



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Jamar Alleyne, Executive Director of Facilities Operations
Date: 16 October, 2023
Re: Agreement with E-Logic, Inc to provide on call moving services utilizing 65% of the New Haven citywide contract # **21795-2-3 (renewal)**.

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:	E-Logic, Inc	
Doing Business as: (DBA)		
Vendor Address:	1025 Connecticut Avenue NW, Suite 1000, Washington, DC 20036	
Vendor Contact Name:	Luis Padilla	
Vendor Contact Email:	lpadilla@e-logic.us	
Is the contractor a minority or women owned small business?		
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Renewal	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 06 Nov 2023	To 30 June 2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	NHPS allotted 65% = \$65,000 <i>*Citywide contract = \$100,000</i>	
Funding Source Name: Acct. #:	190-470-00-566 21	
Contract #: <small>(Local or State)</small>	21795-2-3	



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Key Questions:

1. What specific service will the contractor provide:

Moving services for NHPS districtwide.

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

- Quotes
- Sealed Bid # _____
- Sole Source # _____
- RFP# _____
- State Contract # _____ Citywide contract # 21795-2-3
- 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 Citywide Contract

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

N/A Citywide Contract



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Key Questions: - Continued

4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?

Yes

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

No

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

N/A renewal

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

No, NHPS Facilities Operations does not have the resources to facilitate the quantity, frequency, or scale of NHPS moving services request.



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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

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # <u>13708</u>
If No or New,	Vendor must provide completed W9
2. A quotes or proposal submitting regarding the agreement/contract.	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></p> <p>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></p> <p>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</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>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.</p> <p>Emailed Disclosures are acceptable.</p>	



**MEMORANDUM
BUREAU OF PURCHASES
CITY OF NEW HAVEN**

Malinda M. Figueroa, Purchasing Agent
200 Orange Street, New Haven, Connecticut 06510
Telephone (203) 946-8201 ▪ Facsimile (203) 946-8206

TO: All City of New Haven Employees
FROM: *Malinda M. Figueroa* Malinda M. Figueroa, Purchasing Agent
DATE: September 11, 2023
RE: Citywide Contracts for the 2023/2024 Fiscal Year

The following is a list of Contracts that have been awarded for the current fiscal year. I have provided the information below in the table with vendors and costs.

If any of these supplies or services apply to your department, please enter a requisition on MUNIS referencing the contract number (Page 2 below) in the 'General Description' area of main requisition screen.

If you find there is a supply or service not listed, please contact me so I can review the appropriateness of the request and bid accordingly. As always, feel free to contact either myself or any member of the Purchasing Staff if you have questions or concerns.

EVERY purchase must have a valid fully funded Purchase Order. All invoices from contractors should be sent to nhinvoice@newhavenct.gov


Title	Contract Number	Vendor Code	Vendor
Office Supplies including copy paper	State Contract 18PSX0032	17249	W.B. Mason, Inc.
School Supplies	State Contract 17PSX0012	17249	W.B. Mason, Inc.
Various Supplies	R-TC-17006 US Communities	25669	Amazon Business
Green Cleaning Supplies	State Contract 21PSX0163AA	30615	C&C Janitorial
Armored Car Service	State Contract 20PSX0014	10526	Brinks, Inc
Bottled Water	State Contract 18PSX0325AA	44511	DS Waters/Crystal Rock-Primo
Portable Restrooms (Parks and Monthly Rentals)			TO BE BID
Fuels – Various See below	State Contract 15PSX0035AB	27890	East River Energy
Elevator Maintenance	2019001564 US Communities	43010	Kone, Inc.
2 Way Radio Maintenance	*Purchasing will process the invoices for this vendor	25057	Motorola
Fencing Purch & Install	21722-4-4	48331	Guilford FenceWorks
Mailing, Presort Services	21797-2-5	28972	Corporate Mailing Services
On Call Moving	21795-2-3	13708	E-Logic
On Call EquipmentRental	21692-4-5	30752	Concrete Creations
Shredding Services	State Contract 22PSX0009AA	34181	Info Shred
Archive Services	State Contract 12PSX0085	29573	W.B Meyer
Tire Repair and Road Service	State Contract 18PSX0022		Various view contractdocuments
On Call Plumbing Services	21825-2-4	41756	Ruotolo Mechanical Inc.
On Call HVAC Services	50587-2-5	46884	Reliable Refrigeration Plus
On Call Electrical Services	50580A-1-3 50580B-2-3	12180 54016	Nexgen Electric, LLC NPower Construction and Electrical LLC

Bottled Water		
State Contract # 18PSX0325		
DS Waters		
678-486-3503 - 1-855-726-1126		
Sharyea Jackson – Key account Manager Govt		
Cooler Rental	\$ 1.25	Monthly
Purified Water 5 GAL	\$ 2.99	Each
Spring Water 5 GAL	\$ 3.24	Each
7oz Cups	\$ 2.59	Each

