

# New Haven Public Schools

## INTEROFFICE MEMORANDUM

Joseph Barbarotta  
Executive Director  
Facilities Services



NEW HAVEN PUBLIC SCHOOLS



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**To:** Finance and Operations Committee

**From:** Joseph Barbarotta

**Re:** F&O Agenda Item/For Approval - Renewal of Contract  
for Complete Tree Removal Services

**Meeting Date:** June 6, 2022

**cc:** J. Barbarotta, L. Perez

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For consideration and approval of an renewal of contract #21781-2-4 to the lowest bidder, **J Witkowsky & Sons Tree Service LLC**, located at 73 Branford Road, North Branford, CT 06471-1323 for complete tree removal service to the NHPS for Fiscal Year 2022-2023.

**Amount of Contract:** Not to exceed \$37,500.

**Account:** 3C22-2261-58101

### Key Questions:

1. Please describe how this service is strategically aligned with school or District goals. It is imperative to have a contract with a tree removal vendor for maintenance purposes and with intense weather becoming more frequent and causing need for this service.
2. Please describe the evidence of effectiveness for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation? Inspections and maintenance reports are provided. This contractor proved that they were ready and available to perform the job needed even during times that their services may have been in high demand for private work.
3. Why do you believe this agreement is fiscally sound? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost. The contractor is the low bidder and has proven that they are capable and qualified to perform the serviced needed by the district.

See attached solicitation results.