,162.50	\$1,162,150.05
Total	\$31,539,173.54	\$27,763,144.89	\$3,776,028.65
		% Difference	11.97%

Contract Escalation	Echo Urban	JS Services
Fiscal Year 2023/2024	4.46%	1.96%
Fiscal Year 2024/2025	5.35%	1.44%
Fiscal Year 2025/2026	4.99%	1.44%
Fiscal Year 2026/2027	3.85%	1.44%

Part Time Custodial
RFP Time Line of Events

24 May 2022	Solicitation Posted by purchasing. Cover page Pre-Proposal day and location differ from what was submitted to purchasing. The day was the for the Mandatory Pre-Proposal conference and the location was for the Building Sampling Tour. This error was not initially caught by purchasing or by NHPS.
23 May 2022	Current Contract with Echo Urban Posted as requested by respondents
24 May 2022	Original Executed Agreement with Eco Urban Posted as requested by respondents
26 May 2022	Building Sampling tour was scheduled for 4 schools. Only one perspective bidder showed for this building tour. This bidder did not attend mandatory pre-proposal conference and was not included in bidding process. No requests for additional building tours were requested at any time during the RFP process.
1 June 2022	Standard form agreement posted
1 June 2022	Standard Terms Part II posted
6 June 2022	Post for rescheduling of Mandatory Pre-Proposal Meeting from June 6 th to June 8 th . Original date of June 6 th was outlined in the initial posting. No companies showed for this meeting day and time. They went to the Wilber Cross location as the cover sheet stated incorrect information. Purchasing reposted for Mandatory Pre-Proposal Conference on June 8 th .
8 June 2022	Mandatory Pre-Proposal Conference took place. All vendors were in attendance for this meeting.
9 June 2022	Questions and Responses Posted
9 June 2022	The closing date for receiving proposals changed from June 14 th to June 16 th by 11:00 a.m.
10 June 2022	Sign-in sheet for Mandatory meeting posted
10 June 2022	Notification of Insurance change to include molestation subrogation
14 June 2022	Change in scope of work for windows and interior glass only to be cleaned weekly. No exterior glass included in contract. Additional questions answered and posted.
16 June 2022	Respondent List Posted

16 June 2022	All proposals were received by 11:00 a.m. on June 16 th .
27 June 2022	3 RFP Presentations <ul style="list-style-type: none">• Kleen-Tech Services, LLC• Performance Environmental Services LLC.• Eco Urban Pioneers
28 June 2022	Tom Lamb, COO removed himself from proposal evaluation process amid perceived concerns related to a previous working relationship with Service Management Group.
28 June 2022	2 RFP Presentations <ul style="list-style-type: none">• Service Management Group• JS Services
7 July 2022	Best and Final Offer requested from all five respondents.
14 July 2022	Best and Final Offer responses due



City of New Haven

Bureau of Purchases

200 Orange Street, Room 301

New Haven, CT 06510

Tel: 203-946-8201 Fax: 203-946-8206

Honorable Justin Elicker
Mayor

Michael V. Fumiatti, Sr
Purchasing Agent

The City of New Haven ("City") is accepting sealed
Request for Proposals (RFP) for the following:

Request for Proposal

Project Summary

RFP Title: **Part-Time Custodial Services for New Haven
Public School**

RFP #: **2022-05-1459**

Projection Description: The purpose of this RFP is to solicit proposals from qualified firms to staff four-hour, part time, custodians, and a manager to provide cleaning services to the New Haven Public Schools (NHPS). The Contractor shall provide sufficient four-hour staff to clean the designated buildings. The Contractor may propose an alternate cost / staff structures for the NHPS' consideration should other schools or properties become available. The NHPS intends to contract with a qualified vendor or person whose proposal is deemed to be most advantageous. No contract shall be awarded solely based on price. Only those proposals determined to meet all requirements will be given consideration.

Department: **BOE**

RFP/Advertise Date: **May 24, 2022**

Intent to Respond Due Date **June 13, 2022**

RFP Due Date: **June 14, 2022**

Opening Time: **11:00 AM**

Pre-Proposal Meeting Date: **June 6, 2022**

Meeting Time: **9:00 AM**

Pre-Proposal Meeting Location: **Start at Wilbur Cross High School, 181 Mitchell Drive, New Haven**

Contract Term: **1** year **3** Renewals Option(s) (at the sole discretion of the CONH)

Insurance Requirements: Refer to Rider **100** (This Rider is attached)

Local Preference: **X** **YES** **NO**

Pricing Sheet: **Respondent Supplied**

Responses must be submitted in the form and manner specified in this request.

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INSTRUCTIONS TO RESPONDENTS

1 RFP Documents – the following documents are hereinafter collectively referred to as “RFP Documents” and each a RFP Document.

	RFP Cover Sheet -Invitation with Summary	This document need not be returned with your submission
	Instruction to Respondents	This document need not be returned with your submission
	Specifications	This document need not be returned with your submission
	Attachment to Specifications	This document need not be returned with your submission
1	City Forms Signature Page	Required with your Bid Submission
	Ban the Box Agreement	Acknowledge on City Forms Signature Page
	Certificate of Non-Arrearage	Acknowledge on City Forms Signature Page
	Equal Opportunity Agreement	Acknowledge on City Forms Signature Page
	MBE/WBE-Subcontractor Utilization Agreement	Acknowledge on City Forms Signature Page if this is construction related and in excess of \$150,000
2	Disclosure & Certification Affidavit	Required with your Bid Submission
3	Current Workforce Certificate	Required with your Bid Submission
4	Statement of Qualifications	Required with your Bid Submission
5	PPP - Priority Payment Program application	Required with your Bid Submission
6	Calculation Sheet (Separate Download)	Required with your Bid Submission

- (a) These RFP Documents include a complete set of forms.
- (b) Respondent may not qualify or alter the terms of the solicitation’s Bid Table.(if Applicable)
- (c) Responses must be submit through web portal, no hardcopies accepted.
- (d) All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the proposer. Any material submitted by the vendor shall become the property of the City of New Haven unless otherwise requested at the time of submission. Any material that is to be considered as confidential in nature must be so marked.
- (e) **COVID-19/Testing Policy-** The City is required to provide a safe workplace for its employees and contractors, which includes providing reasonable safeguards from infectious diseases and for the general health and safety of its employees, contractors and visitors. Furthermore, the City has an obligation to take reasonable, safe, and effective precautions to minimize the risk of spreading infectious disease to the public who may interact with City employees or Contractors. Therefore, all City’s contractors must comply with Mandatory COVID Vaccination/Testing Policy established by the City of New Haven with their employee assigned to City awarded Contracts.

2. Internet Access

- (a) The City cannot guarantee that equipment involved in RFP Submission and/or solicitation technology will be available to provide information or receive transmittals. It is your responsibility to ensure that you have current information and that your Submission is received at the designated location complete and on time. The City is not responsible for the confidentiality of information transmitted over the Internet.
- (b) Downloading solicitations of any type does not obligate the City to send you future notifications of solicitations or addendum updates.
- (c) It is the Respondent’s responsibility to review your status on our website and update your contact information accordingly.

3. Solicitation Downloads

- (a) This document may be downloaded from our website at no cost to you. If you require a third party to print the specifications and/or drawings, that cost will be borne by you.



(b) Drawing File Format: PDF

(c) Click on the above link if you don't have Adobe Acrobat and you wish to view the files in PDF format.

(d) **Drawings** - The following three local firms are examples of companies that can reproduce drawings and/or any portion of the documents. These suggestions are not to be considered endorsements in any way. Any other firm with the AutoCAD, DWG, DXF, DWF & CSF Viewers will also be able to reproduce the drawing files.

4. Inquiries for Clarification

- (a) The City will not respond to a Respondent's request(s) for oral interpretation and/or clarification of the RFP Specifications for any reason.
- (b) The City will respond to a Respondent's written request(s) for interpretation and/or clarification of the RFP Specifications.
 - (1) Any written Inquiry for Clarification must be received seven (7) or more business days prior to the RFP Opening Date and Time. Any request received by the City after this deadline will not be given consideration.
 - (2) Every request for such an interpretation shall be made in writing via email to: <https://newhavenct.bonfirehub.com/portal>
 - (3) Please do not send questions or requests for clarification in a PDF format.
 - (4) Every interpretation made to a Respondent will be in the form of an Addendum to the RFP Documents.

5. Addendum to RFP Documents

- (a) All Addenda to the RFP Documents shall become part of the RFP. Respondents are required to check the Website for Addendum. Each Respondent shall be bound by such Addenda whether or not received/viewed by the Respondent.
- (b) Questions are submitted through your account and the selected solicitation Web Address: <https://newhavenct.bonfirehub.com/portal> , in the overview of Project details go to the "Opportunity Q&A" section" to submit your question(s)
- (c) Addendums regarding Inquires for Clarification will be posted on the City website, not less than five (5) calendar days prior to the RFP Opening Date and Time.
- (d) Addendums regarding extension of time will be posted on the City website, any time prior to the RFP Opening Date and Time.

6. Contract Term – (See RFP Summary for applicability)

- (a) The term of the contract as a result of this solicitation shall be as stated in the RFP Summary and/or the Specifications. If there are any options to renew, all renewals will be at the sole discretion of the City and pursuant to the same terms and conditions.

7. Insurance Requirements – see attached Rider

- (a) Insurance will be required for the entire term of the contract. COI are to be emailed to your project contact(see award notice) and NHpurchasingCOI@newhavenct.gov.

(b) Renewal Certificates of insurance should email to your project contact:

8. Certification and Licenses

(a) If the service(s) that you are providing is a service for which a certification, license or other form of qualification is required, please provide documentation with your statement of qualifications.

9. Unit Prices, RFP Quantities and Tax-Exempt Status

- (a) The Unit Prices for each of the RFP items include its pro rata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price represents the total RFP. Special attention is called to this section because in the event it is necessary to revise the quantities, increase or decrease thereof may be made without limit and adjustment and compensation shall be made on the basis of the Unit Prices for such items.
- (b) Unit Prices should not include federal excise or state sales taxes. State Sales Tax is exempt under Connecticut General State Statute Sec. 12-412. The City is also exempt from transportation taxes when goods are consigned to the City. Tax Exemption certificates will be furnished by the Supervisory Auditor - Accounts Payable upon satisfactory proof of delivery to the City.
- (c) It is understood an agreed that the Unit Prices shall control the Contract award.
- (d) The quantities noted in this RFP are approximate (estimated only for use in comparing RFPs); and that the sums obtained by multiplying the Unit Prices by the estimated quantities, and also the Total of these sums, are inserted for the purpose of checking this RFP and for the convenience of the Respondent. The Unit Prices paid are for the actual ordered quantities only.
- (e) Shipments should be consigned to the City in care of the Respondent.

10. Local Preference Ordinance – (See RFP Summary for applicability)

- (a) For the purpose of this section, "City Based Business" shall mean a business with a principal place of business located within the City of New Haven. A "City Based Business" shall maintain such status throughout the term of any Contract with the City. Failure to maintain such status shall be grounds for the City to terminate said Contract.
- (b) To be considered a City Based Business you must submit satisfactory proof to the Purchasing Agent of your current City of New Haven address. Some examples of proof include are, but not limited to:
 - (1) Proof of payment of City of New Haven Real Estate tax bill(s)
 - (2) A current, long term lease in the City of New Haven
 - (3) Proof of payment of City of New Haven Personal Property tax bill(s)
- (c) The Local Preference ordinance can be found in Section 2-483 of the City of New Haven's Code. Please review for further details.

11. Equal Employment Opportunity

The City will terminate any contract without accepting liability for any incomplete work if it is found that the Contractor has violated any of the provisions of Executive Orders 11246 and 11374, Connecticut Fair Employment Practice Act, and Chapter 12 ½ of the code of Ordinances of the City of New Haven,

incorporated herein by reference. The City reserves the right to incorporate into the contract any additional provisions relating to Equal Employment, including an Affirmative Action Agreement

12. Alternate RFPs

- (a) No alternate RFPs will be considered, unless alternate RFPs are specifically requested by the City.

13. Pricing Sheet - (See RFP Summary for applicability)

- (a) Please provide your pricing matrix on a page or section of its own. The City of New Haven must be readily able to discern your pricing proposal at a quick glance.
- (b) A brand name, model number or other designation that identifies the product of a manufacturer may be indicated. Other brands will be considered, provided they meet the quality standards of the brands listed within. Product literature, i.e. (M.S.D.S.) must accompany any substituted product with your submission.

14. RFP Process and Submission

(a) RFP Process (Only Digital Responses Accepted)

- (1) Early Submittal of RFPs - RFPs received prior to the advertised hour of opening will be securely kept sealed and unopened.
- (2) RFP Opening - At the time and place fixed for the opening of RFPs, the City will open and publicly read aloud the name of every RFP respondent that received is by the submission deadline. Respondents and other interested parties may be present, in person or by representative.
- (3) Late Submittals - with the advent of complete digital bidding, no response will be accepted after the closing date and time
- (4) Withdrawal of RFPs - - Response may be withdrawn by you prior to the RFP Closing Date and Time by you retracting your digital bid submission.
- (5) RFP Rejections - The City reserves the right to reject any and all RFPs which do not meet the requirements of a lowest qualified responsible Respondent. Some reasons for rejection include but *are not limited to*: altered or qualified Calculation Sheet, a non-Web based Calculation Sheet, non-conforming Bid Bonds, incomplete or erroneous paperwork, late RFP Submission, Unbalanced High or Low Unit Pricing, and/or not habitually performing with the Respondent's own forces.
- (6) RFP Rejection Notification - Should the City reject a RFP for any reason, the Respondent shall be notified. In case of such rejection, the City will return any Bonds to the Respondent(s). No other part of a RFP Submission will be returned.

(b) RFP Submission

- (1) Electronic Submissions- (Only Digital Responses Accepted)
 - a. Follow instruction on the portal for bid submission – all required forms are indicated as such.
- (2) An RFP must be submitted in a digital format through the procurement portal. All blank spaces must be filled in as noted. RFP responses must give the prices in numerical figures when requested. When submitting your response electronically through our web site, changes are allowed up until your final RFP Submission.

- (3) The Respondent shall sign their RFP in the blank space provided for this purpose. If the RFP is made by a partnership or corporation, the name and address of the partnership or corporation shall be indicated and the RFP Submission and must be acknowledged by a corporate officer as applicable. Any partner of corporate stockholder owning 25% or more of the business shall also be disclosed.
- (4) The City may consider any RFP not prepared and submitted in accordance with the provisions hereof, and may, at its option, waive any informalities.
- (5) No Respondent may withdraw a RFP within one hundred twenty (120) days after the actual date of the opening thereof.