- All current locations have been identified and new vendor notified
- City side will be covered under Central Services – you do not have to do anything
- BOE – Business office will handle conversion

Archiving Services
State Contract # 12PSX0085
William B Meyer & affiliated CO
Michael Cavallo, Director of Sales for the Storage and Logistics Group
203-668-5339

Unleaded Gasoline & Ultra Low Sulfur Diesel		
State Contract # 15PSX0035AB		
Product	Contract Period	Price per Gallon incl taxes
Ultra-Low Sulfur Diesel	7/1/2023-6/30/2024	\$2.9978
Regular Unleaded Gasoline	7/1/2023-6/30/2024	\$3.0760

CITY OF NEW HAVEN New Haven, Connecticut 06510				DISCLOSURE & CERTIFICATION AFFIDAVIT	
1. EVERY SECTION MUST BE COMPLETED					
Contractor/Vendor Name:		E-LOGIC, INC.			
DBA (if applicable)					
If you are a DBA, please be advised you must file a Trade Name Certificate with the CONH City/Town Clerk					
Physical principal place of business:		1025 Connecticut Avenue NW, Ste 1000,	Washington	DC	20036
		Address	City	State	Zip
Mailing Address: (complete only if different from principal place of business):					
		Address	City	State	Zip
Telephone #		202-499-7837			
Email Address:		LPADILLA@E-LOGIC.US			
Contact Person:		LUIS PADILLA			

For the purposes of this Disclosure and Certification Affidavit, the following definitions apply:

(a)	"Person" means one (1) or more individuals, partnerships, corporations, associations, or joint ventures.
(b)	"Contract" means any agreement, purchase order, Memorandum of Understanding, or other formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
(c)	"City" means any official agency, board, authority, department office, or other subdivision of the City of New Haven "CONH"
(d)	"Affiliate Entity" means any entity listed in sections 5 or 6 below or any entity under common management with the Contractor.
(e)	"DOB" means Date of Birth for individuals

State of <u>Commonwealth of Virginia.</u>		County of <u>Fairfax</u>	
1.	<u>LUIS F. PADILLA</u> <small>Type your name above</small>	being first duly sworn, hereby deposes and says that:	
2.	I am over the age of 18 and understand the obligations of making statements under oath; I understand that the City of New Haven is relying on my representations herein. (click 2a or 2b)		
2a.	I am the corporate secretary or majority owner (including sole proprietorship) of:	E-LOGIC, INC. <small>Type company name above</small>	
2b.	Or I am an individual and my name is:	<small>Type individual name above</small>	

3.	Please click the applicable representation(s) regarding taxes or, if none of the below are accurate, attach an explanation of the status of the relevant tax obligations to this Affidavit		
3a.	As required by Conn. Gen. Stat. §12-41, the Contractor (and each owner, partner, officer, authorized signatory, or Affiliate Entity of the Contractor) has filed a list of taxable personal property with the City of New Haven for the most recent grand list and all taxes are current.		
3b.	<input checked="" type="checkbox"/>	The Contractor (including any owner, partner, officer, or authorized signatory thereof) is not required to file a list of taxable personal property with the CONH for the most recent grand list and does not owe any back taxes to the CONH, either directly or through a lease or other agreement.	
3c.	The Contractor or an owner, partner, officer, representative, agent or Affiliate Entity of the Contractor either i) has a PILOT agreement with the City of New Haven or ii) owes back taxes and has executed an agreement with the CONH to pay said back taxes in installment payments. Such agreement is attached and incorporated herein by reference and the payments under said agreement are not in default.		
3d.	<input checked="" type="checkbox"/>	Other than as may be described in section 3a-c above, the Contractor (including any owner, partner, officer, other authorized signatory, or Affiliate Entity) does not have any outstanding monetary obligations to the City of New Haven.	

4. Please click the applicable representation about the Contractor's business registration: 4a-c or 4d if a-c does not apply	
4a.	Contractor is a Connecticut corporation, partnership, limited liability company or sole proprietorship. Type State registration # above
4b. X	Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship but is registered to do business in the State of Connecticut. 0010943841 Type State registration # above
4c.	Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship and is not registered to do business in the State of Connecticut. The Contractor is registered in the State of: Type State name above
4d.	Contractor has confirmed with the Connecticut Secretary of the State that the services it will provide pursuant to the Contract do not constitute doing business in the State of Connecticut and no registration with the Connecticut Secretary of the State is required. Contractor does otherwise affirm they have and will maintain the following State of Connecticut registrations, certificates, or approvals relevant to the Agreement (attach if Applicable)

5. The following list is a list of the names of all persons affiliated with the business of the Contractor who are also affiliated with the City of New Haven. For purposes of this Affidavit, "affiliated with the business of the Contractor" includes any current or former employee (including officers) of the Contractor or any owner, board member or agent of the Contractor, or of any subsidiary or parent company of the Contractor, and "affiliated with the City of New Haven" means any employee, agent, public official, board member, commissioner or any other person serving in an official capacity for or on behalf of the City of New Haven. If none state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Name	City Affiliation	Role & Time Frame	Contractor Affiliation Role & Time Frame	DOB
5a. N/A				
5b.				

