



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Principal Marc Potocsky
Date: October 26, 2023
Re: Commodity Purchase of Coastal Skiff with LoadRite Trailer for Sound School 70205069

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:	Scott's Cove Marina
Doing Business as: (DBA)	
Vendor Address:	10551 Eldon Willing Road, Chance, MD 21821
Vendor Contact Name:	
Vendor Contact Email:	410-784-7624
Is the contractor a minority or women owned small business?	No
Agreement/Contract Information	
New or Renewal Agreement/Contract?	Commodity Purchase Contract
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 11/13/2023 To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$17,900.00
Funding Source Name: Acct. #:	2023-2024 Operating Budget 190-42967-56694
Contract #: <small>(Local or State)</small>	70205069



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Key Questions:

1. What specific service will the contractor provide:

To replace aging boat fleet with new vessel to be used for student research and crew training. Accompanying trailer to be used for hauling and storage.

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

- Quotes**
- Sealed Bid # 70205069 – No Bid Responses Received**
- 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 commodity purchase bid was advertised through the Purchasing dept. Bid # 70205069 received no responses.

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

Due to the ad not receiving any responses for bid. This allowed the department to solicit quotes for the purchase as advised by the Purchasing Dept. Out of 3 quotes received from possible vendors Scotts Cove Marina provided the best pricing for the needs of the district.



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

N/A – Commodity Purchase

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

N/A – Commodity Purchase

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

N/A – Commodity Purchase this is a much-needed purchase to replace the aging fleet at Sound School. To which there is no year to year financial comparison.

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

No this is a commodity purchase which will be provided by a professional marina company to provide the Boat and loadrite trailer.



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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 #14243
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.	

Service Work Order No.: W-105809

CUSTOMER: 101229 CITY OF NEW HAVEN

ADDRESS: 54 MEADOW STREET	RECEIVED: 6/12/2023	SALESMAN: 001
NEW HAVEN, CT 06519	SCHEDULED:	TECHNICIAN: SHP
HOME PHONE: 860-575-5817	PROMISED:	TERMS: CASH/CHECK
CELL. PHONE:	COMPLETED:	INVOICE:
WORK PHONE:	EMAIL:	

VESSEL	ENGINE #1	ENGINE #2	TRAILER
MAKE:	MAKE:	MAKE:	MAKE:
MODEL:	MODEL:	MODEL:	VIN:
YEAR:	YEAR:	YEAR:	TIRES:
COLOR:	HP:	HP:	TAG:
STATE R#:	PROP :	PROP:	
H. SER#:	SERIAL:	SERIAL:	
TRANSOM:	DRIVE#:	DRIVE#:	
	HOURS: 0	HOURS: 0	

ENG. NOTES:
 LOCATION: TANKS: 0 SIZE: 0.00
 KEY #: BATTERIES: 0

THIS IS AN ESTIMATE.

PARTS

QTY.	PART#	ID.	DESCRIPTION	BIN #	PRICE	EXTENDED
1.00	212COASTAL	COS	212 COASTAL SKIFF		13,000.00	13,000.00
1.00	LOADRITE	COS	LOADRITE TRAILER		2,900.00	2,900.00

SALES CODE

QTY.	CODE	DESCRIPTION	PRICE	EXTENDED
1.00	FREIG	SHIPPING / FREIGHT TO SOUND SCHOOL	2,000.00	2,000.00

I HEREBY AUTHORIZE REPAIR WORK TO BE DONE AS DESCRIBED ABOVE WITH NECESSARY PARTS, TO BE LISTED AT YOUR REGULAR PRICES. I AGREE TO PAY CASH ON DELIVERY OF VESSEL OR ON SATISFACTORY TERMS TO YOU, AND UNTIL PAID IN FULL IT SHALL CONSTITUTE A LIEN ON THIS VESSEL. I FURTHER AGREE THAT YOU WILL NOT BE HELD RESPONSIBLE FOR VESSEL OR ARTICLES LEFT IN VESSEL IN CASE OF FIRE, THEFT, ACCIDENTS OR OTHER CAUSES BEYOND YOUR CONTROL. MY VESSEL MAY BE OPERATED BY YOUR EMPLOYEES FOR TESTS AT MY OWN RISK.

AUTHORIZED SIGNATURE : _____

PARTS:	15,900.00
SALES CODE:	2,000.00
LABOR:	0.00
OUTSIDE LABOR:	0.00
FUEL, OIL & GREASE:	0.00
SUB-TOTAL:	17,900.00
SALES TAX:	0.00
TOTAL:	17,900.00
PAYMENTS:	0.00
BALANCE:	17,900.00