15. RFP Protest

- (a) Any RFP protest must be submitted in writing. Respondents may file a written protest of the RFP results with the City's Purchasing Agent, within 48 hours of the posting of the RFP results on the City Website.
- (b) A protest must be submitted via email, purchasing@newhavenct.gov, or Fax, 203-946-8206.
- (c) The City will acknowledge receipt of written protest. If the Purchasing Agent or representative has not acknowledged receipt of the protest by the close of business on the following day, please contact the Bureau of Purchases at 203-946-8201 or by Fax at 203-946-8206.

16. Award of Agreement

- (a) The City will endeavor to award a contract for this RFP within one hundred and twenty (120) days after the date of the RFP opening. All Respondents acknowledge their RFP submittal will be valid for the duration of the one hundred and twenty (120) days timeframe.
- (b) The City reserves the right to separately RFP or secure pricing from additional contractors that may relate to the goods and/or services in the instant RFP, whether such goods and/or services are additional to the quantities stated in the instant RFP.
- (c) The City will not award to any contractor who is ineligible under any of applicable regulations issued by the Secretary of Labor and United States Department of Labor.
- (d) The City will not award to any contractor who is not qualified under applicable State and local laws and regulations.
- (e) Without limiting the generalities of the foregoing, a contractor will be deemed ineligible if they are not current with any taxes or other outstanding obligations to the City of New Haven.
- (f) Should a Contract be awarded, it will be awarded based upon the committees scoring of the review criterion. The requesting department will convene a committee to review the RFP and provide a recommendation to award or reject all proposals.
- (g) Availability of funds – The awarding of all contracts is contingent upon availability of appropriate funds. If funding is not available at the time of award and/or execution of the contract the City reserves the right to cancel the RFP.
- (h) All Bid Bonds (if required) will be returned to all Respondents upon the execution of the contract documents to the awarded Respondent.
- (i) Certificate of Insurance must be email to project manager(see award notice) and to NHpurchasingCOI@newhavenct.gov

17. Execution of Agreement

- (a) In executing the Agreement, the Awardee will be required to reaffirm and restate any and all representations made in its RFP Submission.
- (b) Subsequent to the notice of award and within ten (10) days after the prescribed forms are presented for signature, the Awardee shall execute and deliver to the City the Agreement in the form included in the Contract Documents, in such number of copies as the City shall require.
- (c) The failure of the Awardee to execute such Agreement, pay any taxes due, to supply the required bonds or submit the Certificate of Insurance, all within ten (10) days after the prescribed forms are presented for signature, or within such extended period as the City grants based upon reasons determined sufficient by the City, shall constitute a default and the City reserves the right to any remedies available at law or in equity including pursuit of RFP Bond. The City may either award the Contract to the next lowest responsible Respondent or re-advertise for RFPs.
- (d) Performance Labor and Material Bonds - (see RFP Summary for applicability)
Having satisfied all conditions of award as set forth elsewhere in these documents, the successful Respondent shall, within the period specified in paragraph "A" above, furnish a bond in a penal sum not less than the amount of the Contract as awarded, as security for the faithful performance of the Contract, and a labor and material bond for payment of all persons, firms or corporations to whom the Contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature including utility and transportation services, employed or used by him in performing the work. Such bonds shall be in the same form as those included in the RFP Documents and shall bear the same date, or a date subsequent to that of the Agreement. These bonds shall be signed and issued by a guaranty or surety company satisfactory to the City, authorized and qualified to do business in the State of Connecticut, and listed in the latest issue of the U.S. Treasury Circular 570, and the penal sum of any such bond shall be within the maximum specified for such company in said Circular 570. The current power of attorney for the person who signs for any surety company shall be attached to such bonds.

18. Notice to Proceed.

Once a contract is executed the City department responsible for requesting the work will issue a Notice to Proceed.

19. No Purchase Order – No Payment Policy (see Website for more Details)

<https://www.newhavenct.gov/government/departments-divisions/purchasing-division/no-po-no-pay-policy>

The City of New Haven has implemented a 'No Purchase Order, No Payment Policy' effective July 1, 2019 to reduce cost overruns, unauthorized work, while automating the steps for payment of invoices. This means that without an official Purchase Order number and/or enough unencumbered funds available, payment of supplier invoices will be rejected or significantly delayed until the change order or adjustments can be processed and approved.

This policy aims to ensure that:

- a) All spend shall be supported by an authorized PO prior to requesting the provision of goods/services;
- b) Efficient processes are implemented so that goods are delivered when required;
- c) The recipient of the goods shall receipt in Munis as soon as the goods are delivered/services performed (i.e. not upon receipt of the invoice);
- d) Cost control is effective and therefore:
 - i. all expenditure incurred by the City of New Haven is valid and appropriately authorized; and
 - ii. minimizing transactional costs associated with payment for goods and services;

20. Electronic Invoice

<https://www.newhavenct.gov/government/departments-divisions/purchasing-division/e-invoicing-policy>

21. Payment Policy

<https://www.newhavenct.gov/government/departments-divisions/purchasing-division/payment-policy>

22. Standard Form of Agreement Exhibit Part 1&2 (Not Applicable)

Respondents to the City's RFP are expected to execute these agreements. Given the very tight timetable for contract awards, negotiation of terms is not feasible. Any deviation from the City's standard terms must be presented (redlined) with the RFP response and the City will consider any such request when determining contract awards. As such, we strongly recommend including only "deal breaker" comments and attached them to your Statement of Qualification form.

Part Time Custodial Cleaning Scope of Services

The purpose of this specification is to solicit proposals from qualified firms to staff four-hour, part time, custodians and a manager to provide cleaning services to the New Haven Public Schools (NHPS). The Contractor shall provide sufficient four-hour staff to clean the designated buildings in Exhibit I attached hereto and made a part hereof. The Contractor may propose an alternate cost / staff structures for the NHPS' consideration should other schools or properties become available. The NHPS intends to contract with a qualified vendor or person whose proposal is deemed to be most advantageous. No contract shall be awarded solely on the basis of price. Only those proposals determined to meet all requirements will be given consideration.

The NHPS reserves the right to schedule interviews based upon the proposals received. The scoring of the proposals will be based upon the "Award Criteria" listed below. An evaluation committee will review the proposals submitted in response to this RFP. The committee will be comprised of personnel from NHPS and other technically qualified professionals or designees as determined by the Chief Operating Office in consultation with and under the direction of the Superintendent.

Award Criteria

- a) Vendor shall have demonstrated commitment and ability to hire a qualified workforce who is reflective of City of New Haven ethnicity. (20 points)
- b) Vendor shall demonstrate competence, understanding of work to be performed and qualifications of their organization. (20 points)
- c) Corporate experience, capacity and financial resources of the organization. (15 points)
- d) Demonstrate ability to provide experienced and acceptable staffing levels as well as in-kind services, which should be described in detail (such as technical and other support and resources provided at no additional cost. (20 points)
- e) Cost (20 points)
- f) Quality assurance and quality control. (5 points)
- g) Adherence in providing information required by this Request for Proposal.
- h) Vendor shall maintain insurance that meets or exceeds the requirements required by the City of New Haven Purchasing department current policies.
- i) Vendor Contact person. We will require an experienced, successful program manager, custodial supervisor and management plan. Subcontracting will be permitted with prior approval of the New Haven Public Schools provided the contractor provides adequate supervision of subcontracted staff.

Requirements and General Conditions

- a) This RFP is to provide a skilled, experienced, and trained part time (four-hour shift) custodial crew and management support services at a competitive rate for the locations as set forth in Exhibit 1 and as noted elsewhere in the specifications to the satisfaction of NHPS. The prospective vendor must furnish all necessary labor and supervision to perform janitorial services, event set-ups and clean-up as well as assist in other activities such as snow shoveling as needed at the direction of NHPS Facilities Services Department. Other duties that may be assigned include coordination of AV equipment and needs and warehouse duties. If the Contractor believes that additional part time staff is needed above that indicated at a particular school in Exhibit 2. The Contractor is free to amend Exhibit 2 to reflect proposed needs of the NHPS buildings for approval by the Chief Operating Officer or the Facilities Management Services department. The contractor will utilize only green cleaning products provided by the New Haven Public Schools, unless otherwise approved by Facilities Management Services department.
- b) This Contract shall cover a period beginning on or about July 1, 2022 and run through June 30, 2023. The NHPS reserves the right to extend the term of the Contract for up to four (4) one (1) year renewals annually under the same terms, conditions and provisions at the sole discretion of the NHPS effective July 1, 2022 through June 30, 2023 and thereafter as appropriate.
- c) The cleaning staff shall sign in and out at the building manager's office whenever entering or leaving there assigned location. The Contractor shall provide a call-in process that confirms staff are where they are scheduled to be at the time they are scheduled to be there. Contractor shall work with the NHPS Facilities Management Services department to plan, schedule, and implement the planned building cleaning schedule as outlined in Exhibit 3. Changes or deviations from the cleaning schedule must be approved and planned with Facilities Management Services department. Contractor cleaning staff shall not clock in/punch in more than 10 minutes early or 10 minutes late and shall adhere to a 4-hour shift unless additional hours are authorized in advance by the NHPS Chief Operating Officer or Facilities Management Services department.
- d) Monthly invoicing will be based on detailed reports of actual cleaning staff hours provided and are to be provided to the NHPS Chief Operating Officer and the Facilities Management Services department within ten days of the end of each month.
- e) The Contractor will utilize the cleaning equipment located within each school building and be responsible for its maintenance, using the school district's repair contract. If the Contractor determines that replacement or supplemental equipment is necessary, he will communicate this to facilities management. The Contractor's staff must be experienced in custodial equipment use.
- f) The Contractor will use Exhibit 2, Cleaning Schedule, as the minimum requirement for the scope of cleaning services to be performed; daily, weekly, monthly, yearly. The list is not meant to be all inclusive. If the Contractor believes there are other cleaning services that should be performed, this should be brought to the attention of Facilities Management Services department.

- g) The Contractor will be held to examine and continually improve the cleanliness of all New Haven Public School locations as set forth in Exhibit 1 and to have made all necessary inspections in coordination with NHPS Facilities Management Services department, in order to be thoroughly and fully informed as to buildings to be cleaned and be familiar with all difficulties that may be encountered in complete execution of all work.

Employee Recruitment & Management

- a) The Contractor shall be required to perform at their expense and provide copies of all background checks through the FBI, State Police or equivalent to NHPS Facilities Management Services department.
- b) Any persons with any history of sexual misconduct, drugs, violence of any type including weapons violations, theft of any type, fraud and/or forgery shall not be assigned to work at the NHPS. Violation of this requirement will be cause for contract termination.
- c) All Contractor staff assigned to NHPS will upon hire and annually thereafter sign an attestation that they understand that any violation of sexual misconduct, drugs, violence of any type including weapons violations, theft of any type, fraud and/or forgery even in the smallest of circumstances will be grounds for immediate removal from all New Haven Public School locations.
- d) The use of progressive discipline is to be used by the Contractor to address performance and attendance issues with staff in coordination with NHPS Facilities Management Services department. All contractor staff disciplinary documentation will be and shared with NHPS Facilities Management Services department.
- e) The Contractor must demonstrate the ability to provide trustworthy, reliable employees and shall make a good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If a change of staff is to occur, the Facilities Management Services department shall be notified prior to the change or as quickly as possible thereafter. In addition, contractor staff shall have the ability to: speak and understand the English language; have the necessary public relations skills to deal with staff and students in a professional, courteous and business-like manner; understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner; and maintain poise, self-control, tact, diplomacy and mature judgment under stress. In addition, Contractor staff will be expected to follow protocols and procedures that may be established by NHPS and the Facilities Management Services department.
- f) No consideration or allowance will be granted for failure to visit the NHPS buildings, or for any alleged misunderstanding of materials to be furnished, or work to be performed, it being understood that when the proposal is delivered to and received by the NHPS and the City of New Haven Purchasing department, such action carries with it an agreement to fully comply with and to fully perform all requirements set forth in the Requirements and General Conditions and the Specifications as set forth herein.

- g) There will be a mandatory pre-proposal conference in conference room 5B on the 5th Floor of 54 Meadow Street at 10:00 am on June 6th, 2022.

Scheduled Coverage

- a) The NHPS “normal” business hours are defined as 6:00 a.m. to 11:00 p.m., Monday through Friday. Business hours may be adjusted at New Haven Public Schools discretion. In addition, building use/permits that require additional services may fall outside those hours and include weekends. These hours will be included in the contractor’s pool of monthly hours. Actual cleaning schedules will be developed with NHPS Facilities Management Services department and the Contractor.
- b) The NHPS is seeking proposals for part time four-hour work shifts including evenings and weekends, as well as a full-time day manager to ensure all schools are staffed fully, manage staff call-outs, and and a full-time night supervisor for custodial cleaning services for the school district. Special events/activities which may impact the cleaning schedule include weather related events (snow/ice) or other larger activities occurring during the week that requires additional coverage above and beyond day-to-day maintenance services.

Staffing and Services

- a) The NHPS part-time staffing plan includes 186 part time workers. The staffing assignments may change by school, but NHPS plans to stay consistent with the total number of part time workers. The Contractor may propose an alternative staffing plan for the NHPS’ consideration.
- b) All Contractor staff assigned to schools shall report to and take direction regarding daily activities from the building manager/assistant building manager on-site and building principal. Disciplinary issues must be addressed timely by the Contractor’s management staff and documentation of the same shall be made available to the NHPS Facilities Management Services department. The security and protection of all materials, tools and equipment stored at any work location are the sole responsibility of the Contractor.
- c) The NHPS Facilities Management Services department will be the sole judge of the efficiency and acceptability of each janitorial employee’s performance while on site. The NHPS reserves the right to require the Contractor to remove any janitorial personnel from further duty at NHPS, without cause and without the right to recover damages by such janitorial employee or by the Contractor from the NHPS.
- d) The selected Contractor’s employees shall be neat and clean in appearance and shall wear a uniform or other identification that clearly identifies them as an employee of the Contractor.

Contractor Responsibility

- a) The Contractor will work with the assigned Building Manager/Assistant Building Manager to maintain Safety Data Sheets (SDS) for all chemicals used or stored in the buildings. In addition, the Contractor will provide hazardous chemical communications and other OSHA-required training to Contractor’s personnel and provide documentation to the NHPS upon completion of

the same annually or more frequently, if required. The Contractor will provide adequate field supervision to ensure janitorial staff arrive at assigned post on time, perform their duties throughout their assigned shift, and provide backup as needed during all required hours. A detailed plan for providing supervision must be included with the proposal.

