

**Frank Fanelli III**  
**Director of Project Management**



**P: (475)306-1318**  
**Frank.Fanelli@New-Haven.k12.ct.us**

To: F&O  
From: Frank Fanelli III, Director of Project Management  
Date: December 1, 2023  
Re: Fairhaven School Bleachers

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After thoroughly evaluating the Bleachers in the Fairhaven School Gymnasium we have found several safety concerns. Due to the heavy volume of use a replacement is warranted. We have set aside funds in our stewardship account to support district bleacher replacements. This replacement is part of the Project Management efforts to identify and complete the long-standing deferred maintenance plan. In effort to bring Fairhaven School to a higher interior standard we will be painting the entire Gymnasium as well.

Regards,  
Frank Fanelli III

**Director of Project Management**  
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NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Frank Fanelli, Director of Project Management  
**Date:** November 24, 2023  
**Re:** Purchase Order under State Contract 18PSX0319 with SPORTS  
 Construction to purchase bleachers for Fair Haven 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:	Sports Construction of CT, Inc.
Doing Business as: (DBA)	
Vendor Address:	5 Glenbrook Rd Berlin, CT 06037
Vendor Contact Name:	Kenneth
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-yr. require Board of Aldermen approval</small>	From 12/4/2023 To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$132,527.23
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C20-2084-58101
Contract #: <small>(Local or State)</small>	State 18PSX0319



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**Key Questions:**

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

To install 6 sections Of bleacher fixed  
Both set of bleacher Side curtain be your Best  
25'sections with aisle Spacing to code Rise 10 inches run 24 Inches aisle rails Floor level aisle  
Attached to wall Decking type plywood Decking color tbt . To Meet all conn codes. Special  
pricing per Sheridan bleachers Order needs to

**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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<b>4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?</b>
N/A
<b>5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? <small>*Attach Renewal Letters</small></b>
N/A
<b>6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?</b>
This is a new contract is project based and has no financial comparison.
<b>7. Is this a service that existing staff could provide? Why or why not?</b>
No this is a specialized service that will be provided by a qualified vetted contractor who has the staff and resources to perform the work.



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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>12319</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>	
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
1255	11/29/2023

**SHIP VIA**  
 FAIR HAVEN SCHOOL

**PO**  
 ESTIMATE

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
11/29/2023	<b>Bleacher Install</b>	TO INSTALL 6 SECTIONS OF BLEACHER FIXED COLOR NAVY BLUE NAME FAIR HAVEN SCHOOL ON BOTH SET OF BLEACHER SIDE CURTAIN BE YOUR BEST 25' SECTIONS WITH AISLE SPACING TO CODE RISE 10 INCHES RUN 24 INCHES AISLE RAILS FLOOR LEVEL AISLE ATTACHED TO WALL DECKING TYPE PLYWOOD DECKING COLOR TBT . TO MEET ALL CONN CODES. SPECIAL PRICING PER SHERIDAN BLEACHERS ORDER NEEDS TO BE IN WITH IN 10 DAYS.	6	5,998.41	35,990.46
11/29/2023	<b>Labor</b>	4 MEN ON JOB TO INSTALL NEW AND REMOVE OLD	1	30,000.00	30,000.00
11/29/2023	<b>Miscell. Construction</b>	REMOVE OLD TO DUMP	1	10,000.00	10,000.00
11/29/2023	<b>Shipping</b>		1	9,838.89	9,838.89
11/29/2023	<b>Miscell. Construction</b>	WALL ATTACHMENT KITS	6	7,782.98	46,697.88

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

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

TOTAL

**\$132,527.23**

Accepted By

Accepted Date