

**Frank Fanelli III**  
**Director of Project Management**  
**(475)306-1318**  
**Frank.Fanelli@New-Haven.k12.ct.us**



To: New Haven F&O  
From: Frank Fanelli III, Director of Project Management  
Date: September 25, 2023  
Re: FLAC Track Repair

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Finance and Operations Committee,

The interior track at the Floyd Little Athletics Center (FLAC) needs immediate repair. The track along with the entire indoor surface needs to be fully replaced. I have discussed the necessary work with various companies, and quotes have averaged \$1.3M. At this time, we are working with the State to apply for bonding through the School Construction Department. If funds are granted we would like to see this project completed in late spring 2024.

In the meantime, the track is still deemed unsafe for track competition. We are requesting to use capital funds to temporarily fix the damaged areas and render them usable for the 23-24 track season. For this reason, I am requesting an emergency PO in the amount of \$98,903.32 so NHPS track and field teams can start their pre-season training on Nov 13, 2023. The projected timeline for completion is 4 weeks. This emergency work will be awarded to state contractor, CT Sports Construction. The entire future replacement will be posted for public bid once a funding source is finalized.

**Temporarily repairs will include**

- Ripping out 36 track bubbles
- Replacement of the surrounding damaged areas with a new rubber surface.
- Painting the entire track
- Repainting new track lines to CIAC standards with rubber paint
- Repainting of the track numbers
- Rip out and replacement of the long jump running area
- Any additional bubbling that occurs through the 23-24 track season

Sincerely,

Frank Fanelli III  
Director of Project Management





NEW HAVEN PUBLIC SCHOOLS

### Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Frank Fanelli, Director of Project Management  
**Date:** September 25, 2023  
**Re:** Purchase Order under State Contract 18PSX0319 to Sports Construction of CT LLC to fix the damaged areas on the track at Floyd Little Athletics Center.

**Of 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:	Sports Construction of CT LLC		
Doing Business as: (DBA)			
Vendor Address:	5 Glenbrook Rd, Berlin, CT 06037		
Vendor Contact Name:	Ken Capodice		
Vendor Contact Email:	KCap@SCSportsLLC.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	10/2/2023	To 12/30/2023
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$98,903.32		
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101		
Contract #: <small>(Local or State)</small>	18PSX0319		



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**Key Questions:**

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

Repair floor for Safety and to allow Meets to be run. To Cut out all unsafe Bubbles in floor and Insert all line Function with rubber Paint white, yellow, And blue. Rip out existing floor and paint track and all new lines and new line functions.

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

- Quotes
- Sealed Bid # \_\_\_\_\_
- Sole Source # \_\_\_\_\_
- RFP# \_\_\_\_\_
- State Contract # 18PSX0319
- 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 has 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 purchase order under state contract to perform repairs to the FLAC track. There is no financial comparison as this is a project and not reoccurring service.

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

No this is a service that is performed under State contract vendors that are experts in remove and replacement of athletic tracks.



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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 #12319
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.	

Sports Construction of Connecticut  
 5 Glenbrook Road  
 Berlin, CT 06037 US  
 kcap@scsportsllc.com

# Estimate



ADDRESS
New Haven Board of Education Facilities Department 350 Quinnipiac Ave New Haven, CT 06519

SHIP TO
New Haven Board of Education Facilities Department 350 Quinnipiac Ave New Haven, CT 06519

ESTIMATE #	DATE
1240	09/13/2023

**70240030-001**  
**ESTIMATE**

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
09/13/2023	<b>Miscell. Construction</b>	REPAIR FLOOR FOR SAFETY AND TO ALLOW MEETS TO BE RUN. TO CUT OUT ALL UNSAFE BUBBLES IN FLOOR AND INSERT ALL LINE FUNCTION WITH RUBBER PAINT WHITE, YELLOW, AND BLUE.			
09/13/2023	<b>Miscell. Construction</b>	RUBBER BAG TO REPAIR	20	793.61	15,872.20
09/13/2023	<b>Miscell. Construction</b>	PAINT FOR FLOOR	50	649.72	32,486.00
09/13/2023	<b>Miscell. Construction</b>	GLUE	20	498.31	9,966.20
09/13/2023	<b>RIP OUT</b>	RIP OUT EXISTING FLOOR AND PAINT TRACK AND ALL NEW LINES AND NEW LINE FUNCTIONS	160	240.00	38,400.00
09/13/2023	<b>Shipping</b>		1	2,178.92	2,178.92
09/13/2023		THE ABOVE MENTION HAS TO BE ORDERED ASAP FOR THE START OF THE SEASON.			
09/13/2023	<b>payments</b>	25% on PO 10 % ON DROP OF SUPPLIES BALANCE ON COMPLETION	1	0.00	0.00

Please remit payment to Sports Construction LLC of Connecticut  
 5 Glenbrook Road, Berlin CT 06037

THANK YOU FOR THE BUSINESS AND LOOKING  
FORWARD WORKING WITH YOU.

TOTAL

**\$98,903.32**

PRICES REFLECT STATE CONTRACT 18PSX0319

Accepted By

Accepted Date

Please remit payment to Sports Construction LLC of Connecticut  
5 Glenbrook Road, Berlin CT 06037