- b) The Contractor will provide an internal monitoring system that will be used to ensure service quality which shall include regularly scheduled written inspections with a copy to NHPS or use inspection mechanism required by the NHPS. The Contractor will report vandalism and/or damage of the NHPS to the assigned NHPS Building Manager immediately upon discovery. In addition, the Contractor will report at least monthly on training conducted, in-kind services provided, work assignments and attendance, hours used, resolution to management concerns, disciplinary issues, permit/weekend coverage, etc. in a format to be approved by the NHPS Chief Operating Officer and Facilities Management Services department. Personnel records shall be made available, including but not limited to, hiring and termination of staff, disciplinary issues, background and screening process to the NHPS Chief Operating Officer and Facilities Management Services department.
- c) The Contractor will allow for flexible employee scheduling in coordination with the Facilities Management Services department that covers building operations from 6:00 a.m. to 11:00 p.m. Monday through Friday as well as coverage for building use permits which may go beyond those hours and have varied hours on weekends. It is the responsibility of the Contractor to track individual hours to ensure employees remain in a part-time status. The Contractor is responsible to open and close the buildings (disarm/arm, turn lights on/off, make sure windows are closed and doors locked) where they are assigned to provide weekend coverage. The Contractor will provide basic OSHA certification training to assigned employees including, but not limited to: slip, trip and fall protection, record keeping, blood borne pathogens and equipment operations.
- d) The Contractor will provide to the NHPS Facilities Management Services department monthly staffing plans of what staff will be assigned at each NHPS building .
- e) The Contractor will provide back office support or equivalent that shall be responsible for the performance of the contract and remain the Contractor's contact person for the duration of the contract. Such back-office support shall establish a routine for communications with the NHPS Facilities Management Services department to provide a prompt and timely response to any concerns that may arise and to engage in daily staffing and attendance reporting as well as all necessary employee record keeping and documentation. The Contractor will initiate and schedule with NHPS Facilities Management Services monthly meetings to discuss contract performance. Monthly meetings shall review overall performance, receive special instructions regarding cleaning items, or discuss other pertinent items regarding the contract and the Contractor's performance.
- f) The Contractor will train his employees in the NHPS security protocols and procedures including confrontation avoidance, team work and team building, and ensure employees abide by said procedures.
- g) Keys to various areas of the facilities will be made accessible to the Contractor but shall not be removed from the premises. All costs accrued by the NHPS in reinstating facility security

occasioned by loss of facility keys due to the Contractor's and/or its employees' negligence will be billed to the contractor.

- h) The Contractor will be given instructions on NHPS' security alarm procedures. It shall be the Contractor's responsibility to assure procedures are strictly followed. Upon completion of activities each day, the Contractor shall be responsible for securing all entries to offices and to buildings prior to departure.
- i) The Contractor shall ensure that only their properly identified employees listed with the NHPS are permitted on the premises during the performance of daily duties. The Contractor will be held strictly accountable for damages or breaches of security caused by its employees.
- j) Items on this list should be used as minimum requirements, but not considered all-inclusive of the requirements according to industry standards, which the Contractor is expected to follow. The NHPS and the City of New Haven's interpretation of the Requirements and General Conditions are final and binding.

Competency and Qualifications of Contract

The importance of maintaining clean school buildings in a safe and satisfactory operating condition demands that the Contractor, in order to qualify in addition to the other requirements herein provided, shall prove to the satisfaction of the NHPS, the following:

- a) The firm shall have five years' experience or equivalent in providing part time hourly and full-time management staff in cleaning services to a school district, municipality or similar experience. References must be available upon request.
- b) The firm must have trained, reliable staff available, including qualified back office and management staff,
- c) Each Bidder shall be capable of responding to on-call and emergency calls via telephone and/or via email within 2 hours (normal working hours) of receipt of a call from the Chief Operating Officer or Facilities Management Services department.
- d) All contractors must have the ability to speak English and communicate with staff and students.
- e) All bidders must be in compliance with all Local, State and Federal wage and labor requirements, including but not limited to the City of New Haven Livable Wage Ordinance throughout the term of the contract.
- f) NHPS and the City of New Haven do not oppose unionization efforts of employees therefore the vendor must be prepared to meet its contractual proposal in the event that a Unionization effort takes place.
- g) Assignment of Subcontracting /The contractor selected to do the work as set forth herein shall not assign nor subcontract all or any part of said work without prior written notice to the City of New Haven identifying its proposed subcontractor and the task that is to be assigned to such subcontractor. City of New Haven's sub-contracting policy is to be strictly enforced.

ATTACHMENTS:

Exhibit 1- Building Inventory to be Serviced & Building Staffing Calculations

Exhibit 2- Cleaning Schedule Minimum Requirements

Part Time Custodial School Sampling Tour

A sampling of four of our schools has been scheduled for Thursday 5/26/2022 beginning:

9:00 am

Wilbur Cross High School	181 Mitchell Drive
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10:30 am

Katherine Brennan School	200 Wilmot Road
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12:00 pm

Celentano Magnet School	400 Canner Street
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1:30 pm

James Hillhouse High School	480 Sherman Avenue
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EXHIBIT 2 - Cleaning Schedule Minimum Requirements

Area/Location	Daily	Weekly	Monthly	Yearly	As Required
I. Classrooms					
A. Floors - Vinyl Tile					
1. Sweep	X				
2. Damp Mop	X				
3. Auto scrub/recoat				3X	DEC/FEB/APR
4. Strip & Wax				1X	AUG
5. Replace burned out light bulbs	X				
6. Wash Furniture Monthly		X			
B. Dusting					
1. Ledges	X				
2. Counters	X				
3. Window Sills	X				
4. Light Fixtures				2x	AUG / FEB
C. Miscellaneous					
1. Glass- Inside and doors	X				
2. Empty trash, replace liner, sanitize	X				
II. Bathrooms					
A. Wash & Sanitize					
1. Fixtures, Including stall walls	X				
2. Mirrors	X				
3. Dispensers	X				
4. Floors	X				
5. Walls		X			
6. Fill Dispensers	X				
7. Empty Trash, replace liners	X				
8. Scrub floors			X		
9. Power wash			X		
III. Hallways, including stairwells					
A. Floors					
1. Sweep	X				
2. Damp Mop	X				
3. Buff		2X			
4. Strip & Wax				1X	AUG
5. Auto Scrub/Recoat				3X	DEC/FEB/APR
6. Auto Scrub		2X			
B. Miscellaneous					
1. Clean door glass	X				
2. Clean doors & metal	X				
3. Wash drinking fountains	X				
4. Spot Clean Walls	X				
IV. Offices/Library/Media Center					
A. Floors					

EXHIBIT C - SCOPE OF SERVICES

Area/Location	Daily	Weekly	Monthly	Yearly	As Required
1. Vacuum Rugs	X				
2. Spot Clean Rugs	X				
3. Shampoo Rugs				3X	AUG/DEC/FEB
B. Dusting					
1. Ledges	X				
2. Counter	X				
3. Window Sills	X				
4. Light Fixtures				1X	AUG
C. Miscellaneous					
1. Empty Trash	X				
2. Clean Glass Doors	X				
3. Clean Glass Doors & Metal		X			
V. Kitchen					
1. Empty Trash Daily	X				
2. Wash Trash Barrels & Sanitize		X			
VI. Cafeteria, Staff Lounge					
A. Floors					
1. Sweep	X				
2. Wash/Auto Scrub	X				
3. Buff		2X			
4. Auto Scrub/Recoat				3X	AUG/DEC/APR
5. Strip & Wax				1X	AUG
B. Furniture, Staff Lounge					
1. Scrub Tables			X		
2. Scrub Chairs			X		
C. Trash					
1. Empty Trash, Replace Liners	X				
2. Wash & Sanitize Trash Receptacles		X			
D. Miscellaneous					
1. Clean Drinking Fountain	X				
2. Scrub Chairs				2X	AUG/DEC
3. Scrub Tables				2X	AUG/DEC
VII. Gym					
A. Floors					
1. Sweep	X				
2. Damp Mop	X				
3. Buff			X		
B. Locker Rooms/ Bathrooms					
1. Clean	X				
2. Disinfect	X				
C. Miscellaneous					
1. Empty Trash, Replace Liner	X				

EXHIBIT C - SCOPE OF SERVICES

Area/Location	Daily	Weekly	Monthly	Yearly	As Required
VIII. Special					
A. Wash All Windows, Inside & Out				X	AUG
B. Wash Foyer Door Glass	X				
IX. Secure Building & Active Alarm					
A. Check All Doors	X				
B. Activate Alarms	X				
X. Grounds/Seasonal Outside Work*					
C. Snow Shoveling As Requested					X

**It is important to note that all vendors must supply personnel capable of performing outside maintenance activities and that the NHPS will supply all necessary equipment to perform these duties. It should be understood by all vendors that these services should be included as part of vendors' base bid and staffing plan and should NOT be viewed as an "extra" service for each occurrence.*

** Weekly: Apr-Jun; Bi-Weekly: Jul-Aug

Total Square Footage Cleaned 3,887,407
 Total Part Time Custodians 186
 Total Square foot cleaned per staff 20,900.04
 Day Shift 9 AM to 1 PM
 Evening Shift 5 PM to 9 PM

School	Address	Bldg Type	Square Feet	Part Time Custodial Day	Part Time Custodial Eve	Staff Total	Staff / Sqft
Cross, Wilbur High School	181 Mitchell Drive	School	258,300	3	9	12	21,525.00
Hillhouse, James High School	480 Sherman Parkway	School	216,000	4	7	11	19,636.36
Fair Haven School	164 Grand Avenue	School	180,362	2	6	8	22,545.25
Hill Regional Career High School	140 Legion Avenue	School	165,000	1	6	7	23,571.43
Cooperative Arts & Humanities	177 College St	School	145,000	1	6	7	20,714.29
Troup Magnet Academy of Science	259 Edgewood Ave.	School	113,200	1	4	5	22,640.00
Conte, Harry	511 Chapel Street	School	110,000	1	4	5	22,000.00
Engineering & Science University Magnet School	500 Boston Post Road West Haven	School	109,186	1	4	5	21,837.20
Ross/Woodward School	185 Barnes Ave	School	108,000	1	4	5	21,600.00
King/Robinson Magnet School	150 Fournier Street	School	105,900	1	4	5	21,180.00
Truman School	114 Truman Street	School	101,700	1	4	5	20,340.00
Martinez, John S. School	100 James Street	School	101,529	1	4	5	20,305.80
Mauro, Sheridan School	191 Fountain Street	School	101,322	1	4	5	20,264.40
Clinton Avenue School	293 Clinton Avenue	School	100,960	1	4	5	20,192.00
Ross, Betsy Arts Magnet School	150 Kimberly Avenue	School	98,475	1	4	5	19,695.00
Hale, Nathan School	480 Townsend Avenue	School	94,853	1	3	4	23,713.25
Bassett, Lincoln School	130 Bassett Street	School	94,749	1	3	4	23,687.25
Celentano Museum Academy	400 Canner Street	School	92,530	1	3	4	23,132.50
Wexler/Grant Community School	55 Foote Street	School	91866	1	3	4	22,966.50
Beecher, L.W. School	100 Jewell Street	School	90,740	1	3	4	22,685.00
Daniels, John School	569 Congress Street	School	90,700	1	3	4	22,675.00
Jepson, Benjamin Magnet School	15 Lexington Avenue	School	90,200	1	3	4	22,550.00
Barnard Magnet School	170 Derby Avenue	School	90,000	1	3	4	22,500.00
Clemente, Roberto	360 Columbus Ave.	School	79,177	1	3	4	19,794.25
Hill Central	140 Dewitt Street	School	78,768	1	3	4	19,692.00
Metro Business Academy	Water St	School	78,768	1	3	4	19,692.00
Dr. Mayo	185 Goffe Street	School	77,606	1	3	4	19,401.50
East Rock Magnet School	133 Nash Street	School	77,598	1	3	4	19,399.50
Davis School	35 Davis Street	School	77,240	1	3	4	19,310.00
FAME	255 Blatchley Avenue	School	74,600	1	3	4	18,650.00
Bishop Woods	1481 Quinnipiac Avenue	School	72,240	1	3	4	18,060.00
High School in the Community	175 Water Street	School	72,000	1	3	4	18,000.00
New Haven Academy	444-448 Orange St	School	67,100	0	3	3	22,366.67
Barack H. Obama	69 Farmhand Ave	School	64,000	0	3	3	21,333.33
Sound School	South Water Street	School	63,541	1	3	4	15,885.25
Hooker, Worthington School	691 Whitney Avenue	School	61,003	0	3	3	20,334.33
Brennan, Katherine School	200 Wilmot Road	School	57,216	0	2	2	28,608.00
Edgewood Magnet School	737 Edgewood Avenue	School	47,688	0	2	2	23,844.00
Adult Education	580 Ella Grosso Boulevard	Outbuilding	44,000	2	2	4	11,000.00
Rogers, Clarence School	199 Wilmot Road	School	35,500	0	1	1	35,500.00
School Choice	21 Wooster Place	Outbuilding	8,790	0	1	1	8,790.00

Construction / Service / Repair & On Calls | Umbrella

Standard Construction Service & On Call work, no Professional or Pollution

Contractor/Vendor shall agree to maintain in force at all times during the contract the following minimum coverage and shall name the City of New Haven as an Additional Insured (1) on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation (1). Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A-"VIII.

		Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicates required)
General Liability				
	Each Occurrence	\$1,000,000	Y	Y
	Combined Aggregate	\$2,000,000	Y	Y
	Products/Completed Operations Aggregate	\$2,000,000	Y	Y
	Abuse & Molestation	---	---	---
Auto Liability (includes all owned, hired & non-owned autos)	Combined Single Limit Each accident including endorsements	\$1,000,000	Y	Y
Excess/Umbrella Liability				
	Each Occurrence	\$1,000,000	Y	Y
	Combined Aggregate	\$1,000,000	Y	Y
Workers' Compensation & Employers' Liability (EL)	Statutory Limits			
	EL EACH	\$500,000	---	Y
	EL DISEASE	\$500,000	---	Y
	EL POLICY	\$500,000	---	Y
Professional Liability		---	---	---
Pollution Liability		---	---	---
Cyber Liability		---	---	---
Medical Malpractice		---	---	---
Garage Keepers Liability		---	---	---
Drone Liability		---	---	---

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two) years from the completion date.

Original, completed Certificates of Insurance must be presented to the City of New Haven via CTRAXX prior to contract issuance. Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the policies be cancelled, limits reduced, or coverage altered, 30 days written notice must be given to the City.

Notes

- (1) Additional Insured & Waiver of Subrogation boxes must be checked off on the COI.
- (2) If contractor/vendor will be working with children or serving youth under the age of 21, Abuse and Molestation coverage must be included.
- (3) City of New Haven is the Certificate holder and the additional insured.

