



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Paul Camarco, Principal Cooperative High School  
**Date:** November 16, 2023  
**Re:** Purchase Order under State Contract 20PSX0088 with Red Thread Spaces, LLC for the removal and replacement of Dance floor/padding at Coop 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:  | Red Thread Spaces, LLC             |
| Doing Business as:<br>(DBA)   |                                    |
| Vendor Address:   | 22 Boston Wharf Rd Boston MA 02210 |
| Vendor Contact Name:  | Christiana Rocco                   |
| Vendor Contact Email:   | RChristiana@red-thread.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)<br><small>Multi-yrs. require Board of Aldermen approval</small> | From 12/4/2023 To 06/30/2024       |
| Total Amount:<br><small>If Multi-yr. include yr. to yr. breakdown</small>                   | \$21,478.00                        |
| Funding Source Name:<br>Acct. #:  | ESSER<br>2553-6399-55574-0065      |
| Contract #:<br><small>(Local or State)</small>  | 20PSX0088                          |



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**Key Questions:**

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

The current dance flooring is 16 years old and past the life expectancy of 7-10 years. This flooring/padding that goes over the floor that students dance. Is a protective for their bare feet while they move and practice.

**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?**

New

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

New

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

The purchase of this floor matting for the dance classrooms at Coop High school has no fiscal reference for this project.

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

This is a service that will be provided by a State level vetted professional flooring company to provide materials and remove and replace the dance floor padding.



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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 #47743  |
| 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.   |  |

| Quote  | Quote Date | Customer Order    | Customer | Account Representative | Project |
|--------|------------|-------------------|----------|------------------------|---------|
| 846923 | 11/17/23   | ROOMS N206 & N209 | COO013   | Christiana, Rocco      |         |

**Quote To**

 PAUL CAMARCO  
 COOPERATIVE ARTS & HUMANITIES  
 MAGNET HIGH SCHOOL  
 177 COLLEGE ST  
 NEW HAVEN CT 06510

**Ship To**

 KEITH CUNNINGHAM  
 COOPERATIVE ARTS & HUMANITIES  
 MAGNET HIGH SCHOOL  
 177 COLLEGE ST  
 NEW HAVEN CT 06510

**Phone** +1 (475) 220-2411

**Phone** +1 (203) 691-2400

**Fax** +1 (203) 691-2404

**Terms** NET 10 DAYS

**Sales Location** E.Hartford -Furniture/Services

| Line  | Quantity | Catalog Number / Description  | Unit Price | Extended Amount |
|---|----------|---|------------|-----------------|
| Several manufacturers have notified us they are experiencing some increased transportation bottlenecks and raw material shortages that could potentially result in extended lead times or near term price increases. While we are monitoring the situation closely, we encourage you to proactively make your purchasing decisions within 30 days of quotation date to avoid possible delays or increases. Under the circumstances our pricing is guaranteed for 30 days from date of quotation, but may be subject to subsequent price increases. Please work with your sales representative to ensure we meet your needs. Thanks for allowing us to earn your business. |          |   |            |                 |
| 1   | 11       | ROLL RT FLOOR<br>ROSE BRAND - TEATRO FLOTOO1 DANCE<br>FLOORING, 6'5" X 65' ROLLS, COLOR<br>BLACK/GREY<br>11 ROLLS DEL | 1,688.00   | 18,568.00       |
| 2   | 1        | FRT RT FLOOR<br>Freight   | 2,210.00   | 2,210.00        |
| 12  | 1        | DEL RT FLOOR<br>RED THREAD WAREHOUSE DELIVERY TO JOB<br>SITE AND HANDLING   | 700.00     | 700.00          |

This quotation is subject to Red Thread's standard terms and conditions which are available to the accepting party upon request.

Accepted by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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



# Quotation

860.528.9981  
www.red-thread.com

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(cont'd)

| Quote  | Quote Date | Customer Order    | Customer | Account Representative | Project |
|--------|------------|-------------------|----------|------------------------|---------|
| 846923 | 11/17/23   | ROOMS N206 & N209 | COO013   | Christiana, Rocco      |         |

| Line | Quantity | Catalog Number / Description | Unit Price | Extended Amount |
|------|----------|------------------------------|------------|-----------------|
|------|----------|------------------------------|------------|-----------------|

### QUOTATION TOTALS

|                    |                  |
|--------------------|------------------|
| <b>Sub Total</b>   | <u>21,478.00</u> |
| <b>Grand Total</b> | <u>21,478.00</u> |

End of Quotation

This quotation is subject to Red Thread's standard terms and conditions which are available to the accepting party upon request.

