



**NEW HAVEN PUBLIC SCHOOLS**



Memorandum for New Haven Board of Education Finance and Operations  
Committee

Date: 30 Oct 2023

From: Jamar Alleyne

CC: T. Lamb, L. Hopkins, L. Perez

RE: FY23-24 CINTAS Facilities Solutions Agreement 210487919

The FY23-24 Cintas Facilities Solutions Agreement for black mats, wet mops, and dust mops was not executed on July 1, 2023. The Cintas Account Manager position for New Haven Public Schools was in transition at the beginning of the FY which created delays in receiving the new agreement documents. Additionally, the FY finance closeout halted purchasing operations for all non-urgent requests for several weeks, creating a backlog of contract submissions. Cintas, who has maintained a relationship with NHPS for more than a decade, continued to provide support from the beginning of the FY.

This commodity contract is being awarded through the nationwide OMIA Cooperative Purchasing Program.

Jamar Alleyne  
Executive Director, Facilities



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## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Jamar Alleyne, Executive Director of Facilities  
**Date:** October 23, 2023  
**Re:** Award of Agreement Cintas US Community #210487919 to provide Mops/Mats for the NHPS

**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:   | Cintas Corporation                     |
| Doing Business as:<br>(DBA)  |  |
| Vendor Address:  | PO Box 636525 Cincinnati OH 45263-6525 |
| Vendor Contact Name:   | Rob Parfitt                            |
| Vendor Contact Email:  | ParfittR@cintas.com                    |
| Is the contractor a minority or women owned small business?                                | No                                     |
| Agreement/Contract Information   |  |
| New or Renewal Agreement/Contract?   | US Community #210487919                |
| Effective Dates: (mm/dd/yy)<br><small>Multi-yr. require Board of Aldermen approval</small> | From 7/1/23 To 6/30/24                 |
| Total Amount:<br><small>If Multi-yr. include yr. to yr. breakdown</small>                  | \$80,000.00                            |
| Funding Source Name:<br>Acct. #:   | 3C24-2461-58101                        |
| Contract #:<br><small>(Local or State)</small>   | US Community 210487919                 |



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**Key Questions:**

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

Mops and Mats for NHPS

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

- Quotes
- Sealed Bid # \_\_\_\_\_
- Sole Source # \_\_\_\_\_
- RFP# \_\_\_\_\_
- State Contract #
- Omnia # 210487919**
- 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 US Commodities

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

n/a US Commodities



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|   |
|---|
| <b>4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?</b>   |
| Not a renewal   |
| <b>5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? <small>*Attach Renewal Letters</small></b> |
| n/a   |
| <b>6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?</b>                    |
| FY 22-23 = 8.15%<br>FY 23-24 = 9.59%  |
| <b>7. Is this a service that existing staff could provide? Why or why not?</b>  |
| No, the existing staff cannot provide mops and or mats for the NHPS.  |



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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 # <u>43007</u>  |
| 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.   |  |



**MEMORANDUM  
BUREAU OF PURCHASES  
CITY OF NEW HAVEN**

Malinda M. Figueroa, Purchasing Agent  
200 Orange Street, New Haven, Connecticut 06510  
Telephone (203) 946-8201 ▪ Facsimile (203) 946-8206

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TO: All City of New Haven Employees  
FROM: *Malinda M. Figueroa* Malinda M. Figueroa, Purchasing Agent  
DATE: September 11, 2023  
RE: Citywide Contracts for the 2023/2024 Fiscal Year

The following is a list of Contracts that have been awarded for the current fiscal year. I have provided the information below in the table with vendors and costs.

If any of these supplies or services apply to your department, please enter a requisition on MUNIS referencing the contract number (Page 2 below) in the 'General Description' area of main requisition screen.

If you find there is a supply or service not listed, please contact me so I can review the appropriateness of the request and bid accordingly. As always, feel free to contact either myself or any member of the Purchasing Staff if you have questions or concerns.

**EVERY purchase must have a valid fully funded Purchase Order. All invoices from contractors should be sent to [nhinvoice@newhavenct.gov](mailto:nhinvoice@newhavenct.gov)**

