



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: July 11, 2023

Re: Purchase Order with C&C Janitorial Supplies Inc. to provide cleaning supplies to the summer school programs within NHPS

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:	C&C Janitorial Supplies Inc.	
Doing Business as: (DBA)		
Vendor Address:	665 New Britain Ave Newington, CT 06111	
Vendor Contact Name:	K. Valente	
Vendor Contact Email:	KValente@peccorp.us	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	New	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From July 1, 2023	To 6/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$50,000.00	
Funding Source Name: Acct. #:	2023-2024 Operating Budget 19047400-55571	
Contract #: <small>(Local or State)</small>	State Contract #21PSX0163AA	



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Key Questions:

1. What specific service will the contractor provide:

To acquire cleaning and janitorial supplies.

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

- Quotes
- Sealed Bid # _____
- Sole Source # _____
- RFP# _____
- State Contract #21PSX0163AA
- 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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Key Questions: - Continued

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

N/A

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

N/A

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

The on-call amount for this purchase order has not changed.
This purchase order request is specific to cover the summer school programs.

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

No, this service that was bid and awarded based on a state contract available to the district.



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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 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>	
Emailed Disclosures are acceptable.	



MEMORANDUM

BUREAU OF PURCHASES

CITY OF NEW HAVEN

Shawn S. Garris

Acting Purchasing
Agent

200 Orange Street, New Haven,
Connecticut 06510
Telephone (203) 946-8203

TO: All City of New Haven Employees

FROM: Shawn Garris, Acting Purchasing Agent

DATE: July 10, 2023

RE: Cleaning Supplies for City Departments

ATTENTION DEPARTMENTS:

The City of New Haven has chosen to acquire its cleaning supplies and services from C&C Janitorial Supplies, Inc. for the July 1, 2023 – June 30, 2024 term. **Contract: 21PSX0163AA**

C&C requires the **contact persons names** for each School and City building, with **email** and **phone number** so that they can update accounts which allow for "Order Entry" online. Please be sure to reach out to C&C to ensure they have your departmental information.

Please see below for C&C Janitorial Supplies, Inc. Customer Service Representatives:

Melissa Camacho - Melissa.camacho@ccsupplies.com – EXT. 210

Abigail Rivera - Abigail.rivera@ccsupplies.com – EXT. 216

Grace Café - Grace.cafe@ccsupplies.com – 860-982-1897

Office phone number: 860-594-4200

Toll free: 1800-818-0531

Melissa and Abigail will set up system accounts for city and school buildings. Orders for supplies can be called in, faxed, emailed, or place online.

Grace can be contacted for matters relating to training, technical support, installation, and demonstrations.