City of New Haven
200 Orange Street Rm 301
New Haven, CT 06510

City of New Haven

Sample Accord COI W/Description

Rev. 3-2021

1. Company Name and Address: legal name and address of the insured entity.
2. Producer/Agent name and address: the insurance Agent/Broker who issues certificates.
3. Carrier names: name of the company that holds your insurance policy. They are responsible for paying when you file a covered claim.
4. Policy type: the types of insurance required by the contract.
5. Policy Effective date: the date the policy coverage begins.
6. Policy expiration date: the date the policy coverage ends.
7. Policy limits: the maximum amount of money an insurance company will pay you for a covered loss.
8. Denotation of additional insured and waiver of subrogation: If another entity is added to your policy as an additional insured, this box can be checked with the entity listed as the Certificate Holder or in the Description box. Similarly, if your insurance company has agreed to waive subrogation against a particular party, the "SUBR WVD" box can be checked with the entity listed as the Certificate Holder or in the Description box.
9. Description box: for extra details such as location, event times, and projects. Any additional insured or waiver of subrogation language can also be included here.
10. Certificate holder: entity for which the evidence of coverage is being provided.
11. Producer's signature: signature of the Insurance Agent/Broker who issues certificates
12. Additional remarks page: if the description box or amount of policies spills over the 1st page.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDDYYYY)

02/13/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURERS, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policies must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FunderShib, LLC 115 W 24th Street, 3rd Floor New York, New York, 10011	CONTACT NAME	
	PHONE (A/C No. Ext): 646-804-1000	FAX (A/C No.)
INSURED 1	E-MAIL ADDRESS: info@fundershib.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: UNDERWRITERS AT LLOYD'S LONDON (UCL)	15782
	INSURER B: HARTFORD UNDERWRITERS INS CO (HARTFORD)	30104
	INSURER C: UNDERWRITERS AT LLOYD'S LONDON (SCALE)	
	INSURED:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. LTR.	4 TYPE OF INSURANCE	ADDED 8	SUBR. 8	POLICY NUMBER	POLICY EFF. (MMDDYYYY)	POLICY EXP. (MMDDYYYY)	LIMITS 7
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/>	<input type="checkbox"/>		06/13/2018	06/13/2019	EACH OCCURRENCE \$4,000,000.00 DAMAGE TO RENTED PREMISES (Per occurrence) \$250,000.00 MED EXP (Cap. one person) \$5,000.00 PERSONAL & ADV INJURY Unlimited GENERAL AGGREGATE \$5,000,000.00 PRODUCTS - COMPOP AGG Excluded \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/>		06/13/2018	06/13/2019	COMBINED SINGLE LIMIT (Per accident) \$1,000,000.00 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	<input type="checkbox"/>	<input type="checkbox"/>				Each occurrence Aggregate
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory to N/A) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	<input type="checkbox"/>				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
B	Crime Bond/Crime Bond	<input type="checkbox"/>	<input type="checkbox"/>		11/01/2018	11/01/2021	\$ 30,000 per act \$10,000 in agg
B	Crime Bond	<input type="checkbox"/>	<input type="checkbox"/>		11/01/2018	11/01/2021	\$ 30,000 per act \$50,000 in agg
C	Directors & Officers	<input type="checkbox"/>	<input type="checkbox"/>		01/06/2019	01/04/2020	\$ 2,000,000 per act \$1,000,000 in agg

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks/Schedule, may be attached if more space is required)

9

CERTIFICATE HOLDER

CANCELLATION

10	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 11



CITY OF NEW HAVEN
BUREAU OF PURCHASES

Justin Elicker
Mayor

Michael V. Fumiatti
Purchasing Agent

200 ORANGE STREET
ROOM 301
NEW HAVEN, CONNECTICUT 06510
Tel. (203) 946-8201 - Fax. (203) 946-8206
purchasing@newhavenct.gov

DATE:	June 10, 2022	
PROJECT NAME:	Part-Time Custodial Services for New Haven Public School	
PROJECT #	2022-05-1459	
CLOSING DATE:	June 14, 2022	
ADDENDUM NUMBER	Four	

Prospective bidders, and all those concerned, are hereby informed that the following is made a part of the bid documents, which should be amended to read as follows:

Attached are the attendees to the mandatory pre conference meeting held June 8, 2022.

Respectfully submitted,

Michael V. Fumiatti
Purchasing Agent

Please acknowledge receipt of addendum in your Statement of Qualifications.

Part Time Custodial Services RFP
Mandatory Conference
Record of Attendance
June 8th, 2022

Name	Company	Phone Number	E-Mail
Bill Thomas	Performance	(203) 470-6059	B.Thomas@performanceusa.com
Michelle Mickaud	SMG Corporate Services	203 954 6557	mmickaud@smgmt.com
Lionel Chapman	PES	475-441-0094	lchapman@performanceusa.com
PAULO ALMEIDA DANIEL SHEA	SJ-SERVICES	978 836 2182 351-284-9276	Palmeira@sj-services.com DANIELSHEA@sj-services.com
SHAFIQ Abdussabur	EUP	203-815-3413	ECOURBANPIONEERS@gmail.com
Saber Abdussabur	EUP	475 411 3854	saberabdussabur.eup@gmail.com
Dolores Fraire	KLEEN TECH	475 280 8645	gabrielafraire77@gmail.com



Submissions

Part-Time Custodial Services for New Haven Public School

Solicitation #: 2022-05-1459

Closed: June 16, 2022

Supplier	Date Submitted	Name	Email	Confirmation Code
Performance Environmental Services, LLC	Jun 16, 2022 7:18 AM EDT	Lisa Chapman	lchapman@performancesvc.com	MjIwNDYw
Kleen-Tech Services, LLC	Jun 16, 2022 10:34 AM EDT	Tracy White	bids@kleen-tech.com	MjIwNTEw
Eco-Urban Pioneers	Jun 15, 2022 9:10 AM EDT	Shafiq Abdussabur	ecourbanpioneers@gmail.com	MjIwMjU1
SMG Corporate Services	Jun 16, 2022 8:46 AM EDT	Deirdre Virgalla	dvirgalla@smgcorporateservices.com	MjIwNDY5
S.J. Services, Inc.	Jun 16, 2022 9:16 AM EDT	Dan Shea	danielshea@sj-services.com	MjIwNDc2

Category	Eco Urban	SJ Services
<u>Summary</u>		
Overhead	1.00%	1.00%
Profit		3.40%

Total Profit + Overhead

Fiscal Year 2022/2023	\$56,596.00	\$226,441.28
Fiscal Year 2023/2024	\$90,832.00	\$230,884.49
Fiscal Year 2024/2025	\$115,304.00	\$234,201.92
Fiscal Year 2025/2026	\$121,550.00	\$237,571.09
Fiscal Year 2026/2027	\$128,700.00	\$240,995.30

All in Total Cost over five years

Fiscal Year 2022/2023	\$5,734,032.96	\$5,372,834.08	\$361,198.88
Fiscal Year 2023/2024	\$5,989,577.43	\$5,478,259.29	\$511,318.14
Fiscal Year 2024/2025	\$6,310,168.31	\$5,556,973.52	\$753,194.79
Fiscal Year 2025/2026	\$6,625,082.29	\$5,636,915.49	\$988,166.80
Fiscal Year 2026/2027	\$6,880,312.55	\$5,718,162.50	\$1,162,150.05
Total	\$31,539,173.54	\$27,763,144.89	\$3,776,028.65 11.97%

Contract Escalation

Fiscal Year 2023/2024	4.46%	1.96%
Fiscal Year 2024/2025	5.35%	1.44%
Fiscal Year 2025/2026	4.99%	1.44%
Fiscal Year 2026/2027	3.85%	1.44%

Final-All in blended hourly rate of service based on the par time Cleaning Staff hours

Fiscal Year 2022/2023	\$30.71	\$28.77
Fiscal Year 2023/2024	\$32.07	\$29.34
Fiscal Year 2024/2025	\$33.79	\$29.76
Fiscal Year 2025/2026	\$35.48	\$30.19
Fiscal Year 2026/2027	\$36.84	\$30.62

Part Time Cleaning Staff

<u>Total Hours</u>	186,744	186,744
<u>Hourly Rate</u>		
Fiscal Year 2022/2023	\$20.32	\$19.02

Fiscal Year 2023/2024	\$20.93	\$19.52
Fiscal Year 2024/2025	\$21.77	\$19.89
Fiscal Year 2025/2026	\$22.42	\$20.26
Fiscal Year 2026/2027	\$23.09	\$20.63

Total Cost

Fiscal Year 2022/2023	\$3,794,638.08	\$3,551,870.88
Fiscal Year 2023/2024	\$3,908,551.92	\$3,645,242.88
Fiscal Year 2024/2025	\$4,065,416.88	\$3,714,338.16
Fiscal Year 2025/2026	\$4,186,800.48	\$3,783,433.44
Fiscal Year 2026/2027	\$4,311,918.96	\$3,852,528.72
Total	\$20,267,326.32	\$18,547,414.08

Holiday Hours

<u>Total Hours</u>	6,696	6,696
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Hourly Rate

Fiscal Year 2022/2023	\$20.32	\$19.02
Fiscal Year 2023/2024	\$20.93	\$19.52
Fiscal Year 2024/2025	\$21.77	\$19.89
Fiscal Year 2025/2026	\$22.42	\$20.26
Fiscal Year 2026/2027	\$23.09	\$20.63

Total Cost

Fiscal Year 2022/2023	\$136,062.72	\$127,357.92
Fiscal Year 2023/2024	\$140,147.28	\$130,705.92
Fiscal Year 2024/2025	\$145,771.92	\$133,183.44
Fiscal Year 2025/2026	\$150,124.32	\$135,660.96
Fiscal Year 2026/2027	\$154,610.64	\$138,138.48
Total	\$726,716.88	\$665,046.72

Custodial Staff Supervisor

Total Cost

Fiscal Year 2022/2023	\$83,068.16	\$89,936.00
Fiscal Year 2023/2024	\$89,221.57	\$90,000.00
Fiscal Year 2024/2025	\$93,682.65	\$90,250.00
Fiscal Year 2025/2026	\$97,898.37	\$90,500.00
Fiscal Year 2026/2027	\$101,814.30	\$91,000.00
Total	\$465,685.05	\$451,686.00

Back Office Clerical Support / Payroll

Total Cost

Fiscal Year 2022/2023	\$185,600.00	\$52,000.00
Fiscal Year 2023/2024	\$194,880.00	\$52,250.00
Fiscal Year 2024/2025	\$204,624.00	\$52,500.00
Fiscal Year 2025/2026	\$214,855.20	\$52,750.00
Fiscal Year 2026/2027	\$225,597.66	\$53,000.00
Total	\$1,025,556.86	\$262,500.00

Annual Operating Costs

Total Cost

Fiscal Year 2022/2023	\$154,880.00	\$67,500.00
Fiscal Year 2023/2024	\$165,721.00	\$67,500.00
Fiscal Year 2024/2025	\$177,321.00	\$67,500.00
Fiscal Year 2025/2026	\$189,733.47	\$67,500.00
Fiscal Year 2026/2027	\$203,014.81	\$67,500.00
Total	\$890,670.28	\$337,500.00

Benefits and Wages Associated Taxes

Total Cost

Fiscal Year 2022/2023	\$1,323,188.00	\$1,257,728.00
Fiscal Year 2023/2024	\$1,400,223.66	\$1,261,676.00
Fiscal Year 2024/2025	\$1,508,047.86	\$1,265,000.00
Fiscal Year 2025/2026	\$1,664,120.45	\$1,269,500.00
Fiscal Year 2026/2027	\$1,754,656.18	\$1,275,000.00
Total	\$7,650,236.15	\$6,328,904.00

Overhead

Total Cost

Fiscal Year 2022/2023	\$56,596.00	\$51,463.93
Fiscal Year 2023/2024	\$90,832.00	\$52,473.75
Fiscal Year 2024/2025	\$115,304.00	\$53,227.71
Fiscal Year 2025/2026	\$121,550.00	\$53,993.43
Fiscal Year 2026/2027	\$128,700.00	\$54,771.66
Total	\$512,982.00	\$265,930.48

Profit

Total Cost

Fiscal Year 2022/2023	\$0.00	\$174,977.36
Fiscal Year 2023/2024	\$0.00	\$178,410.74
Fiscal Year 2024/2025	\$0.00	\$180,974.21
Fiscal Year 2025/2026	\$0.00	\$183,577.66
Fiscal Year 2026/2027	\$0.00	\$186,223.64
Total	\$0.00	\$904,163.62

	Debit	Credit	total
ABM Year One Agreement	\$ 1,776,051.00		\$ 1,776,051.00
Start Up Labor Credit Until September 1st		\$ 148,949.50	\$ (148,949.50)
Two Month Contract GoTo	\$ 288,701.00		\$ 288,701.00
Total Facilities Services			\$ 1,915,802.50

1000-900-474-0000-0000-00-56694 - FY 2021 /20222 6,820,558.00
OTHER CONTRACTUAL SERVICES difference 400,000.00
% increase 6%

1000-900-474-0000-0000-00-56694 - FY 2022 /2023 7,220,558.00
OTHER CONTRACTUAL SERVICES

Total Facilities \$ (1,915,802.50)

Toal Custdail \$ (5,358,093.68)

Balace (53,338.18)

	Debit	Credit	total
Current Low Bidder Part Time Custodial Year One Agreement	\$ 5,372,834.08		\$ 5,372,834.08
Current Low Bidder Credit 43 days 186 * 4 = 744 hours per day 744 * 43 = 31,992 31,992 * \$28.77/hour Assumes a September 1st Start		\$ 920,409.84	\$ (920,409.84)
two month eco urban 43 Days 166 * 4 = 664 hours per day 664 * 43 = 28,552 for July and August 28,552 * \$31.72/hour =	\$ 905,669.44		\$ 905,669.44
Total Part Time Custodial Services			\$ 5,358,093.68

	FY 2021/2022	FY 2022/2023	Delta	% Change
Facilities Services	\$ 1,496,481.00	\$ 1,915,802.50	\$ 419,321.50	28%

	GoTo	ABM Industries	Delta	% Change
GoTo Services vs. ABM Industries	\$ 1,496,481.00	\$ 1,627,101.50	\$ 130,620.50	9%

Environmental Health & Safety Position Part Time
No OSHA Cridentials Full Time

Sustainability & Engery Manager Contracted
Only used when needed Full Time

Project Manager Not Staffed Full Time
Full Time Faillities Project Manager

Supervisor of Roofs & Grounds Not Staffed Full Time

Manager of HVAC & BMS Operations Remote Full time on site

Part Time Custodial \$ 4,390,093.00 \$ 5,358,093.68 \$ 968,000.68 22%

Part Time Staffing Changes 166 186 20 12%



New Haven Public Schools



RFP for Part-Time Custodial Services
June 16, 2022



June 15, 2022

Michael V. Fumiatti, Sr.
Purchasing Agent
New Haven Public School
200 Orange Street, Room 301
New Have, CT 06510

Dear Mr. Fumiatti, Sr.,

Please find enclosed our proposal to provide services to the New Haven Public School.

