



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 24, 2023  
**Re:** Renewal Award of Contract 50517-4-4 with Cohen’s Key Shop to provide On Call Locksmith Repair 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:	Cohen’s Key Shop	
Doing Business as: (DBA)		
Vendor Address:	127 Fitch St, New Haven, CT 06515	
Vendor Contact Name:		
Vendor Contact Email:	<a href="mailto:Cohenskeyshop@yahoo.com">Cohenskeyshop@yahoo.com</a>	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Renewal Option 3 of 3	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. 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>	\$50,000.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C22-2261-58101	
Contract #: <small>(Local or State)</small>	50517-4-4	



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**Key Questions:**

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

Knowledge of multiple types of hardware for service and repairs. Ability to reproduce keys as needed throughout district

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

- Quotes
- Sealed Bid # 50517
- 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 met all obligations under the existing agreement/contract?**

The vendor has been working with the district for several years and has met all obligations under contract.

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

No increase, on call draw down amounts for the year.

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

N/A

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

No this is a professional service that is provided by licensed professionals.



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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 # <u>22650</u>
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>	
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 under the **Small Contractor Development Program** for the following:

Title:	On Call Locksmith Services
Solicitation #:	50517
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/?>

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 Locksmith Services							
Solicitation #:	50517							
City Project #:	N/A							
Solicitation/Advertise Date:	February 13, 2020							
Bid Closing Date:	March 5, 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:	<input type="checkbox"/>	Construction	<input type="checkbox"/>	Service	<input type="checkbox"/>	SCD* - Construction	<input checked="" type="checkbox"/>	SCD* - Service
Contract Term:	<input type="checkbox"/>	Construction	(See Specification)	<input type="checkbox"/>	Service	One year with	<input type="checkbox"/>	Renewals Option(s) (at the sole discretion of the CONH)
Projection Description:	Knowledge of multiple types of hardware for service and repairs. Ability to reproduce keys as needed throughout district.							
Material Markup Allowed	<input checked="" type="checkbox"/>			Yes, enter percent markup on Statement of Qualifications form				
Insurance Requirements:	Refer to Rider		<b>A</b>		(This Rider is attached)			
Local Preference:	Yes							
Bid Bond:	N/A			Percentage Amount:			%	
Labor, Material and Performance Bond:	N/A							
Wage Rates:	<input type="checkbox"/>	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**

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### SCOPE OF WORK

a. The work to be performed by the On-Call Locksmith/Hardware Repairs Services Contractor under these Specifications shall consist of furnishing all material, labor, supervision, tools, supplies and other expenses necessary to fulfill all the details of Locksmith related work orders issued by the New Haven Public Schools, Facilities Department, including but not limited to the following;

Installation of locks, door closures, panic bars and the repair of any locks including electric strikers, magnetic locks, card readers and any associated electronic components. Locksmith services may be required 24 hours a day 7 days a week. Additionally, the Contractor shall have the resources and the knowledge that is necessary to handle any locksmith job regardless of size up to and including full scale comprehensive access control and security systems. All locksmiths shall be trained in technologies and repairs including but not limited to the following; Digital door locks, electronic access control, magnetic door locks, keyless locksets, key duplication. Repair and removes obstructions to open locks; Remove broken keys and foreign objects from locks; Change lock combinations for school lockers and prepare a record of the combination changes if so requested; Program special keypad locksets with names, times and entry status; Install new locks and prepares new or duplicate keys with or without patterns and guides; Repair and maintains a variety of locking systems; Repair and replaces door jambs and door closures; Disassemble, repair & re-key padlocks, door and safe locks, as well as other locking devices; Repair and replaces tumblers, springs and other lock parts; Maintain the security of the master record system of locks & keys; Repair exit hardware and door opening and closing apparatuses; The locksmith shall be available twenty four hours a day/seven days a week. The Contractor shall be fully equipped to provide comprehensive locksmith solutions tailored to New Haven Board of Education.

## 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.