



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Frank Fanelli, Director of Project Management
Date: August 11, 2023
Re: Purchase Order with Magilla Construction to provide and install replacement shades in several rooms and hallways at Katherine Brennan School

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:	Jill Bartone		
Doing Business as: (DBA)	Magilla Construction		
Vendor Address:	43 South Elm St, Wallingford, CT 06492		
Vendor Contact Name:	Jill Bartone		
Vendor Contact Email:	MagillaConstruction@gmail.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	08/4/2023	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$22,980.00		
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C22-2261-58101		
Contract #: <small>(Local or State)</small>			



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Key Questions:

1. What specific service will the contractor provide:

Construction to provide and install replacement shades in several rooms and hallways at Katherine Brennan School

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

- Quotes**
- Sealed Bid #**
- 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*

N/A

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

N/A



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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?

N/A

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

N/A

6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?

N/A – Purchase Order

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

No this vendor that has access to materials supplies and expertise in installation of this nature.



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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 # _____
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.	



Magilla Construction

WBE Certified

43 South Elm Street Wallingford, CT 06492

203-537-4733 magillaconstruction@gmail.com

CT HIC: 0659103 MA HIC: 206421

MA CSL: 117578 RI GC: GC46681

Estimate

Location: Katherine Brennan School
200 Wilmot Road
New Haven, CT. 06515

Cost includes materials and labor to provide the following:

- Replace a total of 65 shades, see attached table, in 12 rooms and the hallway
- Repair a total of 82 shades in 24 rooms and the hallway
- Every effort will be made to match the new shades to the existing ones

Total cost (plus any applicable tax)

\$22,980

39 x 92	2
39 1/2 x 92	2
39 3/4 x 92	1
40 x 92	6
40 1/4 x 92	1
40 1/2 x 92	2
41 x 92	7
41 1/4 x 92	3
41 1/2 x 92	7
41 3/4 x 92	7
42 x 92	3
42 1/4 x 92	4
43 x 92	1
46 x 92	1
46 3/4 x 92	2
47 x 92	2
48 x 92	1
48 1/4 x 92	1
49 3/4 x 92	1
50 x 92	1
47 x 50	1
47 3/4 x 50	1
47 1/2 x 64	1
44 3/4 x 92 blackout shade	1
45 x 92 blackout shade	2
46 1/2 x 92 blackout shade	1
47 x 92 blackout shade	1
47 1/2 x 92 blackout shade	1

