



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Joseph Barbarotta

Date: 1/24/2022

Re: On Call Lift Repairs & Services

Contractor Name: Tri-Lift Inc.

Contractor Address: 180 Main Street New Haven, Ct. 06512

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

Renewal or Award of Contract/Agreement? Award of Contract

Total Amount of Contract/Agreement and the Hourly or Service Rate: Not to Exceed \$25,000.00

Contract or Agreement #: 21761X

Funding Source & Account #: 3C20-2071-58101

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):

1. What specific service will the contractor provide?

SERVICES INCLUDED

On Call Lift Repairs and Services

Provide annual inspections and maintenance of all man lifts throughout the district.

2. 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: This contractor was chosen via the City of New Haven Bid process. This contractor was the lowest bidder of three prices.

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

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

5. If this Contractor is New has cost for service increased from previous years? If yes, by how much. This is a new service so we don't have previous costs.

6. **Is this a service existing staff could provide? Why or why not?** No existing staff is not trained and does not possess the knowledge, equipment and materials necessary to perform this work.