



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Thomas Lamb, Chief Operating Officer  
**Date:** October 27, 2021  
**Re:** Lease Agreement for Property 540 Ella Grasso Blvd for Adult Ed.

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**Contractor Name:** SP Ella LLC

**Contractor Address:** 33 Dixwell Avenue, Suite 321, New Haven, CT 06511

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

### Renewal or Award of Contract/Agreement?

Approval is requested for the renewal of a lease agreement by and between the New Haven Board of Education and SP Ella, 540 Ella T Grasso Blvd., New Haven, CT for the lease to house Adult and Continuing Education Center from October 1, 2021 to June 30, 2022.

### Total Amount of Contract/Agreement and the Hourly or Service Rate:

Rental Rate per Sq. Ft. (40,000)

\$16.50 Oct 2021 to June 2022 - \$495,000.00 (Monthly Rent: \$55,000.00)

\$17.00 July 2022 to June 2023 - \$680,000.00 (Monthly Rent: \$56,666.67)

\$17.51 July 2023 to June 2024 - \$700,400.00 (Monthly Rent: \$58,366.67)

\$18.03 July 2024 to June 2025 - \$721,200.00 (Monthly Rent: \$60,100.00)

Agreement Period Oct 2021 – June 30, 2025 in an amount not to exceed \$2,596,600.00

### Contract or Agreement #:

**Funding Source & Account #:** Special Funds – Adult Education 250-5014-56652

**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):

**What specific service will the contractor provide:** This lease agreement represents a continuation of long-standing leased space for NHPS Adult Education Program. This program space will remain necessary for the near future.

- 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:**

While the District engages in updated program review of Adult Education services, this

location serves as a hub for a variety of education and training service programs. The terms were a negotiated rate and will allow for the existing services and programs to remain at the same location uninterrupted.

2. **If the vendor is not the lowest bidder or a State contract please answer the following:**

N/A

- a. **Please explain why the vendor was chosen**
- b. **Who were the members of the selection committee?**

3. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** Renewal

4. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**

The cost has increased with our new landlords, the rate breakdown on the previous page was the negotiated rate and terms agreeable by both parties.

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