



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Frank Fanelli, Director of Project Management  
**Date:** January 25, 2024  
**Re:** Purchase order under state contract to install aluminium benches Wexlar school

**Answer all questions** and have a representative ready to present the details of each question during the Finance & Operations meeting or this proposal may not be advanced for consideration by the full Board of Education.

Company Information		
Vendor Name:	Sports Construction of CT	
Doing Business as: (DBA)		
Vendor Address:	5 glenbrook road, berlin, CT 06037	
Vendor Contact Name:	Kenneth	
Vendor Contact Email:	kcap@scsportsllc.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Purchase Order	
Effective Dates: (mm/dd/yy) <small>Multi-yr. require Board of Aldermen approval</small>	From 2/5/2024	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$80,948.27	
Funding Source Name: Acct. #:	Wexler Grant Program 2547-6456-54411	
Contract #: <small>(Local or State)</small>	18PSX0319	



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**Key Questions:**

**1. What specific service will the contractor provide:**

15' aluminum back benches  
labor gig all holes set poles in  
concrete 4500psi concrete

**2. How was the contractor selected?** *\*Attach appropriate supporting documents*

- Quotes
- Sealed Bid # \_\_\_\_\_
- Sole Source # \_\_\_\_\_
- RFP# \_\_\_\_\_
- State Contract # 18PSX0319
- Exempt Professional
  - Accountant
  - Actuary
  - Appraiser
  - Architect
  - Artist
  - Dentist
  - Engineer
  - Expert Professional Consultant
  - Land Surveyor
  - Lawyer
  - Physician/Medical Doctor

**3. If the vendor was selected through Solicitation (Bid/RFQ/RFP) process; answer the following:**

**a. Please explain how the vendor was chosen?** *\*Attach Vendor Proposal*

n/a- state contract

**b. Who were the members of the selection committee?** *(Minimum 3 members required)*

n/a- state contract



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**4. If this is a renewal with a current vendor, has the vendor met all obligations under the existing agreement/contract?**

n/a - new

**5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? \*Attach Renewal Letters**

n/a - new

**6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?**

This is project based and has no recent fiscal comparison.

**7. Is this a service that existing staff could provide? Why or why not?**

No this is a specialized service that will be provided by a state vetted contractor.



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**Agreement/Contract Processing Checklist**

*To ensure timely processing of the submitted Agreement/Contract it is imperative to collect and provide all of the required documentation noted below and provide with submission to board.*

**Forms/Documents are available in: Drive G:\F&O Agenda Minutes\Agreement\_Contract\_Checklist\2022-2023**

<b>1. Has this vendor performed service(s) in prior fiscal years?</b>	
If Yes,	Vendor # _____
If No or New,	Vendor must provide completed W9
<b>2. A quotes or proposal submitting regarding the agreement/contract.</b>	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p><b>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></b></p> <p><b>It is the submitters responsibility to request the COI from the vendor and attach with submission; the COI from the Vendor <u>must match rider specifications outlined.</u></b></p> <p><b>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</b></p>	
Rider 300	Professional Services – Onsite Umbrella; w/ Auto; w/ Workers Compensation
Rider 305	Professional Services – Onsite Umbrella; No Auto; No Workers Compensation
Rider 310	Professional Services – Onsite Umbrella; w/ Auto; No Workers Compensation
Rider 315	Professional Services – Onsite Umbrella; w/ Youth under 21
Rider 320	Professional Services – Offsite; No Auto; No Workers Compensation
Rider 325	Professional Services – Offsite; No Auto; No Workers Compensation; w/ Youth under 21
Rider 330	Professional Services – Offsite Attorney; No Auto; No Workers Compensation
Rider 335	Professional Services – Onsite; Physician/Dentist; No Auto
Rider 340	Professional Services – Onsite Physician/Dentist w/ Youth under 21
Rider 345	Professional Services – Onsite Temp Nurses
Rider 350	Professional Services – Cyber – Onsite
Rider 355	Professional Services – Cyber – Offsite
<p><b>4. The City of New Haven requires the information requested in the <u>Disclosure Affidavit</u> before any City agency, department, or city official seeking agreement/contract shall obtain them, notarized.</b></p>	
Emailed Disclosures are acceptable.	

Sports Construction of Connecticut  
 5 Glenbrook Road  
 Berlin, CT 06037 US  
 kcap@scsportsllc.com

# Estimate



ADDRESS
New Haven Board of Education Facilities Department 350 Quinnipiac Ave New Haven, CT 06519

SHIP TO
New Haven Board of Education Facilities Department 350 Quinnipiac Ave New Haven, CT 06519

ESTIMATE #	DATE
1273	01/25/2024

**SHIP VIA**  
westler grant

**PO**  
ESTIMATE

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/25/2024	<b>Miscell. Construction</b>	15' aluminum back benches	4	1,978.00	7,912.00
01/25/2024	<b>Miscell. Construction</b>	labor gig all holes set poles in concrete 4500psi concrete	4	500.00	2,000.00

thankl you for the business and looking forward to working with you.  
 STATE CONTRACT 13PSX0319

**TOTAL** **\$9,912.00**

Accepted By

Accepted Date