



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Joseph Barbarotta  
**Date:** 1/24/2022  
**Re:** On Call Tree Services

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**Contractor Name:** J Witkowsky & Sons Tree Services LLC

**Contractor Address:** 73 Branford Road, North Branford ,Ct. 0647

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

**Renewal or Award of Contract/Agreement?** Award of Contract

**Total Amount of Contract/Agreement and the Hourly or Service Rate:** Not to Exceed \$50,000.00

**Contract or Agreement #:** 21781

**Funding Source & Account #:** 3C20-2071-58101

**Key Questions:** (Please 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):

- 1. What specific service will the contractor provide?**  
SERVICES INCLUDED  
On Call Tree Services =Tree and stump removals
- 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:** This contractor was chosen via the City of New Haven Bid process. This contractor was the lower bidder as one other tree company bid.
- 3. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** N/A
- 4. If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**  
N/A
- 5. If this Contractor is New has cost for service increased from previous years? If yes, by how much.** This is a new service so we don't have previous costs.

6. **Is this a service existing staff could provide? Why or why not?** No existing staff is not trained and does not possess the knowledge, equipment and materials necessary to perform this work.