



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Joseph Barbarotta  
**Date:** 07/06/2021  
**Re:** Custodial Equipment Repairs & Services

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**Contractor Name:** Hillyard

**Contractor Address:** 146 Sheldon Road, Manchester, CT 06042

**Is the contractor a Minority or Women Owned Small Business?** No

**Renewal or Award of Contract/Agreement?** Renewal of City contract

**Total Amount of Contract/Agreement and the Hourly or Service Rate:** Not to exceed \$75,000

**Contract or Agreement #:** A19-0848

**Funding Source & Account #:** 3C22-2261-58101

**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:** Providing repairs and maintenance on cleaning equipment for The City of New Haven and throughout the district.
- 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:** The contractor was selected via the RFP process and presented the lowest bid via city-wide.
- 3. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** Yes. The vendor has performed all duties and responsibilities as required by the contract.
- 4. If this Contract/Agreement is a Renewal has cost increased? If yes, by how much? No increase.** All rates remain the same as the previous year.

5. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?** N/A
  
6. **Is this a service existing staff could provide? Why or why not?** No. Maintaining and repairing complex equipment requires specialty skill and training.