Accepted by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

| Quote  | Quote Date | Customer Order    | Customer | Account Representative | Project |
|--------|------------|-------------------|----------|------------------------|---------|
| 846923 | 11/17/23   | ROOMS N206 & N209 | COO013   | Christiana, Rocco      |         |

## Standard Terms and Conditions

These Standard Terms and Conditions are hereby incorporated into any order, quotation, proposal or agreement (hereinafter "Order") for goods and/or services from Red Thread Spaces LLC d/b/a Red Thread (hereinafter "Seller") to the party identified as the customer, buyer or purchaser in the Order (hereinafter, "Buyer"). By accepting or entering into the Order, Buyer agrees to be bound by all of the terms and conditions stated herein.

- 1. Payment Terms.** Except as otherwise expressly stated in the Order, a deposit of 50% of the Order price is required, and payment of the balance is due and payable 10 days after invoice date by check, bank wire or ACH with no resulting intermediary fees to Seller. Goods and/or services will be invoiced as delivered and/or provided to Buyer. Buyer is required to pay all sales, use and other taxes on all goods and services provided, and promptly reimburse Seller for such taxes even if not shown on the Order or invoice. Any Buyer claiming to be exempt from taxes must provide Seller with a valid exemption certificate. Buyer must notify Seller within 10 days after the invoice date setting forth in detail the basis of any disputed item. Notwithstanding the existence of any disputed item, payment for all items not so disputed within said 10-day period shall be due and payable 10 days after the invoice date. Interest at the rate of 1.5% per month will accrue on outstanding monthly balances after the date payment is due until paid, and accrued but unpaid interest will be added to the outstanding balance on a monthly basis. Buyer agrees to pay all costs incurred by Seller in collecting any outstanding balances, including but not limited to reasonable attorney's fees.
- 2. Cancellations and Changes.** All Orders are firm and not subject to cancellation or change without Seller's written agreement. If Seller agrees to cancellation or changes, Buyer shall pay all cancellation, restocking and handling charges.
- 3. Delivery Dates and Schedule Changes.** In the event of Buyer's inability to receive goods as scheduled, Seller will arrange for storage of goods, if required. All costs of double handling, demurrage, extra trucking, storage, risk of loss and insurance incurred by Seller as a result of such changes or delays will be borne by Buyer. In the event that goods must be stored beyond 10 days, Seller will invoice Buyer for goods as though the Order was delivered to Buyer and such invoice shall be due and payable 10 days after invoice date. Placement of the goods in storage by Seller is deemed delivery by Seller and receipt by Buyer.
- 4. Conditions of Job Site.** At time of delivery or installation, the job site must be clear and free of all debris and other tradespeople. Electric current, heat, hoisting and/or elevator service, and adequate facilities for off-loading, staging, storing, moving and handling of goods to be delivered and installed must be provided by Buyer without charge to Seller. Failure of the job site to conform to these requirements may result in project delays and additional costs and expenses, which shall be borne by Buyer.
- 5. Delivery and Installation.** Unless otherwise stated in the Order, delivery and installation will occur during Seller's normal work hours using non-union labor, paid at non-prevailing wages. Buyer shall be responsible for payment of all costs incurred as a result of Buyer's request for delivery or installation outside of Seller's normal work hours, including but not limited to overtime and any other additional labor costs. Buyer shall pay all costs of job-site trade regulations enforced at the time of delivery and/or installation, including any requirement that delivery and/or installation be completed by on-site tradesman.
- 6. Work by Others.** Buyer shall be responsible for connection of electrical panels or components to the building power source unless separately stated. Buyer shall be responsible for structural integrity of any walls in which product will be mounted, effects of building vibrations on electrical components and for measurements that can't be verified at time of Order placement.
- 7. Responsibility for Delivered Goods.** Goods shall be deemed delivered to Buyer upon delivery to the job site by Seller. Buyer shall thereafter bear all risk of loss. If goods are drop shipped directly by manufacturer to Buyer without Seller's services required, Buyer is responsible to receive, unload and inspect product for damage and notify Seller of damage within two days of product receipt. Damaged goods and packaging must be retained for inspection by the carrier. Seller shall not be responsible for any losses sustained due to Buyer's failure to notify Seller timely. Seller's invoices shall be paid in full by Buyer when due irrespective of pending freight claims.
- 8. Acceptance of Installed Items.** All goods installed by Seller shall be conclusively deemed to be in accordance with Buyer's specifications and accepted by the Buyer upon completion of installation unless written notice to the contrary is furnished to Seller within 3 business days after completion of installation.
- 9. Warranty.** Seller will, to the extent assignable, assign any product warranties supplied or furnished by the manufacturer to the Buyer. Seller will provide labor at no charge to correct any labor deficiency for 60 days from date of installation. Seller will provide labor at no charge to repair or replace defective products and parts during the first 60 days of the manufacturer's warranty period. After 60 days, Seller shall provide labor at no charge to Buyer to repair or replace defective products and parts only if and to the extent such labor is included in the manufacturer's warranty.