S. J. Services Inc. is a leading contract cleaner of many Schools throughout New England. We provide very similar cleaning programs to many accounts throughout New England

We have been in business for over 39 years under the same management and have expertise in servicing a variety of facilities and buildings. With over 1,200 employees we have developed a supervisory and quality control structure that puts the emphasis on client needs and a quick response time.

S.J. Services, Inc. agrees to adhere in providing all information as required by this Request for Proposal.

We are very experienced in **Green** cleaning programs and will partner with you in these efforts, which will bring extra value and a healthier indoor environment for the New Haven Public Schools.

Sincerely,

Daniel Shea
Director of Business Development
danielshea@sj-services.com
(351) 201-9276

Hartford, CT

235 Newbury Street
Danvers, MA 01923
978.750.1033
www.sj-services.com

Manchester, NH



Experience

S. J. Services Inc. is a full-service contract cleaning company with over 39 years of continuous operations and day-to-day management by the founding principles. Our management team has more than 200 years of combined experience managing cleaning and maintenance programs for our clients.

We provide contract-cleaning services in many types of facilities but the majority of the accounts in our client portfolio are educational facilities. Please see our reference section, which includes current clients with contracts similar in scope to the New Haven Public Schools.

Our accounts have been repeatedly renewed. As a leader in our industry within the Northeast region, we maintain one of the best contract retention rates in the industry as a result having a productive, cost effective and consistent program of service. We believe our strong client satisfaction levels are a direct result of our (time tested) comprehensive training skills and continual training programs.

On a daily basis, we employ over 1,200 cleaners cleaning in over 40 million sq. ft. of floor space. Our cleaners receive benefits including scheduled raises, paid holidays and sick days, vacation time and other items. This benefit package allows us to recruit and retain quality employees.

S. J. Services' maintains twelve emergency service crews that are available 24 hours a day, 7 days per week to respond to virtually any cleaning situation.

SJS is fully committed to providing a high quality, efficient custodial program that continuously improve and provide additional value to the Northborough-Southborough Public Schools.

Memberships in Professional and Related Associations

S. J. Services Inc. is a member of the following organizations;

- Federal GSA, Building Maintenance & Operations, Best-in-Class Vendor.
- Massachusetts FAC114 Certified Vendor.
- APPA, Leadership in Educational Facilities.
- ISSA, Worldwide Cleaning Association.
- Building Services Contractors Association International (BSCAI).
- Maintenance Contractors of New England Association.
- Massachusetts DCAMM Certified Vendor.
- Rhode Island DCAMM Certified Vendor.

Hartford, CT

235 Newbury Street
Danvers, MA 01923
978.750.1033
www.sj-services.com

Manchester, NH



References & Similar Project Experience

Please see our reference information below for other educational facility clients of SJS. We have also included three Letters of Reference from three of our clients.

Client Name	Danvers Public Schools
Address	1 Sylvan St. Danvers, MA 01923
Contact Person	Leif Rochna
Telephone Number	978-265-6828
Email	lrochna@danversma.gov
Description of Services	Daily cleaning and COVID-19 disinfecting services, dayporters and project work to seven public schools and six municipal buildings
Dates of Service	1995 - Present

Client Name	Whitman-Hanson Regional School District
Address	610 Franklin St. Whitman, MA 02382
Contact Person	Ernie Sandland
Telephone Number	781-618-7435
Email	ernest.sandland@whrsd.k12.ma.us
Description of Services	Daily cleaning and COVID-19 disinfecting services, dayporters and project work to six public schools.
Dates of Service	2011 - Present

Client Name	Bunker Hill Community College
Address	250 Rutherford Ave. Charlestown, MA 02108
Contact Person	John Chirichiello
Telephone Number	617-228-3352
Email	jchirich@bhcc.edu
Description of Services	Daily cleaning and COVID-19 disinfecting services, dayporters and project work to two campuses located in Charlestown & Chelsea
Dates of Service	2004 - Present



Client Name	RM Bradley/State of Connecticut Judicial Branches
Address	Various throughout Hartford Area
Contact Person	Jeff Davis
Telephone Number	860-278-2040
Description of Services	Daily cleaning and COVID-19 disinfecting service, dayporter and periodic deep cleaning to ten courthouses in the Hartford, CT area.
Dates of Service	2015 - Current

Client Name	SEEM Educational Collaborative
Address	92 Montvale Ave. Stoneham, MA
Contact Person	Greg Zammuto
Telephone Number	781-279-1362 Ext 1111
Email	gzammuto@seemcollaborative.org
Description of Services	Daily cleaning and COVID-19 disinfecting to four schools located in Stoneham & Wakefield.
Dates of Service	2013 - Present

Client Name	MassBay Community College
Address	50 Oakland Street, Wellesley Hills, MA 02481
Contact Person	Lauren Curley
Telephone Number	781-239-2572
Description of Services	SJS provides daily cleaning and deep cleaning projects to three MBCC campuses located in Wellesley, Framingham & Ashland.
Dates of Service	2016 - Current

Client Name	MBTA - Buses & Subway Vehicles
Address	Various
Contact Person	John Warhola
Telephone Number	617-939-6703
Description of Services	Daily cleaning and disinfecting of over 1,000 MBTA buses each day across nine bus garages in Greater Boston and for over 600 subway vehicles located in garages throughout Greater Boston.
Dates of Service	2013 - Present

Hartford, CT

235 Newbury Street
 Danvers, MA 01923
 978.750.1033
www.sj-services.com

Manchester, NH



Town of Danvers

Department of Public Works

Leif Rochna | Building Supervisor
1 Sylvan Street, Danvers, Massachusetts 01923 | p: 978-7777-0001 ext. 3016
www.danversma.gov | lrochna@danversma.gov

April 12, 2021

To Whom it May Concern:

SJ Services and Town of Danvers Relationship

SJ Services has and continues to provide the Town of Danvers with janitorial services for over the past 20 years. They are responsible for the cleaning of all my School buildings as well as many of my Town buildings. The locations I currently contract out to them is well over 1,000,000 square feet.

SJ Services has been our cleaning contractor since 1995 and are responsible for providing us with evening and weekend cleaning, floor re-finishing and maintenance, carpet cleaning, window cleaning, deep disinfecting and cleaning projects and day and night porter services.

SJ Services has proven themselves instrumental in keeping our schools and buildings safe and healthy during these uncertain times called, Covid-19. They have provided me countless hours of detail cleaning, deep disinfecting and electrostatic sanitizing on a consistent manner during this pandemic.

SJ Services, their employees and management team are conscientious and eager to accommodate any and all of our needs in an efficient and timely manner. We are extremely pleased with SJ Services here at the Town of Danvers and the Danvers School District.

Sincerely,

Leif Rochna

Building Supervisor

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT

Ernest Sandland
Director of Facilities

600 Franklin Street, Whitman, Massachusetts 02382
(781) 618-7435 • FAX (781) 618-7099
Web: www.whrsd.org • TTY (781) 618-7402



April 12, 2021

The Commonwealth of Mass,
Operational Services Division, (OSD)
1 Ashburton PL # 1017,
Boston, Ma 02108

To Whom it May Concern,

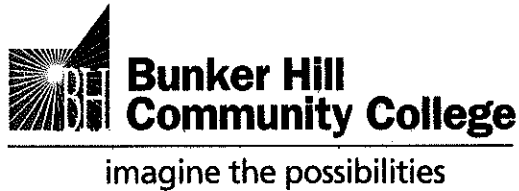
S.J. Services Inc. (SJS) is the provider of janitorial services for the Whitman-Hanson Regional School District. SJS is responsible for the cleaning of our facilities including six public schools in Whitman and Hanson, MA.

S.J. Services has been our cleaning contractor since 2011 and has been responsible for providing our daily, evening and weekend cleaning. They are responsible for floor refinishing, disinfecting, deep cleaning projects.

S.J. Services leadership team and their employees are conscientious and eager to accommodate any of our needs or requests in an efficient and timely manner. We are very pleased with S.J. Services' level of service to the District.

Sincerely,

Ernest Sandland
Director of Facilities
Whitman-Hanson Regional School District
600 Franklin Street
Whitman, MA 02382
Ernest.sandland@whrsd.org



April 12, 2021

To Whom it May Concern,

S.J. Services is the provider of cleaning services for Bunker Hill Community College. They are responsible for the cleaning of our locations in Charlestown and Chelsea, Massachusetts.

S.J. Services has been our cleaning contractor since the year 2004 and are responsible for providing our evening and weekend cleaning, floor refinishing, carpet cleaning, window cleaning, disinfecting, deep cleaning projects and daytime porter services.

S.J. Services and their employees are conscientious and eager to accommodate any of our needs or requests in an efficient and timely manner. We are very pleased with S.J. Services level of service to Bunker Hill Community College

Sincerely,

John Chirichiello
Director Facilities Management
Bunker Hill Community College
250 New Rutherford Ave.
Boston, MA 02129-2925

CHARLESTOWN CAMPUS

250 New Rutherford Avenue • Boston, Massachusetts 02129-2925
Telephone: 617-228-2000 TTY: 617-242-2365

CHELSEA CAMPUS

175 Hawthorne Street • Chelsea, Massachusetts 02150-2917
Telephone: 617-228-2101 TTY: 617-884-3293

SATELLITE LOCATIONS

East Boston • Malden • South End
bhcc.edu

April 12, 2021

To Whom it May Concern,

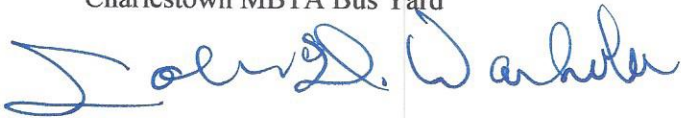
S.J. Services Inc. (SJS) is the provider of bus cleaning services for MBTA. SJS is responsible for the cleaning of our buses in nine (9) bus garages throughout Boston and Greater Boston including locations in Charlestown, Lynn, Medford and Quincy

S.J. Services has been our cleaning contractor since the year 2008 and is responsible for providing services on three shifts and also weekend cleaning.

S.J. Services and their employees are conscientious and accommodate our cleaning requirements in a timely manner.

Sincerely,

John Warhola
Oversight /Contract Compliance Supervisor
Supervisor Bus Maintenance
Charlestown Bus Garage
Charlestown MBTA Bus Yard



New Haven Public Schools
200 Orange Street
Room 301
New Haven, CT 06510

June 15, 2022

To Whom It May Concern:

S.J. Services, Inc., was incorporated on February 3, 1993, and per a reading of the financial statements, we noted the following:

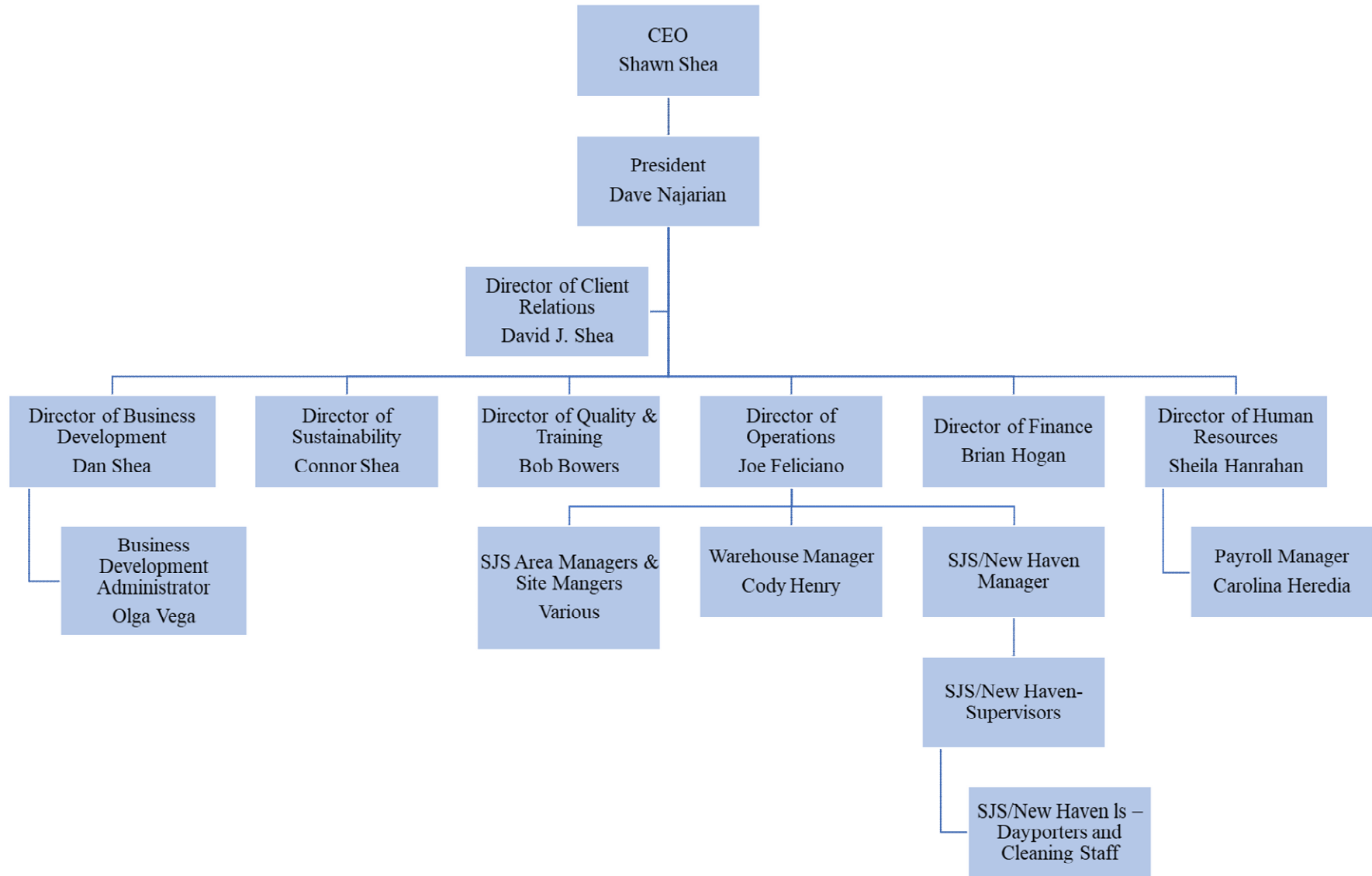
- Annual increase in gross revenue in each of the previous three years.
- Reported net income for the previous three years.
- A current ratio of 2.22 or greater for the previous three years.
- A positive net equity for the previous ten years.
- A debt-to-equity ratio of less than .07 for the previous three years.

We hope this information will assist you with your analysis of SJ Services, Inc. We have not audited this information and accordingly, we do not express an opinion, a conclusion nor provide any form of assurance on the information provided.

Very truly yours,
Robert J Boyle
Robert J. Boyle, CPA

RJB
Cc: SJ Services, Inc.

