



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Jamar Alleyne, Executive Director of Facilities Management
Date: June 23, 2023
Re: Renewal Option 3 of 4 to Award Contract 21707 to Amazon Landscaping Design & Handyman Services LLC to provide On Call landscaping services

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:	Amazon Landscaping Design & Handyman Services	
Doing Business as: (DBA)	Marco Zanette	
Vendor Address:	226 Forrest Road West Haven, CT 06516	
Vendor Contact Name:	Marco Zanette	
Vendor Contact Email:	LandscapeAmazon@hotmail.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Renewal Option 3 of 4	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From July 1, 2023	To June 30, 2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$105,000.00	
Funding Source Name: Acct. #:	2023-2024 Operating budget 19047400-56662	
Contract #: <small>(Local or State)</small>	21707-4-5	



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Key Questions:

1. What specific service will the contractor provide:

Cut and trim gas and other landscaping jobs throughout the district.

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

- Quotes
- Sealed Bid # 21707
- Sole Source # _____
- RFP# _____
- State Contract # _____
- 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*

Sealed Bid

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

N/A – Sealed Bid



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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?

This contract is the last renewal option available with this vendor. Throughout the terms of the contract they have met all the obligations of the contract.

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

There is no cost increase, the services are On Call and have blanket amounts to be drawn down throughout the fiscal year.

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 this is a service that the vendor provides specialized services to the district and has the equipment necessary to perform 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

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # _____
If No or New,	Vendor must provide completed W9
2. A quote 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>	
Emailed Disclosures are acceptable.	



City of New Haven

Bureau of Purchases

200 Orange Street, Room 301

New Haven, CT 06510

Tel: 203-946-8201 Fax: 203-946-8206

The City of New Haven ("City") is accepting sealed Bids for the following:

Title:

**On Call Landscaping
Services**

Solicitation #:

21707

Project #:

N/A

Responses must be submitted in the form and manner specified in this request. Solicitation details are outlined in the **Project Summary**.

Forms and specifications may be obtained and your digital submission through the Bureau of Purchases, website:

[https://newhavenct.bonfirehub.com/portal/?](https://newhavenct.bonfirehub.com/portal/)

Honorable Justin Elicker

Mayor

Michael V. Fumiatti, Sr,

Purchasing Agent



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

Telephone: (203) 946-8201 Fax: (203) 946-8206
 www.newhavenct.gov/gov/depts/purchasing/

INVITATION TO BID

Project Summary

Project Name:	On Call Landscaping Services									
Solicitation #:	21707									
City Project #:	N/A									
Solicitation/Advertise Date:	April 19, 2020									
Bid Closing Date:	May 6, 2020					Bid Opening Time:	3:00		PM	
Pre-Bid Meeting Date:	N/A					Pre-Bid Meeting Time:				
Pre-Bid Meeting Location:	N/A									
Department:	BOE									
Solicitation Type:	Construction	<input checked="" type="checkbox"/>	Service	<input type="checkbox"/>	SCD* - Construction	<input type="checkbox"/>	SCD* - Service	<input type="checkbox"/>		
Contract Term:	Construction	(See Specification)	Service	<input checked="" type="checkbox"/>	y	e	4	a	r	Renewals Option(s) (at the sole discretion of the CONH)
Projection Description:	Cut and trim gas and other landscaping jobs throughout the district.									
Material Markup Allowed	NA					Yes, enter percent markup on Statement of Qualifications form				
Insurance Requirements:	Refer to Rider	A			(This Rider is attached)					
Local Preference:	Yes									
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater									
Bid Bond:	N/A					Percentage Amount:			%	
Labor, Material and Performance Bond:	N/A									
Wage Rates:	Prevailing State	<input checked="" type="checkbox"/>	Livable Wage \$17.42 per Hour - FY 20/21	<input type="checkbox"/>	Davis Bacon Federal	<input type="checkbox"/>			N/A	

SECTION C – PROJECT SPECIFICS-DETAILED

SCOPE OF WORK

The New Haven Public Schools is seeking formal Bids for Landscaping and maintenance services from qualified contractors. The bids will be based on lump sum pricing per schools (each school is a zone) as listed in Calculation sheet. All pricing to include tools and equipment to perform professional jobs and meet the highest standards. Contractor has the option to bid on as many zones as he so chooses. City of New Haven and Board of Education can award all Zones individually or Contractor maybe awarded multiple zones or all zones pending pricing and what works best for the City of New Haven & Board of Education.

