



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee

**From:** Frank Fanelli, Director of Project Management

**Date:** 11/13/2023

**Re:** Purchase Order under State Contract 20PSX0088 to provide carpet removal and replacement at Fair Haven for the lower auditorium area.

**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 11/27/2023 To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$70,720.55
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 provide carpet removal and replacement at Fair Haven School for the lower auditorium area

**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 – State contract

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

N/A – State contract



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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 - new

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

N/A - new

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

This is a new purchase order under state contract, there is no fiscal comparison as this is for a small flooring replacement service to which varies per project.

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

This is a specialized service that will be provided by State level vetted contractor.



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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 # 25110
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> <p>Emailed Disclosures are acceptable.</p>	



45 Nutmeg Rd. So., South Windsor, CT 06074-0145

# PROPOSAL

www.DaleneFlooring.com  
Ph: 860-289-4305 Fax: 860-290-3774

To: City of New Haven

Project Name: Fair Haven School

Address: 375 Quinnipiac Ave  
New Haven, CT 06513

Address: 164 Grand Ave  
New Haven, CT

Phone: 475 220 1631

Contact: Jamar Alleyne

Fax:

Frank Fanelli

Email:

Date: October 11, 2023

We propose to furnish and install the following items according to plans and specifications as noted below.

**Carpet:**

Disassemble row seating as necessary in sections to prepare for the removal of glued broadloom carpet.

**For The Sum Of: \$10,385.00**

Rip out, remove and dispose of existing broadloom carpet \$.65SF x 7,800SF = \$5,070.00

Costs of Shaw Contract Botan 24"x24" Carpet Tile, color 36103 Sand = 8741SF x \$4.77SF = \$41,694.57

Costs of Shaw Contract 5000 Adhesive \$89.22 x 9Pails = \$802.98

Installation of Carpet Tile = \$.85SF x 7,800SF = \$6,630.00

Floor Patch/Prep (Inc. Materials) \$86.00/HOUR x 10HOURS = \$860.00

Misc. ('2' Dumpsters , Ride-On Rip Out Machine, Delivery) = \$5,278.00

**For The Sum Of: \$70,720.55**

**Notes:**

Tax is excluded.

Work is figured for normal working hours.

Location for dumpster must be provided.

Location for row seating must be provided.

**\*\*Pricing based on STATE CONTRACT #20PSX0088**

**We hereby propose to furnish labor and materials complete in accordance with the above specifications For The Sum Of:**

**TERMS: NET 10 DAYS FROM DATE OF INVOICE**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Failure of the contractor/customer to make payment to DALENE HARDWOOD FLOORING CO., INC. as they become due shall excuse DALENE HARDWOOD FLOORING CO., INC. from performance of any additional portion of this contract at its option, but DALENE HARDWOOD FLOORING CO., INC. shall be entitled to all payments due for work performed to date. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Interst shall be charged at the rate of 1-1/2" PER MONTH (18% ANNUALLY) on the entire account if not paid when due as specified above. All costs, disbursements and attorney's fees made or incurred in collecting payment of this account shall be included and paid as part of the debt due hereunder. This proposal is valid for a period of thirty (30) days.

Authorized Signature \_\_\_\_\_  
Amy Ciarcia, Business Development Manager

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the works as specified. Payment will be made as outlined above.

Date: \_\_\_\_\_

Accepted: \_\_\_\_\_

Print Name: \_\_\_\_\_