



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 21687-4-5 with Sports Construction of Connecticut, Inc. to provide On Call Gym Equipment repairs and replacement

**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:	Sports Construction of Connecticut, Inc.		
Doing Business as: (DBA)			
Vendor Address:	5 Glenbrook Rd Berlin CT 06037		
Vendor Contact Name:	Kenneth Capodice		
Vendor Contact Email:	kcap@scsportsllc.com		
Is the contractor a minority or women owned small business?			No
Agreement/Contract Information			
New or Renewal Agreement/Contract?		Renewal Option 3 of 4	
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>	\$50,000.00		
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C22-2261-58101		
Contract #: <small>(Local or State)</small>	21687-4-5		



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**Key Questions:**

**1. What specific service will the contractor provide:**

On Call Gym Equipment Repairs, Maintenance and Service

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

- Quotes
- Sealed Bid #21687
- 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**

<b>1. Has this vendor performed service(s) in prior fiscal years?</b>	
If Yes,	Vendor # 12319
If No or New,	Vendor must provide completed W9
<b>2. A quotes or proposal submitting regarding the agreement/contract.</b>	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p><b>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></b></p> <p><b>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></b></p> <p><b>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</b></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><b>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.</b></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 Gym Equipment Repairs, Maintenance and Service
Solicitation #:	21687
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://newhavenct.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 Gym Equipment Repairs, Maintenance and Service															
Solicitation #:	21687															
City Project #:	N/A															
Solicitation/Advertise Date:	February 23, 2020															
Bid Closing Date:	March 19, 2020				Bid Opening Time:		3:00		PM							
Pre-Bid Meeting Date:	N/A				Pre-Bid Meeting Time:											
Pre-Bid Meeting Location:	N/A															
Department:	BOE- Facilities															
Solicitation Type:			Construction		X		Service				SCD* - Construction				SCD* - Service	
Contract Term:			Construction		(See Specification)		Service		X		y e a r		4		Renewals Option(s) (at the sole discretion of the CONH)	
Projection Description:	Repairs all gym and sports equipment throughout district. Certified fork lift operator. Certified welder															
Material Markup Allowed	X				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		X		Livable Wage \$17.42 per Hour - FY 20/21				Davis Bacon Federal				N/A	

## SECTION C – PROJECT SPECIFICS-DETAILED

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### SCOPE OF WORK –

- a. The work to be performed by the On-Call Gym Repairs and Replacement 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 Gym Equipment Repairs related work orders issued by the New Haven Public Schools, Facilities Department, including but not limited to the following; Preventive maintenance, Inspections, adjustments and replacement of parts for equipment covered under this contract. The equipment will include but is not limited to scoreboards, sound systems, basketball backboards, automatic gym dividers, protective netting, wall padding, backboard power motors, and cables (all types of sports systems), bleachers-exterior and interior, floor plates, volleyball systems, Backstops, batting cages/tunnels, weight room equipment, goal posts and sports goals and gymnasium lockers, locker room repairs, etc.... The contractor must also be able to repair all types of Athletic surfaces including but not limited to, track and field, tennis courts, basketball courts (all types from hardwood to multiple surface), line stripping, resurface hardwood, sport field layouts and painting, etc... The contractor is responsible for providing appropriate certifications and reports as required by the New Haven Public Schools or city departments and inspectors. Contractor to be available 24 hours a day seven days a week was requested.
- b. It is intended that the successful low bidder have the expertise to service all equipment as required, however in certain instances proprietary manufacturers' repairs will be required. In these cases the contractor shall be allowed to subcontract these proprietary repairs as required at the specific hourly rate of the particular manufacturer of the equipment being serviced. Subcontractor services are limit to a 5% maximum markup.
- c. Contractor to be a licensed fork lift operator, to set up and take down portable bleachers in the Floyd Little Athletic Center. Contractor responsible to repair any damages done during the process of aligning bleachers (including damage to flooring/Track). Ability to operate construction equipment also preferred.
- d. Contractor to have experience and expertise in repairs all types of folding walls, dividing walls and curtains including the motors.
- e. Contractor to have 24 hour access to Fairplay parts in order to repair the majority of our scoreboards.
- f. Contractor to have welding equipment available for on the spot repairs whenever needed.

## 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.