



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Jamar Alleyne, Executive Director of Facilities

Date: February 9, 2024

Re: Award of Contract 70205049X with Elite Construction Resources to install of a motorized gym divider for King Robinson gymnasium.

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:	Elite Construction Resources	
Doing Business as: (DBA)		
Vendor Address:	5 Alexander Drive Wallingford CT 06492	
Vendor Contact Name:	Austin Kolakowski	
Vendor Contact Email:	akolakowski@elitecr.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Contract	
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>	\$28,325.00	
Funding Source Name: Acct. #:	ARP ESSER III Carryover 2553-6399-56694-0030	
Contract #: <small>(Local or State)</small>	70205049X	



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Key Questions:

1. What specific service will the contractor provide:

Purchase and install of motorized gym divider for King/Robinson school gymnasium.

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

- Quotes**
- Sealed Bid # 70205049X**
- Sole Source # _____**
- RFP# _____**
- State Contract #**
- 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*

A Bid solicitation was conducted however there were no bidders on the solicitation. Due to this purchasing advised the school to obtain quotes from qualified vendors to perform work.

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 project-based purchase to which there is no financial comparison.

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

No this is the purchase of equipment from a vendor that also performs the installation.



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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 # <u>NEW</u>
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> <p>Emailed Disclosures are acceptable.</p>	

Customer Proposal - REV 1

To: Cathy Salamone

King/Robinson IB School
 203-506-4427

caterina.salamone@new-haver

Prepared by:

Elite Construction Resources

Austin Kolakowski

203-793-3300

akolakowski@elitecr.com

Job Name King/Robinson IB School
 Address 150 Fournier Street New Haven, CT 06511
 Date 7/19/2023
 Quote Motorized Gymnasium Divider Curtain
 Document Date N/A
 Addenda N/A

Qty	Item #	Description
1	RU5532	Roll Up Divider Curtain 50'-5" (w) x 31'-9" (h) - Up to 10' Vinyl - Direct Attachment - 3/4 HP, 115 Volt Single Phase Motor
7	CTOH08	Curtain Mounted Between Trusses up to 8'
		Supply & install new #10 THHN wiring from locker room junction box to L1CA electrical panel, supply & install (1) cast aluminum bell box for key switch, supply & install 3/4" EMT to key switch thru masonry wall, supply & install 3/4" EMT from key switch ceiling junction box to curtain motor, supply & install (1) 20A disconnect switch for curtain motor
	NOTES:	Quoted Draper Supply and Install Quote is based off of open shop rates and is tax exempt Quote includes all necessary equipment to install the gymnasium divider curtain Assuming that two 32' ESL can be used on the finished floors Pricing is good until 6/28/2023 Homeruns/main trunks are figured to be in EMT with THHN Device plates will be labeled with P-Touch tape Attaching gymnasium divider curtain to existing structural steel above
	EXCLUDE:	Anything Not Specifically Quoted Above Blocking by Others OT work and work on the weekend
	Delivery	Included in all Elite Quotes
	Install	As noted, Standard business hours

CT **Sub-Total** \$ 28,325.00
Sales Tax Exempt
TOTAL \$ 28,325.00