



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 21697 to Rollins Inc. to provide On Call Pest Control 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:	Rollins Inc.	
Doing Business as: (DBA)	CT Pest Elimination Inc.	
Vendor Address:	273 Indian River Road, Orange CT 06477	
Vendor Contact Name:	Merina Sabatucci	
Vendor Contact Email:	Merina.Sabatucci@ctpest.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>	\$35,000.00	
Funding Source Name: Acct. #:	2023-2024 Operating budget 19047400-56662	
Contract #: <small>(Local or State)</small>	21697-4-5	



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Key Questions:

1. What specific service will the contractor provide:

Provide monthly pest and rodent control at all schools throughout the district.....S-1
Supervisory License Ct Certified Ct State Certified Junior’s Applicator’s License required.

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

- Quotes
- Sealed Bid # 21697
- 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 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>	



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 Pest Control
Services**

Solicitation #:

21697

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 Pest Control Services									
Solicitation #:	21697									
City Project #:	N/A									
Solicitation/Advertise Date:	March 29, 2020									
Bid Closing Date:	April 16, 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- Facilities									
Solicitation Type:	Construction		<input checked="" type="checkbox"/>		Service		SCD* - Construction		SCD* - Service	
Contract Term:	Construction		(See Specification)		Service		<input checked="" type="checkbox"/>		y e a r 4	
Renewals Option(s)	(at the sole discretion of the CONH)									
Projection Description:	Provide monthly pest and rodent control at all schools throughout the district.....S-1 Supervisory License Ct Certified Ct State Certified Junior's Applicator's License required.									
Material Markup Allowed	<input checked="" type="checkbox"/>					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		Davis Bacon Federal		N/A	

SECTION C – PROJECT SPECIFICS-DETAILED

SCOPE OF WORK

- a. The work to be performed by the Pest Control Services Contractor under these Specifications shall consist of furnishing all material, labor, supervision, tools, supplies and other expenses necessary to provide full Pest/Rodent Control (mice & rats) for each school listed in section D. The Targeted areas in all schools will include but not limited to kitchens, cafeteria, Boiler rooms, basements, teacher's lounges, home economics, main office, concession stands and any other food preparation area or special designated areas.
- b. The selected contractor to carry and Ct. State S-1 Certified Supervisory License and a Ct. State Certified Junior Applicator's License.
- c. The use of pesticides in a public school must be administered in a safe and orderly fashion; using qualified and experienced personnel by employing methods with respect to care for various sites and their contents; and which minimize risks of human exposure when chemicals are used. By methods of applications selected for effectiveness and safety. Describe in detail your concept of a Pest and Rodent Control Program that would be best suited for the City of New Haven's Department of Education utilizing the aforementioned concepts.
- d. Labels, safety data sheets (SDS) and their instructions for all chemical products that will be used must be submitted along with a written pest management control policy (IPM plan) that would be adopted and utilized by the City of New Haven's Department of Education. This policy should also include but not be limited to mechanical, physical, biological and sanitation control measures and a detailed monitoring program. This information will be maintained on file for public inspection at the Maintenance Office of the Department of Education.
- e. The vendor/contractor must use all EPA approved baits and pesticides. The selected vendor will provide monthly preventative pest & rodent maintenance inside and outside of each school. If a contractor wishes to use alternate chemicals for reasons of greater efficiency and effectiveness, he must contact the Department of Education and the New Haven Health Department, Bureau of Environmental Health and receive written permission for their acceptability prior to their use. When vendor is using conventional rodent traps, use of allergen baits such as peanut butter nuts, etc... if forbidden.
- f. The contractor must provide a complete and comprehensive scope of coverage for pest and rodent control including Bees, Rodents and all types of insects.
- g. The chosen vendor will perform a 180 day quality assurance and executive review. The quality assurance and executive reviews will be thoroughly reviewed with a representative from the contractor and the Manager of Custodial Operations.
- h. The New Haven Health Department, Bureau of Environmental Health, shall conduct an evaluation survey at least three times a year to determine the effectiveness of the exterminating services:
 - (1) The beginning of the school year
 - (2) During the Christmas/Winter Break
 - (3) During the Easter/Spring Break

- i. If in the Health Department's judgment, the services are not rendered satisfactory or in accordance with this contract, the Department of Health shall notify the Department of Education in writing within ten (10) days of the evaluation of any deficiencies noted in their findings. The Department of Education will notify the Contractor in writing within three (3) days of the deficiencies noted by the Health Department. These deficiencies must be corrected by the Contractor within ten (10) days upon receipt of notification from the Department of Education. A second evaluation will be performed by the Health Department and if, in the Health Department's judgment, the results are still not rendered in accordance with said contract or health codes the Contractor will immediately receive notice of cancellation.

- j. The contractor to maintain a service log book for each school and should be kept at each school. Preferably with the Building manager.

- k. Other services to be provided (listed in calculation sheet).
 - Extra calls or call backs for additional services. (Minimum 1 hour).
 - Provide nuisance wildlife trapping services.
 - Provide wildlife trapping daily monitoring (by hour) or animal pick up and removal.
 - Provide live animal removal.
 - Provide bedbug inspections.
 - Provide bedbug treatments.
 - Provide bee/wasp treatments/removals.
 - Provide termite inspections and treatments.
 - Provide pavement ant inspections and treatments.

- l. The contractor is require to meet with the facilities director every 6 months for review of work at all the schools. Contractor to make arraignments with Facilities Director in advance.

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.