



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Frank Fanelli, Director of Project Management

Date: December 13, 2023

Re: Purchase Order under State Contract 20PSX0088 with Dalene Flooring to cover after hour costs and additional tread at Hillhouse High 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:	Dalene Flooring
Doing Business as: (DBA)	
Vendor Address:	45 Nutmeg Rd. So. PO BOX 145 South Windsor, CT 06074
Vendor Contact Name:	
Vendor Contact Email:	
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-yrs. require Board of Aldermen approval</small>	From 01/02/2024 To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$4,608.73
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101
Contract #: <small>(Local or State)</small>	20PSX0088



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Key Questions:

1. What specific service will the contractor provide:

to cover after hour costs and additional tread at Hillhouse High School

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

- Quotes
- Sealed Bid # _____
- Sole Source # _____
- RFP# _____
- State Contract #20PSX0088
- 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

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

n/a



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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

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

n/a

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

This is a specific project to replace the stair treads at Hillhouse high school. This is to cover the costs for the vendor to complete work after school hours, to ensure student and staff safety.

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 contracted vendor.



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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

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # _____
If No or New,	Vendor must provide completed W9
2. A quotes or proposal submitting regarding the agreement/contract.	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></p> <p>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></p> <p>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</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>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.</p>	
Emailed Disclosures are acceptable.	

Funding Change Order

Hillhouse High School Treads & Rubber Tile



Description

Add for Off Hours Labor

Contract

0001 City of New Haven - 0001 Add for Off Hours Labor

Number

01

Date

12/11/2023

Status

Pending

Type

Location

Extension (days)

Scope of Work

Notes

Dates

Date Sent for Review

Date Reviewed

Date Sent for Signature

Date Executed

Items

NO	DESCRIPTION	ACTIVITY CODE	TOTAL
01	Add for Off Hours Labor		\$3,958.73

Total **\$3,958.73**

Funding Change Order

Hillhouse High School Treads & Rubber Tile



Description

Add to replace Walk Off Mats at Lower Landings in Stair #4 & #5

Contract

0001 City of New Haven - 0002 Add to replace Walk Off Mats at Lower Landings in Stair #4 & #5

Number

01

Date

12/11/2023

Status

Pending

Type

Location

Extension (days)

Scope of Work

Notes

Dates

Date Sent for Review

Date Reviewed

Date Sent for Signature

Date Executed

Items

NO	DESCRIPTION	ACTIVITY CODE	TOTAL
01	Add to Replace Walk Off Mats		\$650.00

Total **\$650.00**