



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee

**From:** Frank Fanelli Director of Project Management

**Date:** 8/11/2023

**Re:** Purchase Order with Calvert Safe & to supply and install new KESCO cylinders at exterior and interior doors at Hillhouse High School

**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:	Calvert Safe & Lock	
Doing Business as: (DBA)		
Vendor Address:	300 Roosevelt Drive Derby CT 06418	
Vendor Contact Name:	Jane Liscio	
Vendor Contact Email:	Jane@calvertsafeandlock.com	
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-yr. require Board of Aldermen approval</small>	From 07/01/2023	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$74,625.00	
Funding Source Name: Acct. #:	ARP ESSER II Carryover 2553-6399-56697-0474	
Contract #: <small>(Local or State)</small>	State Contract #20SPX0144	



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**Key Questions:**

**1. What specific service will the contractor provide:**

Continuation of work to Supply and install new KESCO cylinders at exterior and interior doors at Hillhouse High School

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

- Quotes**
- Sealed Bid #** \_\_\_\_\_
- Sole Source #** \_\_\_\_\_
- RFP#** \_\_\_\_\_
- State Contract #20SPX0144**
- 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*

State Contract #20SPX0144 Quote provided

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

N/A



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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?**

N/A - New

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

N/A – New

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

This is not a service that has been provided in the past, there is no previous work similar to note an increase for the work to be performed.

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

No, staff cannot provide the services as there is a State Contract that was utilized and the vendors provided quotes for the work to be performed.



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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**

<b>1. Has this vendor performed service(s) in prior fiscal years?</b>	
If Yes,	Vendor #18980
If No or New,	Vendor must provide completed W9
<b>2. A quotes or proposal submitting regarding the agreement/contract.</b>	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p><b>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></b></p> <p><b>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></b></p> <p><b>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</b></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><b>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.</b></p> <p>Emailed Disclosures are acceptable.</p>	



CALVERT SAFE & LOCK

300 Roosevelt Drive • Derby, CT 06418  
Phone: 203-735-2137 • Fax: 203-732-0586  
www.calvertsafeandlock.com

QUOTE

DATE	QUOTE #	CUST #
3/16/2023	1000163420	0000579

BILL TO:

New Haven, City of  
54 Meadow Street  
Account Payable  
New Haven CT 06513

JOB LOCATION / SHIP TO: LOCATION

Hill House High School  
480 Sherman Parkway  
New Haven, CT 06519  
00004

P.O. NUMBER		TERMS	SALES PERSON	
		NET 30		
QUAN	DESCRIPTION	PRICE EACH	AMOUNT	
1.00	EXTERIOR ONLY CYLINDER REPLACEMENT State Of Ct Contract Pricing to supply and install new KESO cylinders	15,450.00	15,450.00	
90.00	Sargent KESO LFIC			
30.00	Sargent KESO KEYS			
	**Additional charges for extra keys and cylinders will be quoted separately after the survey			
1.00	Quoted by Richard Calvert State Contract 20SPX0144			
**Prices contained in this estimate are valid for 30 days **Labor rates are based on Standard Wage rates M-F 8:00am-5:00pm and NOT Prevailing Wage, unless otherwise stated **Subject to change if site survey was not completed **Custom Door & Frame orders are non-refundable **Special orders will have a 30% restocking fee				
TOTAL			\$15,450.00	

www.calvertsafeandlock.com / info@calvertsafeandlock.com



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QUOTE

Table with 3 columns: DATE (3/16/2023), QUOTE # (1000163421), CUST # (0000579)

BILL TO:

New Haven, City of
54 Meadow Street
Account Payable
New Haven CT 06513

JOB LOCATION / SHIP TO: LOCATION

Hill House High School 00004
480 Sherman Parkway
New Haven, CT 06519

Main quote table with columns: P.O. NUMBER, TERMS (NET 30), SALES PERSON, QUAN, DESCRIPTION, PRICE EACH, AMOUNT. Includes item details for interior rekeying and a total of \$59,175.00.