



NEW HAVEN PUBLIC SCHOOLS

COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: S. J. Services

Doing Business As, if applicable:

Business Address: 235 Newbury St, Danvers, MA 01923

Business Phone: 978-750-1033

Business email: Danielshea@sj-services.com

Supervisor: Daniel Shea

Agreement Effective Dates: From 09/01/2022 to 06/30/2023

Total amount: \$4,719,246.72

Funding Source & Acct # including location code:
2022-2023 Operating Budget 19047400-56694

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

To provide Part Time Custodial Services from September 1, 2022 to June 30, 2023, in an amount not to exceed \$4,719,246.72.

Submitted by: Dr. Michael Finley, Chief of Staff



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Dr. Michael Finley, Chief of Staff
Date: August 5, 2022
Re: Agreement with S.J. Services for Part-Time Custodial Services.

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

Contractor Name: S. J. Services

Contractor Address: 235 Newbury Street, Danvers, MA 01923

Is the contractor a Minority or Women Owned Small Business? No

Renewal or Award of Contract/Agreement? New

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$4,719,246.72

Contract or Agreement #: N/A

Funding Source & Account #: 2022-2023 Operating Budget 19047400-56694

Key Questions:

1. **What specific service will the contractor provide:**
Part-Time Custodial Services for New Haven Public Schools.
2. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:** RFP 2022-05-1459 for Part-Time Custodial Services for New Haven Public School
3. **If the vendor is not the lowest bidder or a State contract please answer the following:**
 - a. **Please explain why the vendor was chosen?**
After review of all of the proposals submitted to the RFP. The vendor chosen was decided after being reviewed with the selection committee.
 - b. **Who were the members of the selection committee?**
Dr. Michael Finley, Chief of Staff
Dr. Paul Whyte, Asst. Superintendent
Thomas Lamb, Chief Operating Officer



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

Michael Gormany, Acting Controller
Giovanni Zinn, City Engineer

4. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?**
N/A

5. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**
N/A.

6. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?** New, based on the agreement length the agreement is a 3% decrease from Last Year's agreement.

7. **Is this a service existing staff could provide? Why or why not?** No. This is a service that has always utilized part time custodial companies to provide services to a district of this size.