



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Lisa Hopkins, Assistant Director Custodial Operations
Date: March 20, 2023
Re: Purchase Order with Hillyard Inc. for Custodial Equipment

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: | Hillyard Inc. | |
| Doing Business as: (DBA) | | |
| Vendor Address: | 127 Park Ave. East Hartford Ct 06108-4012 | |
| Vendor Contact Name: | David Hartmann | |
| Vendor Contact Email: | CONNECTICUTCS@HILLYARD.COM | |
| Is the contractor a minority or women owned small business? | No | |
| Agreement/Contract Information | | |
| New or Renewal Agreement/Contract? | Renewal | |
| Effective Dates: (mm/dd/yy) <small>Multi-yr. require Board of Aldermen approval</small> | From July 1 st , 2023 | To June 30 th , 2024 |
| Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small> | \$232,140.47 | |
| Funding Source Name: Acct. #: | 3C20-2076-58699 \$33,995.09 3C22-2264-58699 \$198,145.38 | |
| Contract #: <small>(Local or State)</small> | City Contract A20-0469 | |



NEW HAVEN PUBLIC SCHOOLS

Key Questions:

1. What specific service will the contractor provide:

Purchase of custodial equipment for the maintaining of cleaning in our schools, as the equipment we currently have is extremely old and in need of replacement.

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

- Quotes**
- Sealed Bid #** _____
- Sole Source #** _____
- RFP# 2019-06-1224**
- 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*

City Contract A20-0469 RFP 2019-06-1224

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

City Contract, City selection committee.
Purchasing Dept.



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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?

Yes, the vendor has met the obligations under the city contract.

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

City contract equipment purchase

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 for purchase of equipment.



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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 # 46675 |
| 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> | |
| Emailed Disclosures are acceptable. | |

| Title | Contract Number | Vendor Code | Vendor |
|--|---|--------------------|--------------------------------|
| Office Supplies including copy paper | State Contract 18PSX0032 | 17249 | W.B. Mason, Inc. |
| School Supplies | State Contract 17PSX0012 | 17249 | W.B. Mason, Inc. |
| Various Supplies | R-TC-17006 US Communities | 25669 | Amazon Business |
| Green Cleaning Supplies | RFP 2019-06-1224 Final year | 46675 | Hillyard, Inc |
| Armored Car Service | State Contract 20PSX0014 | 10526 | Brinks, Inc |
| Bottled Water | State Contract 18PSX0325 | 44511 | DS Waters |
| Portable Restrooms (Parks and Monthly Rentals) | 21690A-3-4 | 24617 | A. Royal Flush Inc. |
| Fuels – Various See below | State Contract 15PSX00035 | 27890 | East River Energy |
| Elevator Maintenance | GENRL – 201414653-00 US Communities | 43010 | Kone, Inc. |
| 2 Way Radio Maintenance | *Purchasing will process the invoices for this vendor | 25057 | Motorola |
| Fencing Purch & Install | 21722-3-4 | 48331 | Guilford Fence Works |
| Mailing, Presort Services | 21797-1-5 | 28972 | Corporate Mailing Services |
| On Call Moving | TBD | | |
| On Call Equipment Rental | 21692-3-5 | 30752 | Concrete Creations |
| Shredding Services | State Contract 11PSX0318 | 34181 | Info Shred |
| Archive Services | State Contract 12PSX0085 | 29573 | W.B Meyer |
| Tire Repair and Road Service | State Contract 18PSX0022 | | Various See contract documents |



HILLYARD - NEW ENGLAND
 127 Park Ave
 East Hartford CT 06108-4012

Phone: 800 832 1013
 Fax: 860 647 7057

Quotation

Sold-to Party Address

NEW HAVEN BOARD OF EDUCATION
 DEPT OF PLANT & MAINT
 375 Quinnipiac Ave
 New Haven CT 06513-4455
 Customer Phone: 203-946-5581

www.hillyard.com

Information

Quotation No. 100783916
 Valid from 03/06/2023 to 04/20/2023
Document Date 03/06/2023
Customer No. 288171
Customer P.O.
Account Manager David Hartmann
Phone
Ship By Ground Standard

Entered By: DHAR

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Quotation Details

| Item | Material Description | Quantity | Unit Price | Amount |
|------|---|----------|------------|------------|
| | ***** !!!!NO DELIVERIES TO 54 MEADOW STREET!!!! ***** !!! SHIP LINE ITEMS COMPLETE !!! ***** DRIVER MUST CALL LISA BEFORE DELIVERY @ 203-258-7844 WITH ETA OF ARRIVAL OR DAVE HARTMAN IF YOU CANT GET A HOLD OF LISA 203-241-4973 ***** | | | |
| 0010 | TNT9004192 CARPET CLEANER R3 CORD ELECTRIC | 11 EA | 5,202.67 | 57,229.37 |
| 0020 | TNTT3003003D SCRUBBER T300 WB DISK 20IN PRECONF | 2 EA | 12,002.74 | 24,005.48 |
| 0030 | TNTT5003001D SCRUBBER T500 WB DISK 26IN PRECONF | 6 EA | 17,276.64 | 103,659.84 |
| 0040 | TNT9007349 BURNISHER DUST CONTROL BR 2000 DC | 8 EA | 2,780.14 | 22,241.12 |
| 0050 | TNT9019348 VAC WET DRY V WD 24 W SQ KIT | 11 EA | 1,104.66 | 12,151.26 |
| 0060 | TNT9007336 FLOOR MACHINE FM 20 SS HD W/PAD DRIVER | 10 EA | 1,285.34 | 12,853.40 |



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| Item | Material Description | Quantity | Unit Price | Amount |
|------|--|----------|-------------|------------|
| | | | Subtotal | 232,140.47 |
| | | | Gross Price | 232,140.47 |
| | Tax and Freight charges are subject to change. | | | |
| | DO NOT PAY FROM THIS QUOTATION! | | | |