S. J. Services, Inc. Corporate Organizational Chart





Key Personnel

S. J. Services Inc. has provided the resumes of key personnel on the following pages who are available to manage and supervise this contract.

Hartford, CT

**235 Newbury Street
Danvers, MA 01923
978.750.1033
www.sj-services.com**

Providence, RI



David Najarian

Experience

June 2012 – Present S.J. Services Danvers, MA

Vice President of Operations

- Responsible for the oversight of all HR, Administrative, Financial, and Operational functions within the company
- Primary liaison for all communication with SEIU
- Oversee all state/federal business compliance processes
- Develop and implement new business procedures and practices that allow SJ Services to serve our clients in the most effective, efficient and current way possible
- Research and institute new technology for field use to assist in the account audit and client communication processes.

September 2009 – June 2012 United Security Inc. Cambridge, MA

District Manager

- Responsible for the oversight of all operational, financial and administrative functions within a district consisting of 17 facilities and 150 diverse union and non-union employees.
- Develop and manage an approved annual budget. Report weekly on financial performance and trend analysis for district.
- Serve as primary liaison between USI and clients, developing relationships, providing support, guidance and information on a regular basis
- Develop and manage Business Plans for Account Manager level personnel, 15 employees total. Provide training on financial reporting, security program management and any other identified areas requiring improvement.
- Support sales team in all of its efforts to provide service to existing clients, and to generate new business for the district through personal interactions.
- Develop and present quarterly business reports within individual client portfolios. Provide metrics on subjects such as training, staff development, and incident reporting.
- Work with clients to develop emergency planning in areas such as building evacuation routes, fire prevention, and building access control.

Oct 2008 – March 2009 Manpower Boston, MA

Branch Manager

- Responsible for the effective management and profitable operation of the Boston Metro branch office.
- Recruit, select, train, and evaluate Staffing Specialists, Permanent Placement Consultants, and all other branch support personnel in accordance with Manpower Corporate Standards.

- Manage Full Lifecycle Recruiting functions, which include sourcing, interviewing, pre-employment screening, background and drug screen initiation, hiring and job placement, employee counseling/termination, and ensuring overall compliance with State and Federal employment regulations.
- Implement and manage a consistent business development program to maximize billable hours and sales growth, thereby increasing market share and operating profits through personal sales calls, telephone sales, direct mail, in-office demonstrations and public relations.
- Responsible for Client Relationship development and maintenance through regular client contact to ensure the highest level of customer service is maintained.
- Review all financial and general management reports on a monthly basis to ensure a profitable operation is upheld.

2005-July 2008

Pinkerton Government Services Westford, MA

Senior Branch Manager

- Provide total security solutions to Department of Defense (DoD) government contractors through the integration of people and technology.
- Provide comprehensive leadership to the Northeast Division, which consists of 180 employees, 2 branch offices and 18 client locations in 5 states.
- Develop and monitor \$10.5 million annual budget.
- Develop 2-year ongoing budget forecast to provide benchmarks for corporate growth initiatives.
- Detailed weekly Profit and Loss review to identify areas that need improvement and implement best practices to guarantee budgetary numbers are met on a monthly basis.
- Meet regularly with client representatives for status updates and address any actual or potential problems to ensure high quality customer satisfaction and security is maintained.
- Conduct monthly account Metrics to evaluate Key Performance Indicators that determine the overall effectiveness of the security program.
- Responsible for selling security services to potential clients and integrating new business into the Branch Business Model.
- Coach, train and develop Branch and field Account Managers in areas such as customer service, finance and security program management.
- Manage Northeast Division HR and Full Lifecycle Recruiting functions, which include sourcing, interviewing, pre-employment screening, background and drug screen initiation, hiring and job placement, employee counseling/termination, and ensuring overall compliance with State and Federal employment regulations.
- Guarantee full compliance with all Defense Security Services (DSS), Department of Defense (DoD) regulations through annual NISPOM, NATO and COMSEC reviews.
- Possess DoD Full Secret Clearance.

2004-2005 AlliedBarton Security Boston, MA

Area Account Manager

- Directly responsible for managing the delivery of security services at 25 diverse facilities totaling 3500 man-hours in Metro Boston.
- Managed diverse staff of 87 individuals.
- Worked with all levels within the organization to identify, analyze, and solve problems to create opportunities for continuous improvement.
- Acted as a liaison between AlliedBarton Security and the client to foster customer intimacy to ensure 100% client satisfaction and retention is maintained.
- Generating new business by supporting a sales team and through personal effort.
- Coached, counseled, and developed subordinate personnel to assist with their opportunity for advancement.

2002-2004 AlliedBarton Security Boston, MA

Senior Account Manager

- Oversaw the daily security program for 2 "Class A" High Rise Facilities, one of which was the clients Regional Headquarters.
- Directed security staff of 33 individuals.
- Develop staff in both technical and professional skills through performance management measures.
- Developed Post Orders, Emergency Procedures and site Operations Manuals.
- Managed after hours Call Center operation.
- Taking a proactive role in delivering high quality customer service through daily client contact to make certain 100% client satisfaction is preserved.
- Performed account audits to guarantee all aspects of the security program met company standards.
- Developed and implement site-specific training programs.

Education

- West Virginia University Morgantown, WV
- Bachelors of Arts Degree
- Graduated May 2000.

Affiliations

- Member of International Sanitary Supply Association (ISSA)
- Member of Building Service Contractors Association International (BSCAI)

Predominately

Professional Profile

- Trilingual – written and verbal fluency in English, Spanish and Portuguese.
- Microsoft Office– Excel, Word, Power Point
- Decision-making, time management and customer relations skills.
- Generate sales leads
- Business Developer.
- Well developed interpersonal skills.
- Computer software
- KPI System
- Technical expertise – floor, carpet care and cleaning proficiency.

Professional Experience:

Emmaculate Reflections
Business Developer/Director of Quality

January 2013 to 2017

Responsibilities

- Responsible for coordinating National Accounts service activities for CT, RI, MA, NH, ME and NY locations.
- Ensure that all services are performed as contracted while exerting fiscal responsibilities.
- Procure and manage a sufficient base of contractor labor to ensure execution of service. Manage and coordinate scheduling of chosen vendors/Contractor labor.
- Manage all contractor relationships including necessary compliance documentation; ensure proper execution of payment process to ensure accurate payment processing. (WOS) Cultural sensitivity and awareness.
- Assist and develop efficient operational procedures by motivating cost effectiveness.
- Generate quotes, ensure proper planning/budgeting of all periodic/project work.
- Assist and support all company start-ups with contractor, providing training to staff.
- Monitor and ensure customers satisfaction daily, obtain feedback on services and address customer complaints in a timely manner and in accordance with established company policy.
- Advice management of any situation beyond scope of authority, assess and troubleshoot potential problems and make recommendations. .
- Conduct monthly quality of service inspections at assigned locations/client accounts
- Assist National Sales Department in pricing and closing customer contracts by conducting initial walk through and inspection of new customer properties.

City Wide Maintenance Of Boston
ASM- Area Support Manager

January 2010- January 2012

Responsibilities

- Responsible for directing the day to day operations
- Conduct inspections and audits with sub-contractor for quality assurance and contract compliance
- Ensure company programs and systems are in compliance
- Provide support to multiple accounts, develop and implement company standards.
- Direct and monitor Quality assurance program of multiple sites
- Handling over 55 accounts, weekly summaries, and monthly accounts reports.

Sodexo

August 07 - 2010

Environmental Services Director

Responsibilities

- Responsible for managing the day to day operations
- Managed the budget with full financial responsibilities.
- Implemented a Housekeeping Patient Satisfaction Program to increase Press Ganey scores and create standards to Patient Rooms.
- Developed a Preventative Maintenance Program to maintain consistency in floor care quality.
- Developed a linen program to increase quality and Patient Satisfaction.
- Managed Department Work-order system and service response
- Conducted EOC inspections of grounds and buildings
- Managed department Laundry

Sodexo, Beth Israel Deaconess Medical Center
Operations Manager

November 2006 – August 08

Responsibilities:

- Responsible for managing the evening and night shift Operations of the Environmental Services Department
 - Ensure 100% completion of all evaluations in a timely manner.
 - Manage a Quality assurance Program, project coordinating, planning, staff scheduling and ensured customer service
 - Conducted audits to assure rooms met BIDMC Standards and quality.
 - Coach staff on safety practices and chemical usage, OSHA and JCAHO regulations.
 - Coordinated 2nd and 3rd shift administrative functions and ensure a high level of quality workmanship and productivity.
-

Crothall Services Group, Cape Cod Hospital
Operations Manager

May, 2006- November- 2006

Responsibilities:

- Responsible for managing the evening and night shift Operations of the Environmental Services Department in a 225 beds facility with 800,000 cleanable sq. ft.
- Managed Union staff, project coordinating, planning, staff scheduling, conduct Q.A inspections, discharge bed tracking for bed flow committee
- Work rotating shift for management and staff development
- Coach staff on safety practices and chemical usage, OSHA and JCAHO regulations
- Conduct inventory management, audits and reports

Sheraton Hotel
Assistant Director

November, 2005 – May, 2006

Responsibilities:

- Managed and monitored the day to day operations. Managed 7 full- time supervisors, Laundry manager and the staff of 200 housekeepers, Covered 1,881,000 sq ft. of convention space
- Provided and coordinated high housekeeping quality for the largest Hotel in New England with 1,216 guest rooms.

UNICCO Service Company
Senior Manager

February, 2000 – November 2005

Achievements:

- Awarded Charles Hurley building 2nd place in the race-To- Recycle medium building category July, 2002.
- Manager of the Year UNICCO Service Company July 2003.
- Utilizing the Quality Control Program I delivered consistent high quality service maintaining the accounts above 98%.

Responsibilities:

- Day to day operations of the State House and geographical Resident Government Complex
 - Provide coverage in the absence of Senior Managers overseeing account managers and supervisors
 - Generate strong and positive customer/client relations
 - Conduct inspections and audits with sub-contractor for quality assurance and contract compliance
 - Coordinated and implemented programs on start up accounts for the company.
-

American C- Company

June, 1995- February, 2000

Area Manager

Directed and controlled multiple sites which required janitorial/custodial cleaning services, including one of the companies' most prominent accounts Boston Properties. Duties included multitasking projects, strategic planning, datelines and providing the client with quality data. Responsible for the coordination of all operational functions, work closely with vendors providing the accounts with the latest cleaning technologies.

- Bidding – Prepared proposals, provided quotes to clients.
- Coordinated and participated start up accounts for the company.
- Handled over 45 accounts, provided weekly summaries, monthly accounts reports.
- Coach employees on safety practices on chemical usage, OSHA standards and equipment usage.
- Processed payroll, produced productivity reports and monthly summaries.

AM/PM - Company

October, 1992-June, 1995

Area Manager

Managed the area of South Shore handling more than 40 accounts, including Mont Aida College duties included projects scheduling, Pay roll, Budget and hiring procedures.

- Bidding – Prepared proposals and provided quotes to clients.
- Special Projects – coordinated floor and carpet care projects for special service crew.
- Coordinated all shift administrative functions and cleaning to client specifications.
- Budget summaries, and account assessments

Education

Jose De Diego Puerto Rico -High School
Cambridge C. C.

References

References are available upon request.



Employee Training & Development

S. J. Services Inc. places a strong emphasis on training throughout the company. We recognize the value for all involved as a properly trained employee has far less safety and QC issues than an untrained cleaner.

ALL employees in the company receive both initial and on-going training through in-house programs, off-site seminars and on-line training including; general business, environmental, facilities management, and the latest innovations within the janitorial industry. Specific subjects include on the job training on new equipment, new Green Cleaning Procedures, new Safety Data Sheets and safety refresher training.

The topics below in our Training Highlights are included in our initial training program for newly hired employees. Every employee then receives a monthly refresher training on certain topics that rotate each month. Each month, at least one topic of retraining shall be on Safety.

Additionally, all employees are continually being evaluated in their processes and procedures by our Managers and Supervisors. This is not to criticize our employees, but to encourage them to constantly improve.

The training program shall be administered by:

- Joe Feliciano, SJS Director of Operations
- Bob Bowers, SJS Director of Quality & Training
- SJS Custodial Manager

SJS shall provide certification for each employee that they have received formal training on each of the topics.



The topics below in our Training Highlights are included in our initial training program for newly hired employees. Every employee then receives a monthly refresher training on certain topics that rotate each month. Each month, at least one topic of retraining shall be on Safety.

- Safety training
 - OSHA, Hazard Communication “Right to Know”.
 - Blood borne Pathogens.
 - Hazardous Waste.
 - SSD emergency & security protocols.
 - Wet floor training, use of wet floor and other signage.
 - Personal Protective Equipment (PPE) use.
 - AHERA – Asbestos Awareness.
- Equipment and Product training
 - Proper use, care and storage of all tools, equipment and cleaning agents.
 - Green Seal cleaning products and systems.
 - Anti-microbial.
 - LEED.
 - Equipment maintenance.
- Procedures training
 - Methodology and assignments.
 - Communication.
 - Cross-contamination.
 - Cleaning Procedures.
 - Waste Management & Recycling.
- Other
 - Sexual harassment.
 - Key Control.
 - Active Shooter.
 - CompuClean.
 - APPA Standards.
 - Cyber Security.





Cleaning Procedures Training:

SJS is a partner with Spartan Chemical and we use their cleaning products to service our clients. As a partner with Spartan, we use their training program, CleanCheck, which is a training system that provides cleaning procedural training to our employees.

Below are a few key components of CleanCheck and additional information is on the following pages:

- Training Videos – Online videos (or DVD’s) that provide step by step training on specific cleaning procedures, including restroom sanitation, classroom cleaning, hard floor care, carpet care and many, many others.
- Online Testing – After the training videos are completed a brief online test is then conducted that the employees are required to pass before training is complete. After an employee passes the test, they are then awarded a certificate of completion.
- On the Job Cards – CleanCheck provides job cards with step by step instructions on specific cleaning tasks that are easily accessible to employees while they are on the job.
- Training Tracking – CleanCheck tracks the training progress of all employees including alerts when an employee is required to do their annual refresher training. The tracking and certification of all employees training status will be shared with the SSD. Below is an example of the Training Tracking feature:

 Spartan Chemical Company Inc. 1110 Spartan Dr. Maumee, Ohio 43537		Personnel Event Completion								
First Name	Last Name	Blood Borne Pathogen Training	CleanCheck Floor Care Training	CleanCheck Safety Training	CompuClean Inventory Management Training	GHS Training	HAACP Training	HealthCheck Training	Safety Training	Serv Safe Training
Ruby	Barrett	1/16/2015	6/3/2016	6/2/2016	5/23/2016	No Record	No Record	4/10/2013	5/3/2016	2/7/2014
Xavier	Jones	1/16/2015	6/3/2016	No Record	5/23/2016	9/8/2015	No Record	4/10/2013	No Record	2/7/2014
Oliver	Kearn	1/16/2015	6/3/2016	No Record	5/23/2016	9/8/2015	2/4/2014	4/10/2013	No Record	2/7/2014
Mark	Kidd	1/16/2015	No Record	No Record	No Record	No Record	No Record	4/10/2013	No Record	2/7/2014
Randall	Robinson	1/16/2015	6/3/2016	No Record	5/23/2016	No Record	No Record	No Record	No Record	No Record

Hartford, CT

235 Newbury Street
 Danvers, MA 01923
 978.750.1033
 www.sj-services.com

Manchester, NH



CleanCheck[®]

training made simple[®]

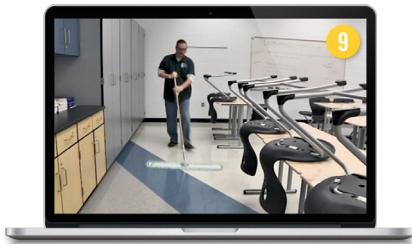
CleanCheck ensures that your staff will master the proper cleaning procedures that promote a safe and clean environment. Complete with bilingual video tutorials, training manuals, on-the-job cards and testing tools, CleanCheck is a thorough program that trains employees and keeps you compliant.