**NO OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED, ARE EXTENDED BY SELLER. SELLER HEREBY DISCLAIMS ALL OTHER WARRANTIES EITHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.**

- 10. Limitation of Liability.**
  - A. Delays and Extensions of Time.** No liability shall accrue against Seller from any act or neglect of Buyer, any Order changes requested by Buyer, any delay authorized or caused by Buyer, any strike, lockout, work stoppage or other labor dispute, any fire, accident or other casualty, any unusual delay in deliveries or inability to obtain goods or materials, any act of God, or any other cause beyond Seller's control.
  - B. SELLER'S LIABILITY FOR GOODS AND SERVICES PROVIDED SHALL BE LIMITED TO THE INVOICED VALUE OF SUCH GOODS AND SERVICES AND IN NO EVENT SHALL SELLER'S TOTAL LIABILITY TO BUYER FOR ALL DAMAGES, LOSSES AND CAUSES OF ACTION (REGARDLESS OF THE LEGAL THEORY) EXCEED THE AMOUNT PAID BY BUYER (IF ANY) FOR SUCH GOODS AND SERVICES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL SELLER BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, DIRECT, INDIRECT, SPECIAL, PUNITIVE, OR OTHER DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOSS OF INCOME, LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, LOSS OF BUSINESS REPUTATION, OR OTHER PECUNIARY LOSS) ARISING OUT OF ANY GOODS OR SERVICES PROVIDED BY SELLER TO BUYER, EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**
- 11. Miscellaneous**
  - A. Governing Law; Severability.** These Standard Terms and Conditions shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, excluding that body of law applicable to choice of law. Any suit by either party shall be brought only in Massachusetts. The parties hereto waive all rights, if any, to a jury trial in any disputes arising from or relating to Order and waive any argument that venue is not appropriate or convenient. If any provision is found to be unenforceable, the remainder of these Standard Terms and Conditions shall continue in full force and effect.
  - B. Complete Understanding; Modification.** These Standard Terms and Conditions supersede all prior agreements and understandings between the parties with respect to its subject matter. Any amendments to these Terms and Conditions must be in writing and shall not take effect unless signed by an authorized officer of each of the parties.
  - C. Security Interest.** Buyer grants Seller a security interest in products sold until payment in full is received by Seller. Buyer grants Seller all of the rights and remedies of a secured party under the Uniform Commercial Code. Buyer appoints Seller as its attorney-in-fact for the purpose of executing a UCC-1 Financing Statement or other documents as may be necessary to perfect this security interest.

This quotation is subject to Red Thread's standard terms and conditions which are available to the accepting party upon request.

Accepted by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

**For: Office Use Only**

|            |              |
|------------|--------------|
| Vendor No. | Date Entered |
|------------|--------------|

Mail      Fax      Email

Vendor:

**CITY OF NEW HAVEN**  
 Department of Education  
 54 Meadow St., New Haven, CT 06519  
**VENDOR PURCHASE ORDER**

|  |
|--|
| P.O.   |
| ▲<br>This number must appear on all invoices and package of shipment |

**PURCHASE ORDERS NOT  
 COMPLETED AND DELIVERED  
 WITHIN 60 DAYS ARE  
 AUTOMATICALLY CANCELLED**

**SPECIAL FUNDS**

Fiscal Year:

Deliver To:

| Date Prepared | Fund | Agency     | Program | Object | Project Code |
|---------------|------|------------|---------|--------|--------------|
|               |      | <b>900</b> |         |        |              |

| Quantity   | Description | Unit Cost | Total Cost |
|--|-------------|-----------|------------|
| <b>PLEASE NOTIFY BUSINESS OFFICE IF YOUR TOTAL COST EXCEEDS OUR TOTAL AMOUNT BEFORE SHIPPING</b> |             |           |            |

|                                   |                          |                       |   |  |
|-----------------------------------|--------------------------|-----------------------|---|--|
| Authorized Supervisor's Signature | Business Office Approval | Principal's Signature | <b>TOTAL AMOUNT</b>   |  |
| Date:                             | Date:                    | Date:                 | <b>SUBMIT PURCHASE ORDERS TO:</b><br>SpecialfundsPO@new-haven.k12.ct.us |  |

**FOR PAYMENT:** Send Your Invoice Electronically or By Mail:  
 Email: [NHinvoice@newhavenct.gov](mailto:NHinvoice@newhavenct.gov)  
 Mail: New Haven Public Schools, Attn: Dept. of Special Funds  
 54 Meadow Street, New Haven, CT 06519  
 Fax: 1-203-946-5740