



NEW HAVEN PUBLIC SCHOOLS

### Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Frank Fanelli, Director of Project Management  
**Date:** July 10, 2023  
**Re:** Purchase Order with Dalene Flooring to provide stair treads and landing tile replacement for Hillhouse stairwells

**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:	Dalene Flooring	
Doing Business as: (DBA)		
Vendor Address:	45 Nutmeg Rd. South Windsor, CT 06074	
Vendor Contact Name:	Chris Dalene	
Vendor Contact Email:	CDalene@daleneflooring.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Purchase Order	
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>	\$78,815.86	
Funding Source Name: Acct. #:	ARP ESSER III Carryover 2553-6399-56697-0474	
Contract #: <small>(Local or State)</small>	20PSX0088	



NEW HAVEN PUBLIC SCHOOLS

**Key Questions:**

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

Removal of existing Rubber Tile; Removal of existing Treads ; Costs ofTarkett Raised Round Rubber Tile  
Costs ofTarkett Raised Round Tread/Riser Combination ; Costs ofTarkett 4" x 1/8" Vinyl Cove Base  
Costs ofTarkett 965 Adhesive ; Costs ofTarkett 960 Wall Base Adhesive ; Installation of Rubber Tile  
Installation of Tread/Riser ; Installation of Wall Base (Inc. removal) ; Floor Patch (Inc. Materials)  
Misc (Dumpspter, Nose Caulk etc.)

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

- Quotes
- Sealed Bid # 21706
- Sole Source # \_\_\_\_\_
- RFP# \_\_\_\_\_
- State Contract #20PSX0088
- 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



NEW HAVEN PUBLIC SCHOOLS

**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 a new agreement for specified work that is a project and can not be compared to that of the on call work performed through out the year.

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

This is a specialized service that this firm has provided the district in previous years and can not be performed with the existing staff due to limits and licensing requirements.



NEW HAVEN PUBLIC SCHOOLS

**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 # _____
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.	



45 Nutmeg Rd. So., South Windsor, CT 06074-0145

# PROPOSAL

www.DaleneFlooring.com  
Ph: 860-289-4305 Fax: 860-290-3774

To: New Haven Public Schools

Project Name: Hillhouse High School  
Stair Treads/Landing Tile Replacement

Address: 375 Quinipiac Ave.  
New Haven, CT 06512

Address: 480 Sherman Parkway  
New Haven, CT

Phone: 475 306 1318

Contact: Frank Fanelli

Fax:

Email: [Frank.Fanelli@new-haven.k12.ct.us](mailto:Frank.Fanelli@new-haven.k12.ct.us)

Date: July 7, 2023

We propose to furnish and install the following items according to plans and specifications as noted below.

**Resilient:**

Removal of existing Rubber Tile \$1.92SF x 2,331SF = \$4,475.52

Removal of existing Treads \$1.92SF x 880LF = \$1,689.60

Costs of Tarkett Raised Round Rubber Tile \$9.27SF x 2,448SF = \$22,692.96

Costs of Tarkett Raised Round Tread/Riser Combination \$22.36LF x 912LF - \$20,392.32

Costs of Tarkett 4" x 1/8" Vinyl Cove Base \$.89LF x 1,080LF = \$961.20

Costs of Tarkett 965 Adhesive \$174.36 x 14 Pails = \$2,441.04

Costs of Tarkett 960 Wall Base Adhesive \$67.80 x 5 Pails = \$339.00

Installation of Rubber Tile \$4.14SF x 2331LF = \$9,650.34

Installation of Tread/Riser \$11.50LF x 880LF = \$10,120.00

Installation of Wall Base (Inc. removal) \$1.97LF x 1,004LF = \$1,977.88

Floor Patch (Inc. Materials) \$86.00HOUR x 16HOURS = \$1,376.00

Misc (Dumpspter, Nose Caulk etc.) = \$2,700.00

**For The Sum Of: \$78,815.86**

**Notes:**

Tax is excluded.

Work is figured for normal working hours.

Location for dumpster must be provided.

\*\*Dalene Flooring is not responsible for stair treads/riser that are falling apart due to rust.

**\*\*Pricing based on STATE CONTRACT 20PSX0088**

**We hereby propose to furnish labor and materials complete in accordance with the above specifications For The Sum Of:**

**TERMS: NET 10 DAYS FROM DATE OF INVOICE**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Failure of the contractor/customer to make payment to DALENE HARDWOOD FLOORING CO., INC. as they become due shall excuse DALENE HARDWOOD FLOORING CO., INC. from performance of any additional portion of this contract at its option, but DALENE HARDWOOD FLOORING CO., INC. shall be entitled to all payments due for work performed to date. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance. Interst shall be charged at the rate of 1-1/2" PER MONTH (18% ANNUALLY) on the entire account if not paid when due as specified above. All costs, disbursements and attorney's fees made or incurred in collecting payment of this account shall be included and paid as part of the debt due hereunder. This proposal is valid for a period of thirty (30) days.

Authorized Signature \_\_\_\_\_  
Chris Lovering

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the works as specified. Payment will be made as outlined above.

Date: \_\_\_\_\_ Accepted: \_\_\_\_\_

Print Name: \_\_\_\_\_