Providing Quality Maintenance and Chemical Specialty Solutions with Unparalleled Customer Service

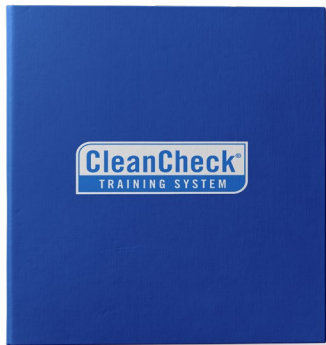
CLEANCHECK® TRAINING SYSTEM

Your employees are your most valuable resources. To ensure quality workmanship, thorough and effective training is a must. Whether training existing employees or new hires, CleanCheck is the ultimate tool for instilling pride and professionalism, building confidence, minimizing complaints, and cost-effectively managing the talents of your workforce. Spartan's bilingual, web and DVD-based CleanCheck Training System makes fast work of administering instructor-led and self-directed training. CleanCheck modules cover basic and advanced topics for a variety of cleaning operations, including specialty facility areas. Plus, comprehensive Safety modules thoroughly demonstrate Bloodborne Pathogen Standards as well as OSHA Compliance. CleanCheck meets the requirements for the CIMS-GB Standard as well as CMI Advanced Standards. Online and hard copy testing adapts to both individual and group training situations. CleanCheck ensures that your staff will master the proper cleaning procedures that promote a safe and clean environment.



TRAINING VIDEOS

The CleanCheck Training Videos provide step-by-step procedural instruction on cleaning specific areas in your facility. Each video module covers the cleaning process end-to-end, but is also offered in single chapters so specific tasks can be easily revisited or re-trained. Available in both English and Spanish, CleanCheck video modules also offer DVD or web-based viewing to meet the needs of your diverse and dispersed organization.

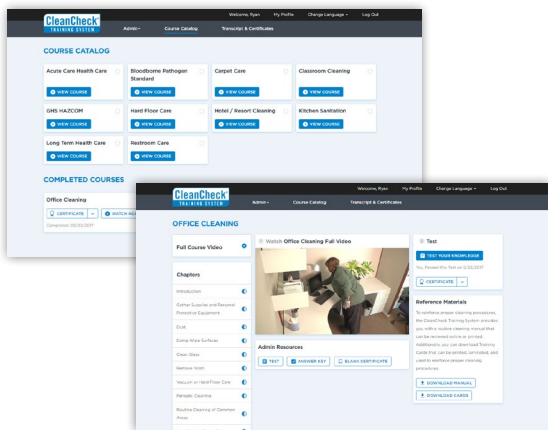


TRAINING MANUAL

The CleanCheck Training Manual includes detailed instructions on proper cleaning and procedures. Pages can be used as a handout during employee training, or a reference for employee training and re-training. As with all CleanCheck components, images and color-coded product categories reinforce the procedures taught in the instructional video modules.

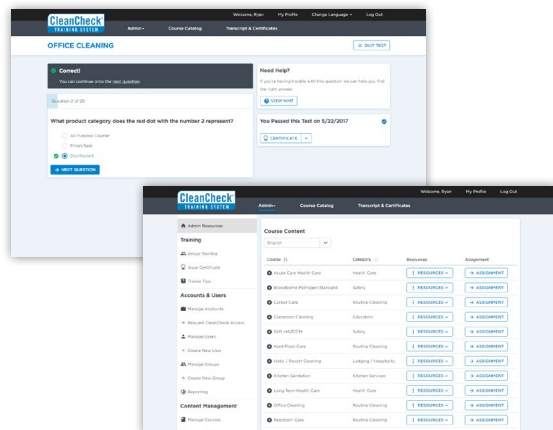
SIMPLE ONLINE ACCESS

COURSES



VIDEO TUTORIALS

WEB-BASED TRAINING



ACCOUNT MANAGEMENT

ON-THE-JOB CARDS

The CleanCheck job cards allow employees to perform each cleaning step with confidence when they're ready to clean by themselves. Housed with dual rings, you can easily separate and customize your card set based on which employees will need which job cards depending on their cleaning tasks. Employees can simply check off each step as it's completed with the provided erasable pen. CleanCheck job cards follow the procedural instructions covered in the video modules and manuals.

Cards are bilingual (English on front, Spanish on back)

Color-coded list of products required for this section

Complete each step in the order they are presented

Check off your work as it is completed

Use the product(s) when indicated within a step

The image shows three overlapping CleanCheck training cards. The leftmost card is bilingual, with 'HOSPEDAJE' on the front and 'PRODUCTOS NECESARIOS' on the back. The middle card is titled 'LODGING/HOSPITALITY' and lists 10 required products with color-coded numbers: 1 Glass Cleaner, 2 Disinfectant/Sanitizer, 3 All Purpose Cleaner, 4 Air Freshener, 5 Carpet Cleaner, and 10 Laundry. The rightmost card is a checklist titled 'Routine Cleaning of Occupied Guest Room' with 10 steps, each with a corresponding color-coded number and a checkbox. Some checkboxes are marked with checkmarks.

COLOR-CODED PRODUCT CATEGORIES

CleanCheck utilizes color-coded product categories to identify which products are right for the job. Displayed as colored/numbered dots throughout the videos, cards, and manuals, CleanCheck includes corresponding stickers that can be applied to the actual product containers so there is a direct association between each chemical and the cleaning category identified in the training and CleanCheck job cards. This provides more assurance that the right product is used for each cleaning challenge.



ONLINE TESTING, TRACKING, AND CERTIFICATION

When training is complete, you can reward employees for a job well done. Online testing is available and provides track-able results for each employee. Test questions focus on the basic concepts, while correct answers facilitate success and professional workmanship. Personalized certificates with employee name and area mastered are available upon completion of each module. These certificates can be printed for compliance documentation and presented to employees.





Quality Control Program

I. Internal Review Procedures:

S.J. Services, Inc. (SJS) quality system provides the necessary procedures to ensure that our services are subject to review and approval for completion. We will apply a graded system of quality control and will follow our quality guidelines while accounting for special client requirements, schedule considerations, and other factors that may affect risk and priority.

II. Key Roles & Responsibilities:

SJS Program and Project Managers perform assessments on a day-to-day basis. The team performs assessments weekly while reviewing monthly status reports. In addition to identifying and correcting individual instances of noncompliance, the system is designed to provide critical information for implementing systemic corrective actions and promoting continuous quality improvement on a program-wide basis. Our standard quality procedures are:

- Our Site Manager shall monitor day-to-day operations to ensure compliance with established requirements, including those related to quality control and the performance metrics established for the work.
- The team will review the status of each task with respect to the established performance indicators related to staffing, schedule, budget, and quality.
- The Site Manager will assess program operations and document the results.
- SJS internal corporate quality representative is responsible to oversee internal quality control and contract performance. The representative reports to SJS President and CEO and has quality oversight for all contracts. The quality representative participates in contract/program updates and engages frequently with Project Managers to ensure quality standards flow down to contract performance and corrective actions are taken when necessary.



III. Handling & Resolving Problem Areas:

SJS identifies the need for corrective and preventive actions on a continual basis during project implementation and through management and performance assessments and document reviews. We will define responsibilities to schedule, perform, document, and ensure the effectiveness of the corrective action based on the problem at hand such as:

- Conduct root-cause analysis to determine quality system weaknesses
- Determine the specific corrective action that is needed to eliminate the problem
- Determine specific and appropriate measures needed to prevent recurrence of the problem
- Assign responsibility for investigating and documenting the situation
- Set a schedule for determining the required corrective actions
- Assign responsibility and schedule for implementing the required corrective actions
- Establish the desired outcome and effectiveness of the corrective action, and then implement
- Verify that the corrective action has eliminated the problem and then document it in a corrective action report

IV. Meeting Urgent Requirements

SJS always adheres to our quality system procedures when new, and even urgent, requirements are identified. If a quick resolution or solution development is required, we engage our corporate staff as reach back to increase the capacity of our performance/functional contract staff. This reach back is leveraged to provide additional oversight of contract quality performance and to ensure redundancy is in place so there is never a single point of failure.



V. Multiple Project Management:

- SJS investment in a corporate quality representative for the company illustrates our commitment to quality across our entire organization and down through our contracts. The quality representative participates in recurring contract reviews with the President, CEO and operations staff. Risk mitigation is discussed, corrective actions are reviewed for efficiency and lessons learned for positive quality standards are shared and implemented as needed. We ensure an effective quality system by designating top-level managers to key quality management responsibilities and holding all staff members accountable for the quality of their work. We will establish lines of authority and communication for all levels of management and staff for our Team, including our subcontractors. SJS has embedded quality throughout the organization and the contracts it supports through the implementation and management of repeatable and scalable processes based on industry standards.



Hiring Practices

SJS has a dedicated Human Resources Department, led by our Director of Human Resources, Sheila Hanrahan. Sheila has implemented many best practices for the various HR functions.

Employee Recruiting:

S. J. Services Inc. recruits new employees in very traditional manners through advertisements, electronic postings, job fairs and employee referrals. As a result of our successful recruitment efforts, we currently have a large pool of applicants.

SJS is also a signatory to the cleaners union, SEIU 32bj. If awarded this contract, SJS will offer employment to the current employee base.

SJS commits to hiring a qualified workforce that is reflective of City of New Haven ethnicity.

Hiring Practices:

Upon award, S. J. Services, Inc. (SJS) shall review the employees that are currently in place at each school. SJS shall interview and screen each employee to ensure each is qualified. They will be provided information about SJS, job applications, and interviewed.

Any positions available after review of current employees shall be first offered to current SJS employees. The new positions may be attractive because of geography or there may be a promotional opportunity. This has been a very successful way to recruit candidates and it helps maintain high employee morale.

Other methods of hiring include employee referrals, solicitations within church groups and community organizations and advertisements. All hires for this contract shall be local to the New Haven area and shall reside within twenty miles of New Haven, CT.

All applicants must fill out an application, W-4 form, and I-9 form and submit photo ID, valid work papers, and Social Security card. All applicants must be interviewed by an S. J. Services Inc. manager and all selected candidates shall submit a background checks.

Candidates with prior commercial cleaning experience and training are given preference.

At S. J. Services Inc., we have a high employee retention rate. Excellent attendance is rewarded with a bonus. All promotional opportunities are offered to our existing workforce.

All SJS employees are uniformed and provided with a photo id badge that shall be worn at all times.

Hartford, CT

235 Newbury Street
Danvers, MA 01923
978.750.1033
www.sj-services.com

Manchester, NH



Contract Implementation Plan

S.J. Services, Inc. (SJS) shall implement the following transition plan at New Haven Public School if awarded the contract.

4-Weeks Prior to Start of Contract:

- ❑ Meet with New Haven Public School Facilities staff and introduce SJS Management Team and discuss the transition.
- ❑ Recruit and hire supervisors and cleaning staff.
- ❑ Develop initial work plan.

3-Weeks Prior to Start of Contract:

- ❑ Begin frequent tours of facilities with SJS Area Manager. These shall continue through the transition.
- ❑ Begin screening new applicants and background checks of staff.
- ❑ New Haven Public School presents security and safety protocols to SJS Managers. These shall be included in SJS training program.
- ❑ Schedule weekly meetings with SJS senior staff and New Haven Public School staff.

2-Weeks Prior to Start of Contract:

- ❑ All staff hired, will begin SJS Employee Training Program.
- ❑ SJS Managers and Supervisors review specific cleaning assignments and assist in the development of nightly checklists. Checklists shall be submitted to New Haven Public School for review and comment.

1-Week Prior to Start of Contract:

- ❑ Staff completes Employees Training program.
- ❑ Start-up Work schedule presented to New Haven Public School.
- ❑ Maintenance Report Form presented to New Haven Public School staff for review and comment.

First Week of Service:

- ❑ All janitorial closets thoroughly cleaned and stocked. Safety posters and Safety Data Sheets properly posted.
- ❑ Additional SJS Area Managers are brought on site to assist in the training and evaluation of cleaners and programs.
- ❑ Continue weekly meetings with SJS senior staff and New Haven Public School staff.



New Haven Office

If awarded this contract, SJS agrees to open an office in New Haven in order to better serve the New Haven Public Schools and to handle Human Resource, payroll and other administrative needs of this contract.

Hartford, CT

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Manchester, NH



Employee Incentives

S. J. Services Inc. is a signatory of the contract between the Service Employees International Union Local 32BJ. Our cleaning staff are union members and enjoy all the benefits of belonging to SEIU Local 32BJ.

These benefits include:

- Paid Holidays
- Paid Vacations
- Paid Sick Time
- Paid Personal Time
- Paid Bereavement
- Pension Program
- Health Insurance for FTE's
- Annual Raises

The benefit package for our employees is of great value to S. J. Services and our clients. Since the same cleaners and supervisors remain with our firm on a long term basis we have a high employee retention rate. This translates into stability, continuity and a consistent level of service for our clients.



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Manchester, NH



Green Cleaning

S. J. Services has a strong commitment to **Green Cleaning** and eliminating “cross-contamination” because we recognize the benefits it provides to the building occupants and maintaining a healthy building environment.

Our standard program includes **Green Seal** certified cleaning products and equipment that are environmentally sensitive and prevent cross contamination as a result of janitorial procedures and equipment. Research shows occupants of buildings with environmentally sensitive cleaning programs, that help to improve Indoor Air Quality, are more productive and health related issues are decreased.

- Green Seal certified cleaning products
- Dispensing Control Units to provide proper chemical dilution and inventory control
- Continued staff training and education in the proper use and application of equipment and cleaning solutions.
- Color-coded wet mop system so, for example, mops that are used in restrooms and not used in other parts of the building. See below:



BLUE
Mirrors/Glass

GREEN
General

RED
Toilets/Urinals

YELLOW
Dusting

GRAY
Cafeteria

We shall maintain this program and the costs are included in our pricing so there is no added charge.

