



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Mr. Jamar Alleyne, Executive Director of Facilities Management  
**Date:** October 26, 2023  
**Re:** Purchase Order under State Contract 23PSX0100 to J & J Bros LLC. to provide tree removal and stump grinding services at Worthington Hooker 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:	J & J Bros LLC		
Doing Business as: (DBA)			
Vendor Address:	200 Pratt St, Meriden, CT 06450		
Vendor Contact Name:			
Vendor Contact Email:	JandJbrosllc@gmail.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	11/13/2023	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$19,900.00		
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101		
Contract #: <small>(Local or State)</small>	23PSX0100		



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**Key Questions:**

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

To remove two declining trees from Worthington Hooker Middle School grounds and grind down the two stumps.

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

- Quotes
- Sealed Bid # \_\_\_\_\_
- Sole Source # \_\_\_\_\_
- RFP# \_\_\_\_\_
- State Contract # 23PSX0100
- 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?**

New, this purchase has no financial comparison.

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

No, this is a service that will be provided by a specialist professional vetted on the State level for cities to utilize.



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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>16472</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> <p>Emailed Disclosures are acceptable.</p>	

J&J Brothers LLC  
 200 Pratt Street  
 Meriden, CT 06450 US  
 203-537-7777  
 jandjbrosllc@gmail.com

# Estimate

ADDRESS
New Haven Board of Ed 375 Quinnipiac Ave New Haven, CT 06513

SHIP TO
New Haven Public Schools 375 Quinnipiac Ave New Haven, CT 06513

ESTIMATE #	DATE
1089	10/05/2023

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Tree Removal</b>	Cut & Remove 2 large beech trees  Removal of all debris, chip/haul wood off site  Includes stump grinding	1	19,900.00	19,900.00

Job Location; Worthington Hooker Middle School

**TOTAL**

**\$19,900.00**

\*must be done on weekend\*

\*crane must be on site\*

Accepted By

Accepted Date