



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 21702-4-4 with K5 Corporation to provide On Call line striping 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:	K5 Corporation	
Doing Business as: (DBA)		
Vendor Address:	9 Rockview way Rockland, MA 02370	
Vendor Contact Name:	Colleen Mahoney	
Vendor Contact Email:	bids@hiwayss.com	
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>	\$25,000.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C22-2261-58101	
Contract #: <small>(Local or State)</small>	21702-4-4	



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Key Questions:

1. What specific service will the contractor provide:

Line striping of parking lots throughout district

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

- Quotes
- Sealed Bid # 21702
- 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 has 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

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # <u>43445</u>
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> <p>Emailed Disclosures are acceptable.</p>	



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 for the following:

Title:	On Call Line Striping
Solicitation #:	21702
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://newhavenc.t.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 Line Striping									
Solicitation #:	21702									
City Project #:	N/A									
Solicitation/Advertise Date:	April 12, 2020									
Bid Closing Date:	May 7, 2020					Bid Opening Time:	3:00		PM	
Pre-Bid Meeting Date:	N/A					Pre-Bid Meeting Time:				
Pre-Bid Meeting Location:	N/A									
Department:	Citywide									
Solicitation Type:	Construction	<input checked="" type="checkbox"/>	Service	<input type="checkbox"/>	SCD* - Construction	<input type="checkbox"/>	SCD* - Service	<input type="checkbox"/>		
Contract Term:	Construction	(See Specification)	Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Year	3	Renewals Option(s) (at the sole discretion of the CONH)		
Projection Description:	Line striping of parking lots throughout district									
Material Markup Allowed	NA					Yes, enter percent markup on Statement of Qualifications form				
Insurance Requirements:	Refer to Rider	A			(This Rider is attached)					
Local Preference:	Yes									
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater									
Bid Bond:	N/A					Percentage Amount:			%	
Labor, Material and Performance Bond:	N/A									
Wage Rates:	Prevailing State	<input checked="" type="checkbox"/>	Livable Wage	\$17.42	per Hour - FY 20/21	Davis Bacon Federal	<input type="checkbox"/>	N/A		

SECTION C – PROJECT SPECIFICS-DETAILED

SCOPE OF WORK

- a. The work to be performed by the On-Call Line Striping 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 all Line Striping and Painting Services related work orders issued by the New Haven Public Schools, Facilities Department, including but not limited to the following; clean, prep, paint all lines and stencils, directional arrows, numbers, letters, etc., in district parking lots.
- b. The Contractor will have to come out and measure each parking lot designated to be restriped. All work to be performed after school hours or whenever parking lot is empty. Work cannot interfere with the regular normal use of the parking area. Contractor to coordinate all work with NHPS Facilities Department.
- c. The below listed specifications are intended as general guidelines to be followed by the contractor in preparing a proposal and during the ensuing project. The brand name materials listed are intended as a standard to be met and contractors may submit alternates that are equal to or superior to the products listed.
- In all circumstances the work to be performed shall be of first class quality by employees skilled in the respective trade and knowledgeable about the product and equipment being used. These general specifications are intended to list the major tasks to be completed and the contractor is to be responsible for completing all other tasks in order to achieve a first class project even if each specific task is not listed herein.
 - All parking lot surfaces shall be power cleaned removing all loose gravel, asphalt and debris.
 - All parking lot edges shall be dressed out and all weeds and grass removed from the edges and disposed of.
 - Care shall be taken so as to not cause damage to City property and any adjoining property with equipment or materials.
 - Application should not be made unless pavement and ambient temperatures are above 50 degrees F and good drying conditions are present or can be provided for the next 24 hours.
 - Schedule of work shall be such that no vehicular traffic is normally on parking areas for 24 hours.
 - All areas with surface markings shall be striped overlaying the same layout using white marking paint. The paint material used shall be traffic zone latex paint sprayed on for asphalt surfaces. Concrete surfaces shall be painted with chlorinated rubber base paint. All handicap accessible spots must be marked in blue and white and meet all marking requirements of the Americans with Disabilities Act.

Notes:

1. The parking lot and drive area square footages are approximates and all contractors shall make their own field measurements prior to bidding. Your bid shall be based on the actual field measurements and not on the approximate amounts of the square footages involved. No extras will be allowed because of the difference between the County supplied square footages and the actual field measurements of the

contractors. Each contractor shall supply the actual field measurements that they have recorded for each parking lot and drive on the proposal form where indicated.

- d. The lot or area to be painted will be blown and thoroughly clean before re-stripping or painting commences. The area will be cleaned of oil and grease spots or treated prior to paint application. The contractor is responsible for proper prep work before any paint application starts.
- e. The contractor to check weather conditions prior to work beginning, to ensure the manufacturers' drying time can be attained.
- f. The Contractor to provide all materials and supplies as needed. Colors to match existing where applicable. Otherwise standard white, yellow or blue pavement paint to be used.
- g. All stencils, emblems, signage, letters, numbers, directional arrows parking lines, etc... to be to code or ADA requirements.
- h. NO curbs or sidewalks are ever to be painted unless specifically ordered by the NHPS Facilities Department.
- i. The security and protection of all materials, tools and equipment stored at any work location are the sole responsibility of the Contractor.
- j. The contractor to provide all materials and or stencils, letters. Numbers, emblems, parking lines, as needed to successfully restripe the parking lot.
- k. Intent of these General Conditions and Specifications are to ensure testing, inspection, preventative maintenance, on-call repairs and emergency services are complete in every respect. Details of requirements and services not explicitly stated in these specifications but necessarily attendants thereto are deemed to be understood by the Contractor and included herein. Furnish all material and equipment usually furnished with such service, in accordance with Industry Standards.
- l. All material and equipment furnished shall be new and in excellent condition.
- m. The City of New Haven's interpretation of the General Conditions and Specifications shall be final and binding upon the Contractor.
- n. The Contractor to provide a detailed written estimate of the work when requested by the NHPS BoE Facilities Department personnel. The estimate is to include all labor breakdown, materials breakdown, and equipment breakdown. NHPS BoE Facilities Department will or approve or reject this estimate based on purchasing procurement regulations.
- o. It shall be mutually agreed that the Contractor has included amounts needed to perform the work and that the Contractor will be responsible for the satisfactory functioning of all Line Striping and Painting Services related systems without extra compensation.

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.