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Manchester, NH



Key Control Policy

The purpose of this Key Control Policy is to establish personal security for members of the New Haven Public Schools and the surrounding community to ensure the protection of personal and School property through the control of keys to resident rooms and other secure areas. The responsibility for implementing this Key Control Policy is with S. J. Services, Inc. (SJS).

1. SJS shall be responsible for all keys/swipe cards/combinations etc. given by the New Haven Schools.
2. All keys shall be issued by the New Haven Schools to SJS manager.
3. All keys shall be attached to SJS supervisor at all times while on facility grounds. Only the SJS supervisor will handle the keys.
4. All doors unlocked by SJS supervisor will be locked immediately after cleaning is performed.
5. All keys shall remain on site at all times.
6. SJS shall not loan any of the keys provided by the New Haven Schools.
7. Any lost/stolen keys will be reported immediately by SJS supervisor to the New Haven Schools representative.
8. SJS shall pay the cost of repining and re-keying of the locks affected by the lost/stolen key.
9. New Haven Public Schools has the right to audit and alter this Key Control Policy at any time, for any reason.



Insurance

S. J. Services agrees to abide by all insurance requirements in this contract, including molestation coverage. We have attached an illustration of our current coverage.

Hartford, CT

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978.750.1033
www.sj-services.com**

Manchester, NH



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/02/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cross Insurance-Wakefield 401 Edgewater Place Suite 100 Wakefield MA 01880		CONTACT NAME: Emily LeBlanc PHONE (A/C, No, Ext): (781) 914-1000 E-MAIL ADDRESS: emily.leblanc@crossagency.com		FAX (A/C, No): (781) 224-5777	
INSURED S.J. Services Inc. 235 Newbury Street Danvers MA 01923		INSURER(S) AFFORDING COVERAGE			NAIC #
		INSURER A: The Charter Oak Fire Ins Co			25615
		INSURER B: Travelers Indemnity of America			25666
		INSURER C: Starstone National Ins. Co.			25496
		INSURER D: Wesco Ins. Co.			25011
		INSURER E: Illinois Union Ins. Co.			
		INSURER F:			

COVERAGES**CERTIFICATE NUMBER:** CL225595586**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			P-660-4T892825-COF-22	05/06/2022	05/06/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA-4T89423A-22-43-G	05/06/2022	05/06/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			G75640224ALI	05/06/2022	05/06/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WWC3597560	06/01/2022	06/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Contractors Pollution Liability			CPY G71203955 004	05/06/2022	05/06/2023	Per Occurrence \$1,000,000 Aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage Only.

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance

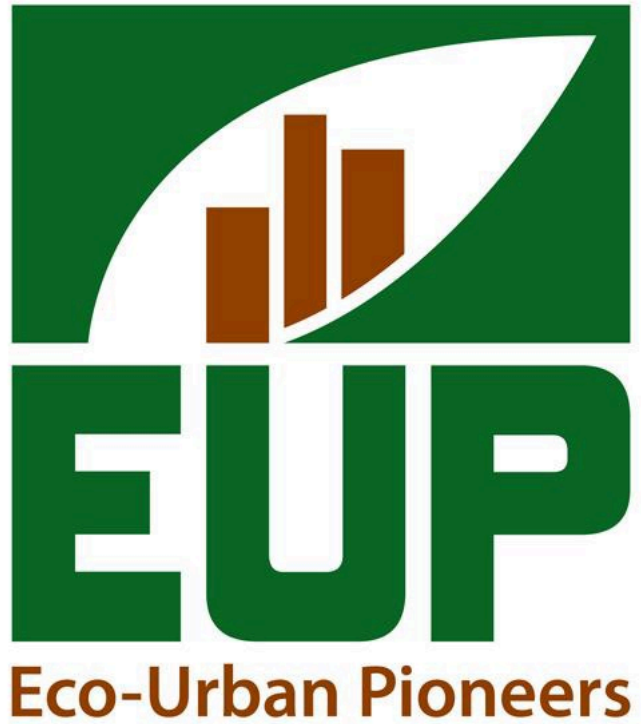
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Materials for discussion

EUP Company Overview



Contract 2023 Renewal

OUR FOUNDERS: COMMUNITY ADVOCATES AND LOCAL LEADERS

Shafiq Abdussabur



President/Field Director

20-years of business development and leadership management to the company.
5-years union executive



Michael Dolan



Vice President/Operation Director

A seasoned attorney experienced in labor law arbitration, employee rights and discrimination, equal rights protection, and wage equality.



EXECUTING THE MISSION CUSTODIAL CLEANING

The Founders



2009 Launch

“to bring growth through sustainable projects while taking into account the impact on the surrounding communities”

EUP GROWTH – BUSINESS INNOVATION



Approx. \$4.9 Mil



Approx. \$5.4 Mil



Approx. \$38 Mil



New Haven School Change
NEW HAVEN PUBLIC SCHOOLS

Approx. \$250k

July 2017: Eco-Urban Pioneers assumed the responsibility for the part-time custodians cleaning all the New Haven Public Schools

July 2016: THE ASSOCIATION ABM and Eco-Urban Pioneers have forged a creative urban commercial custodial business model born from their collaborative diversity and innovative perspective.

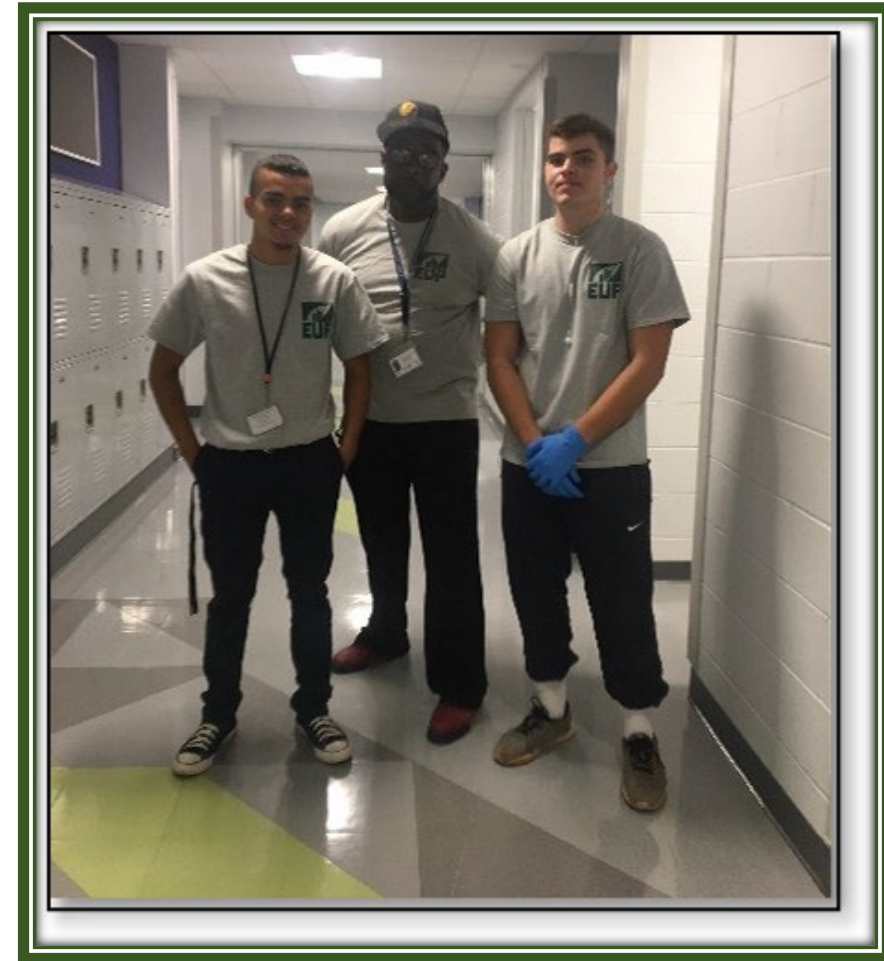
September 2016: THE ASSOCIATION Giordano Construction and Eco-Urban Pioneers have forged a creative urban construction business model born from their collaborative diversity and innovative perspective.

August 2015: Eco-Urban Pioneers embarked on diversifying its customer base in order to create sustainable employment opportunities for New Haven residents. Eco-Urban Pioneer began providing cleaning services for New Haven Academy, Dr. Mayo Early Learning Center, and Engineering and Science University Magnet School.



EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION

Eco-Urban Pioneers LLC-EUP is an Equal Opportunity employer and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications without regard to race, sex, gender, religion, nationality, ethnic origin, and disability, age, and/or Second Chance status.





WORK FORCE DEMOGRAPHICS

Total EUP
workforce

222 (166 permanent positions and 56 sub/temps)

Residency

New Haven Board of Education custodial cleaning average at 75% New Haven Residents, 25% New Haven County

Ethnicity

Of the 222 employees: 65% African American,
33% Hispanic/Latino
1% Caucasian, 1% Other.

Gender

Females make up 32.82% and males make up 67.56%

Religion/Cultural

Approximately 3% of the employees are Muslim, 20% Immigrant



MANAGEMENT DEMOGRAPHICS

Ethnicity

43% CAUCASIAN (1 MALE, 2 FEMALE)
28.5% AFRICAN AMERICAN (2 MALES)
28.5% HISPANIC/LATINA (2 FEMALE)

Gender

57% FEMALE
43% MALE

Religion/Cultural

28% MUSLIM
14% IMMIGRANT



MEETING STAFFING NEEDS

Eco-Urban Pioneer's reputation as a successful community focused urban based company has provided an advantage when it comes to employment opportunities for New Haven residents.

MEETING STAFFING NEEDS AND HIRING GOALS 2018-2022

Direct outreach and development in Community Colleges, Universities, and Non-Profit Partners that focus on job training and development. EUP has an extensive online presence and social media network that can reach New Haven and New Haven County residents. In addition, we are capable and ready to conduct (on-line) job fairs for hire and at select (social distancing) community locations accessible to the public



SUSTAINABLE URBAN JOB CREATION

For the many reasons we are all too familiar with, the cadre of eligible Custodial Cleaning Contractors has struggled to increase employment of New Haven Residents sufficiently enough to allow the hiring goals of the various city-based contracts to be achieved. Be it a lack of direct knowledge of the particular needs of the workers, or inability to effectively reach out to community stakeholders, the issue remains. To ensure inclusion and community throughout the duration of the entire contract, EUP continually conducts community outreach activities to include community job fairs and development. EUP will continue to attend community Management Team Meetings, community functions, and other community initiatives. We have first-hand knowledge of the progress and problems faced by the urban job market. This gives EUP a comprehensive perspective on the challenges of first-time hires and applicants who may not be *job ready*.



HISTORY WORKING WITH UNIONS CONTRACTS

EUP began in 2009 as a union-based company through 2014 servicing Local 455 Labors Union-East Haven and Local 1 Masons Union- Wallingford.

Shafiq Abdussabur was a co-founder of New Haven Police Union Elm City Local where he served as Treasurer from 2013 to 2015. His duties included policy management, grievances, contract negotiations, and arbitration.

Mike Dolan is a seasoned attorney experienced in labor law arbitration, employee rights and discrimination, equal rights protection, and wage equality.

Sabir Abdussabur has worked as an EUP Administrator for the past three-years and has facilitated the day-to-day company operations as laid out in the CBA.

EUP has been operating in the New Haven School Cleaning service since 2016 and has adopted the CBA which all EUP school cleaning employees are under Local BJ-32. In 2018, EUP was the co-construction managing firm for the Obama School construction project with the duty of assisting SCD and Minority contractors with their bid submissions, project guidance (related to City of New Haven employment requirements), and business mentoring.

RFP # 2022-05-1459
 ECO URBAN PIONEERS

Note: Respondent required to complete the pricing worksheet. For columns G-J enter either the percent mark up value or final all in pricing for that fiscal year.

Schedule of Charges

Item No.	Commodity	Estimated Annual Hours	Unit of Measure	Unit Price	Total Fiscal Year 2022/2023	Total Fiscal Year 2023/2024	Total Fiscal Year 2024/2025	Total Fiscal Year 2025/2026	Total Fiscal Year 2026/2027
	Pre bid specifications:								
1	Part Time Cleaning Staff 186 PTE x 4 Hour Shift = 744 hours per day 744 Hours per Day x 5 Days per week = 3,720 Hours Hours Per Year = 193,440 Number of Hoidays Per Year = 9 Less Holiday Hours Per Yea of = 6,696 Total Regular Time Hours Actually Worked Per Year = 186,744	186,744	Hourly	20.32	3,794,638.08	3,908,477.22	4,084,358.70	4,264,070.48	4,434,633.30
2	744 Hrs. Per Day x 8 Holidays Per Year= 6,696 Holiday Hrs. Per Year	6,696	Hourly	20.32	136,062.72	140,144.60	146,451.11	153,041.41	159,163.06
3	Total PTE Annual Cost	180,048	Hourly		3,930,700.80	4,048,621.82	4,230,809.81	4,417,111.89	4,593,796.36
4	Custodial Staff Supervisor 1 Day Supervisor / Monitor Call Outs and Staff Scheduling 1 Evening Supervisor 8 Hour Shift x 2 = 16 hours per day Total Hours per week = 16 Hours per day X 5 = 80 Total Hours per Year = 4,160 Number of Holidays Per Year = 9 Less Holiday Hours Per Year = 72 Total Regular Time Hours = 4,088	4,088	Lump Sum	20.32	83,068.16	89,221.57	93,682.65	97,898.37	101,814.30
5	Back Office Clerical Support / Payroll		Lump Sum		206,600.00	216,930.00	227,776.50	239,165.33	251,123.59
	Benefits and Wages Associated Taxes								
6	Health Insurance/Union and EE Benefits		Lump Sum		343,200.00	377,520.00	415,272.00	436,799.00	482,479.00
7	Workman's Comp		Lump Sum		222,301.00	244,531.10	268,984.00	295,882.00	325,470.00
8	401K		Lump Sum						
9	Payroll Tax's		Lump Sum		404,183.00	546,524.06	561,627.00	586,211.00	606,227.00
10	Vacation		Lump Sum		359,478.00	395,425.80	434,968.38	478,465.22	526,311.74

Explanation of Contract Increases

The new contract has a significant increase in cost from the current contract.		
The bulk of the increases are from:		
The BOE has requested an increase in Custodians resulting in more hours		\$ 615,875.52
There is one more holiday in this contract		\$ 43,900.48
The union contract requires a \$.50 per hour increase effective July 1 2022		\$ 96,720.00
Insurance Changes from the Original Contract Molestation plus Umbrella increase		\$ 42,274.00
Total of above changes		\$ 798,770.00