6. Contractor must disclose all existing and recent contracts with the City. The following list is a list of all contracts in which either the Contractor, any person affiliated with the business of the Contractor or an Affiliate Entity of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Name of Contractor or Affiliate	Affiliation (if applicable)	Contract Number
6a. E-LOGIC, INC .	N/A	On Call Moving Services - 21795-2-3
6b.		
6c.		
6d.		

7. The Contractor possesses an ownership interest in the following business organizations, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Organization Name	Address	Type of Ownership
7a. NONE		
7b.		

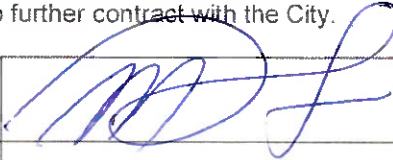

8. The following persons and/or entities possess an ownership interest in the Contractor. If the Contractor is a corporation, list the names of each stockholder whose shares exceed twenty-five (25) percent of the outstanding stock. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

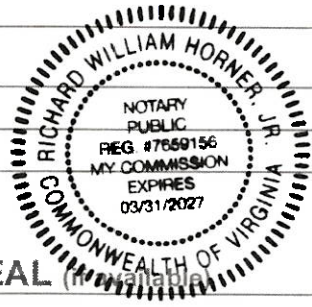
Name	Title	% of Ownership	DOB
8a. LUIS F. PADILLA	PRESIDENT CEO	100%	03/27/1983
8b.			

9. If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Trade Name	Place of Incorporation/Registry	Principal Place of Business
9a. N/A		
9b.		

I hereby certify that I am duly authorized to sign this Affidavit and that the person who will sign the Agreement (if required) with the City on behalf of the Contractor will be duly authorized to execute the same. I hereby further certify that the statements set forth above are true and complete on the date hereof and that I, or another authorized individual of the Contractor, will promptly inform the City, in writing, if any of the information provided herein changes or is otherwise no longer accurate at any point during the execution of the referenced Agreement. I understand that any incorrect information, omission of information or failure of the Contractor to update this information, as described in the foregoing sentence, may result in the immediate termination of all agreements the Contractor has with the City of New Haven and disqualification of the Contractor to further contract with the City.

Signature of person completing this form:			
Title of person completing this form:	President & CEO		
Contractor/Vendor Name:	E-LOGIC, INC.		
Date:	JUNE 16, 2023		
THIS FORM MUST BE NOTARIZED		NOTARY SEAL	
Signature of Notary:			
Subscribed and sworn to, before me on this:	16 th	Day of	June 2023
My Commission Expires:	3/31/2027		



100	City of New Haven Risk Template <small>(rev. 04/2022)</small>
Construction / Service / Repair & On Calls Umbrella	
Standard Construction Service & On Call work, no Professional or Pollution	
Contractor/Vendor shall agree to maintain in force at all times during the contract the following minimum coverage and shall name the City of New Haven as an Additional Insured (1) on a primary and non-contributory basis to all policies except Workers Compensation and Professional Liability. All policies, except Professional Liability, should also include a Waiver of Subrogation. (1). Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A-VIII.	

		Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicates required)
General Liability				
	Each Occurrence	\$1,000,000	Y	Y
	Combined Aggregate	\$2,000,000	Y	Y
	Products/Completed Operations Aggregate	\$2,000,000	Y	Y
	Abuse & Molestation	---	---	---
Auto Liability (includes all owned, hired & non-owned autos)	Combined Single Limit Each accident including endorsements	\$1,000,000	Y	Y
Excess/Umbrella Liability				
	Each Occurrence	\$1,000,000	Y	Y
	Combined Aggregate	\$1,000,000	Y	Y
Workers' Compensation & Employers' Liability (EL)	Statutory Limits			
	EL EACH	\$500,000	---	Y
	EL DISEASE	\$500,000	---	Y
	EL POLICY	\$500,000	---	Y
Professional Liability		---	---	---
Pollution Liability		---	---	---
Cyber Liability		---	---	---
Medical Malpractice		---	---	---
Garage Keepers Liability		---	---	---
Drone Liability		---	---	---

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two) years from the completion date.

Original, completed Certificates of Insurance must be presented to the City of New Haven via CTRAXX prior to contract issuance. Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the policies be cancelled, limits reduced, or coverage altered, 30 days written notice must be given to the City.

Notes

- (1) Additional Insured & Waiver of Subrogation boxes must be checked off on the COI.
- (2) If contractor/vendor will be working with children or serving youth under the age of 21, Abuse and Molestation coverage must be included.
- (3) City of New Haven is the Certificate holder and the additional insured.

City of New Haven
200 Orange Street Rm 301
New Haven, CT 06510