| <b>Title</b>                                      | <b>Contract Number</b>   | <b>Vendor Code</b> | <b>Vendor</b>   |
|---|--|--------------------|---|
| Office Supplies including copy paper              | <b>State Contract<br/>18PSX0032</b>                                  | 17249              | W.B. Mason, Inc.  |
| School Supplies                                   | <b>State Contract<br/>17PSX0012</b>                                  | 17249              | W.B. Mason, Inc.  |
| Various Supplies                                  | <b>R-TC-17006<br/>US Communities</b>                                 | 25669              | Amazon Business   |
| Green Cleaning Supplies                           | <b>State Contract<br/>21PSX0163AA</b>                                | 30615              | C&C Janitorial  |
| Armored Car Service                               | <b>State Contract<br/>20PSX0014</b>                                  | 10526              | Brinks, Inc   |
| Bottled Water                                     | <b>State Contract<br/>18PSX0325AA</b>                                | 44511              | DS Waters/Crystal Rock-Primo                                      |
| Portable Restrooms<br>(Parks and Monthly Rentals) |  |                    | TO BE BID   |
| Fuels – Various<br>See below                      | <b>State Contract<br/>15PSX0035AB</b>                                | 27890              | East River Energy   |
| Elevator Maintenance                              | <b>2019001564<br/>US Communities</b>                                 | 43010              | Kone, Inc.  |
| 2 Way Radio<br>Maintenance                        | <b>*Purchasing will<br/>process the invoices<br/>for this vendor</b> | 25057              | Motorola  |
| Fencing Purch & Install                           | <b>21722-4-4</b>   | 48331              | Guilford FenceWorks   |
| Mailing, Presort Services                         | <b>21797-2-5</b>   | 28972              | Corporate Mailing Services  |
| On Call Moving                                    | <b>21795-2-3</b>   | 13708              | E-Logic   |
| On Call EquipmentRental                           | <b>21692-4-5</b>   | 30752              | Concrete Creations  |
| Shredding Services                                | <b>State Contract<br/>22PSX0009AA</b>                                | 34181              | Info Shred  |
| Archive Services                                  | <b>State Contract<br/>12PSX0085</b>                                  | 29573              | W.B Meyer   |
| Tire Repair and Road Service                      | <b>State Contract<br/>18PSX0022</b>                                  |                    | Various view contractdocuments                                    |
| On Call Plumbing Services                         | <b>21825-2-4</b>   | 41756              | <b>Ruotolo Mechanical Inc.</b>                                    |
| On Call HVAC Services                             | <b>50587-2-5</b>   | 46884              | Reliable Refrigeration Plus                                       |
| On Call Electrical Services                       | <b>50580A-1-3<br/>50580B-2-3</b>                                     | 12180<br>54016     | Nexgen Electric, LLC<br>NPower Construction and Electrical<br>LLC |

|  |         |         |
|--|---------|---------|
| <b>Bottled Water</b>                       |         |         |
| <b>State Contract # 18PSX0325</b>          |         |         |
| DS Waters                                  |         |         |
| 678-486-3503 - 1-855-726-1126              |         |         |
| Sharyea Jackson – Key account Manager Govt |         |         |
|  |         |         |
| Cooler Rental                              | \$ 1.25 | Monthly |
| Purified Water 5 GAL                       | \$ 2.99 | Each    |
| Spring Water 5 GAL                         | \$ 3.24 | Each    |
| 7oz Cups                                   | \$ 2.59 | Each    |

- All current locations have been identified and new vendor notified
- City side will be covered under Central Services – you do not have to do anything
- BOE – Business office will handle conversion

|  |
|--|
| <b>Archiving Services</b>  |
| <b>State Contract # 12PSX0085</b>                                      |
| William B Meyer & affiliated CO  |
| Michael Cavallo, Director of Sales for the Storage and Logistics Group |
| 203-668-5339   |

|  |                    |                             |
|--|--------------------|-----------------------------|
| <b>Unleaded Gasoline &amp; Ultra Low Sulfur Diesel</b> |                    |                             |
| <b>State Contract # 15PSX0035AB</b>                    |                    |                             |
| Product  | Contract Period    | Price per Gallon incl taxes |
| Ultra-Low Sulfur Diesel                                | 7/1/2023-6/30/2024 | \$2.9978                    |
| Regular Unleaded Gasoline                              | 7/1/2023-6/30/2024 | \$3.0760                    |



# VENDOR CONTACTS

## Cleaning Supplies

C&C Janitorial Services

Contract: 21PSX0163AA



## A

The City of New Haven has chosen to acquire its cleaning supplies and services from C&C Janitorial Supplies, Inc. for the July 1, 2023 – June 30, 2024 term.

C&C requires the **contact persons names** for each School and City building, with **email** and **phone number** so that they can update accounts which allow for "Order Entry" online. Please be sure to reach out to C&C to ensure they have your departmental information.

Please see below for C&C Janitorial Supplies, Inc. Customer Service Representatives:

**Melissa Camacho** - [Melissa.camacho@ccsupplies.com](mailto:Melissa.camacho@ccsupplies.com) – EXT. 210

**Abigail Rivera** - [Abigail.rivera@ccsupplies.com](mailto:Abigail.rivera@ccsupplies.com) – EXT. 216

**Grace Café** - [Grace.cafe@ccsupplies.com](mailto:Grace.cafe@ccsupplies.com) – 860-982-1897

**Office phone number:** 860-594-4200

**Toll free:** 1800-818-0531

*Melissa and Abigail* will set up system accounts for city and school buildings. Orders for supplies can be called in, faxed, emailed, or place online.

*Grace* can be contacted for matters relating to training, technical support, installation, and demonstrations.