Contractor to include all Landscaping Services for courtyards for schools with them. They are denoted with an * on the calculation sheet.

Lawn Mowing/Edging & Trimming

- a. The Contractor to provide complete lawn mowing and trimming services within the boundaries of each school of the New Haven Public School System of all lawn areas around each building, parking lot, and entire property.

Contractor to own his own professional equipment including but not limited to commercial grade lawn mowers, tractors, trucks, hand tools, saws, spreaders, wheelbarrows etc.... require to fulfill the services listed below.

Cutting:

- Prior to cutting the contractor shall remove all rocks, sticks, papers, glass, garbage, & debris, regardless of size, weight or origin. Contractor is responsible for removing all debris from site for disposal at the contractor's off-site location. Use of school dumpsters is strictly prohibited.
- All grass areas at each location to be cut and trimmed will be done bi-weekly (once every two weeks) or from direction of NHPS Facilities representative if the schedule is to change.
- Grass cutting season will be provided for an estimated (8 month) period, weather permitting from April 1 through Nov. 30. In the event of unseasonably weather the NHPS may add or remove additional weeks or months to the cutting season. This is totally at the discretion of the NHPS. All work to be directed by the NH BoE Facilities Trades Forman.
- Grass cutting height shall be 2", or as otherwise recommended by the contractor to ensure the proper health of the lawn areas.
- All school courtyards as determined by the NHPS Facilities shall be mowed and trimmed. Denoted with a * in the bid sheet.
- Rake, sweep, blow and otherwise remove all grass trimmings and debris from sidewalks, stairs, lawns, courtyards, etc...

Trimming:

- Trimming to be performed with each mowing.
- Trimming areas should include but not be limited to; foundations, trees, sidewalks, roadways, parking areas, fence lines, telephone poles, AC equipment, etc....
- Rake, sweep, blow and otherwise remove all grass trimmings and debris from sidewalks, stairs, lawns, courtyards etc...

Edging:

- Lawn areas that abut pavement, curbing, steps and sidewalks, shrubs, flower beds, and trees on the property are to be edged once a month.

Walk through inspections- The contractor or representative will be required to schedule and attend a walk through inspection with a designated representative from the NHPS Facilities Department upon request. The contractor shall then compile a written list of deficiencies and concerns that the NHPS may identify and then the contractor shall furnish a plan and schedule for corrective action.

Landscaping:

- Landscaping shall consist of mulching, pruning, fertilizing, weeding, etc....
- Weeding of flowerbed areas shall be done as required to maintain the general attractive appearance of NHPS property.
- Landscaping services shall be performed as required to ensure that all areas, flower beds, brush, and tree on NHPS property are properly maintained (neat, orderly and attractive). Contractor shall provide mulch, lime, and fertilizer (minimum once per year), perimeter edging, and other products as required to ensure the grounds remain attractive and neat.
- Pruning and or cutting of any brush, trees, or any other flora- other than general weeding of flowerbed and tree ring areas –shall be done only after consultation with the NHPD representative.

Spring Clean up

- Sweeping of any sidewalk and exterior stairway areas to ensure removal of all collected sand, debris and trash from winter.
- Cleanup of trash and accumulated debris on NHPS grounds, including within the fenced-off out door A/C areas, window wells, etc...
- Clean out flowerbeds, tree rings, and lawn areas of debris and raking of leaves.
- Any other services required ensuring and attractive appearance of NHPS grounds at the conclusion of the winter season.
- The contractors are responsible to haul away and dispose of all collected/cleaned up materials to his own off site location. Use of school dumpsters is strictly prohibited.
- The date for such cleanup will be decided by NHPS Facilities.

Fall Clean up

- Sweeping of any sidewalk and exterior stairway areas to ensure removal of all collected sand, debris and trash from winter.
- Cleanup of trash and accumulated debris on NHPS grounds, including within the fenced-off out door A/C areas, window wells, etc...
- Clean out flowerbeds, tree rings, and lawn areas of debris and raking of leaves.
- Any other services required ensuring and attractive appearance of NHPS grounds at the conclusion of the winter season.
- The contractor is responsible to haul away and dispose of all collected/cleaned up materials to his own off site location. Use of school dumpsters is strictly prohibited.
- The date for such cleanup will be decided by NHPS Facilities.

