



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 14, 2023

Re: Purchase Order under contract 21892-4-5 with Concrete Creations to repair pipe trench at Cross 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:	Concrete Creations
Doing Business as: (DBA)	
Vendor Address:	281 Chapel St, New Haven CT 06513
Vendor Contact Name:	
Vendor Contact Email:	admin@concretecreations281.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-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>	\$78,800.00
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101
Contract #: <small>(Local or State)</small>	21892-4-5



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Key Questions:

1. What specific service will the contractor provide:

to repair pipe trench at Cross High School.

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

- Quotes**
- Sealed Bid #** _____
- 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*

N/A – purchase order

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 has met all obligations under the existing agreement/contract?
N/A – purchase order
5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? <small>*Attach Renewal Letters</small>
N/A – purchase order
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 for repairs from a vendor that is qualified and has worked with the district for prior projects.



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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>30752</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>	

Concrete Creations, LLC

QUOTE

281 Chapel Street unit B
New Haven, CT 06513
Phone: (475) 254-8941

DATE
11-09-2023

Contract on call Equipment21692-4-5 Project# Cross Highschool pipe trench

Vendor#30752

BILL TO

City of New Haven
200 Orange Street
Attn: Board of Education

Guy.Salvati@nhboe.net

DESCRIPTION –Trench for pipe repair	AMOUNT
Remove approx. 50ft of fence and posts to gain access to dig site. The work performed will be removal and disposal of 10 x 10 area of asphalt directly above broken water main. Then hand trenching approx. 10'W x 10'L x 12'Deep around multiple different utility lines that are all interfering with the purpose of the trench to expose the broken water main, All while shoring the walls as we dig to ensure safety using frame paneling for walls of the trench and bringing in proper trench box and assisting the repair company to properly repair water main (only exposing broken pipe not repairing pipe) Once pipe is repaired, we will back fill the trench compacting it in 1 foot Lifts until reaching proper elevation to install compacted process prior to repairing removed asphalt After job completion, Concrete Creations will reinstall new chain link fence and posts matching what was removed. Will need area approximately 50 x 50 in parking lot for material and equipment storage while work is being performed.	\$68,800.00 10,000.00
<i>Thank you for your business!</i>	\$78,800.00

If you have any questions, please contact
Vincent Mauro (475)254-8941, admin@concretecreations281.com