



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Date: August 16, 2021
Re: F&O Action Item Request for Approval
Lease Agreement with Cornell Scott Health Center 130 Orchard St

Contractor Name: Cornell Scott Hill Health Center

Contractor Address: 428 Columbus Ave, New Haven, CT

Is the contractor a Minority or Women Owned Small Business? N/a

Renewal or Award of Contract/Agreement? Lease Agreement

Total Amount of Contract/Agreement and the Hourly or Service Rate:
Not to exceed \$47,638.75

Contract or Agreement #: N/A

Funding Source & Account #:

Key Questions: (Please have someone ready to discuss the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education):

- 1. What specific service will the contractor provide:**
The District is leasing 130 Orchard St to Cornell Scott Health Center for use of the Kitchen Facilities.
- 2. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:** N/A
- 3. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** N/A
- 4. If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?** N/A
- 5. If this Contractor is New has cost for service increased from previous years? If yes, by how much?** Cornell Scott Hill Health Center will rent the space for a year for a total not to exceed \$47,638.75. This fee includes all other expenses including property taxes, insurance, property management, snow removal and administrative expenses.
- 6. Is this a service existing staff could provide? Why or why not?**
N/A

Letter of Intent

Tenant	Cornell Scott Hill Health Center
Landlord:	City of New Haven and New Haven Public Schools
Premises:	130 Orchard Street
Square Feet:	1,657
Rental Rate PRSF Gross:	\$9.75
Utilities Rate PRSF:	\$19.00 Based on 12-month projections of tenant provided information. If Tennant elects to meter space separately from the rest of the building the tenant will incur metering installation costs from utility.
Total Rate PRSF:	\$28.75 (\$47,638.75)
Annual increases:	0%
Term:	1 Year (Sept 1, 2021 – June 30, 2022)
Tenant Improvements:	Tennant will be responsible for all improvements and maintenance to leased space including but not limited to; repairs and required testing of the hood fire suppression system; repairs and maintenance to walk in refrigerator and Freezer and HVAC systems related to space.
Renewal Option:	One Year Option to Renew
Tenant Expenses:	Garbage, HVAC maintenance, Fire Extinguisher Maintenance
Landlord Expenses:	All other expenses including property taxes, insurance, property management, snow removal and administrative expenses.
Parking:	Included at no extra charge