The security and protection of all materials, tools, and equipment stored at any work location are the sole responsibility of the Contractor.

Intent of these General Conditions and Specifications are to ensure that all schools within the scope of service will be maintained on a level that is satisfactory to standards set forth within this contract. Details of requirements and services not explicitly stated in these specifications but necessarily attendants thereto are deemed to be understood by the Contractor and included herein. Furnish all material and equipment usually furnished with such service, in accordance with Industry Standards.

All material and equipment furnished shall be new and in excellent condition.

The City of New Haven's interpretation of the General Conditions and Specifications shall be final and binding upon the contractor.

The City of New Haven will award a base contract for grass cutting& trimming, spring and fall clean ups and may award contracts for additional services specified such as pruning, mulching, edging, planting, etc...by hourly rates. See calculation sheet alternative pricing.

SECTION D – Board of Education Location(s)

New Haven School Addresses 2020-2021

High Schools	Addresses
Adult and Continuing Education Center	580 Ella Grass Blvd.
Coop Arts & Humanities High School	177 College St.
Engineering & Science University Magnet School	500 Boston Post Road
High School in the Community	175 Water St.
Hill Regional Career High School	140 Legion Ave.
Hillhouse High School	480 Sherman Parkway
Metropolitan Business Academy	115 Water St.
New Haven Academy	444 -448 Orange St
Riverside Education Academy	103 Hallock Ave
Sound (Anderson)	60 Water St.
Sound (Emerson)	82 South Water St.
Sound Aquaculture Center (Foote)	17 Sea St.
Sound (McNeil)	60 South Water St.
Sound (Thomas)	40 South Water St.
Wilbur Cross High School	181 Mitchell Drive
Elementary and K-8 Schools	Addresses
Barack Obama Magnet School	69 Farnham Ave.
Barnard Magnet School	170 Derby Ave.
Beecher School	100 Jewell St.
Betsy Ross Arts Magnet School	150 Kimberly Ave.
Bishop Woods School	1481 Quinnipiac Ave.
Brennan K. School	199 Wilmont Ave.
Celentano Museum Academy/Polly T. McCabe Center	400 Canner St.
C. Rogers School	200 Wilmont Ave.
Clemente Leadership Academy	360 Columbus Ave.
Clinton Ave. School	293 Clinton Ave.
Columbus Family Academy	255 Blatchley Ave.
Conte West Hills Magnet School	511 Chapel St.
Davis Street Magnet School	35 Davis St.
East Rock Magnet School	133 Nash St.
Edgewood Magnet School	737 Edgewood Ave.
Elm City Montessori School	495 Blake St.
Fair haven School	164 Grand Ave.
Hill Central Music Academy	140 DeWitt St.
W.Hooker Elementary School	180 Canner St.
W. Hooker Middle School	691 Whitney Ave.
Jepson Magnet School	15 Lexington Ave.
John C. Daniels Magnet School	569 Congress Ave.
John S. Martinez Magnet School	100 James St.
King/Robinson Magnet School	150 Fournier St.
Lincoln-Bassett School	130 Bassett St.
Mauro/Sheridan Magnet School	191 Fountain St.

Dr. Reginald Mayo Early Learning Center/ECAT	185 Goffe St.
Nathan Hale School	480 Townsend Ave.
Quinnipiac School	460 Lexington Ave.
Ross/Woodward School	185 Barnes Ave.
Strong School @ Mauro	130 Orchard St.
Troup School	259 Edgewood Ave.
Truman School/Truman Head Start Program	114 Truman St.
West Rock Author's Academy	311 Valley St.
Wexler/Grant School	55 Foote St.
Others	Addresses
Facilities & Maintenance Offices/Old Montessori school	375 Quinnipiac Ave.
Central Kitchen	75 Barnes Ave.
Gateway Center/NHPS BoE Central Offices	54 Meadow St.
The Shack/WRAA	333 Valley St.
Storage/ Conte New Light	21 Wooster Place
Floyd Little Fieldhouse	480 Sherman Parkway
Parish Hall/Betsy Ross	150 Kimberly Ave.
Old Strong/ Storage	69 Grand Ave.