



TO: Finance and Operations Committee
From: Christine Bourne, Central Office Business Director
Re: 90 Day Extension S.J. Services Part Time Custodial Contract
Date: July 2, 2025

Greetings,

I write this memo to request an extension of the S.J. Services Part Time Custodial contract. The new fiscal year has begun and we are working through the contract process for the newly selected ServiceMaster Clean who will provide our part time custodial services going forward. We expect the contract process to take another 6-10 weeks, thus creating the need to continue with S.J. Services for that period of time.

At the suggestion of the City of New Haven Corporation Counsel's office, the extension request is for 90 days, due to the timing of the authorization process and steps needed to finalize the new contract with ServiceMaster Clean.

There will be no overlapping of payment between the two contractors. ServiceMaster will not receive payment until they begin service, after their contract has completed the City's authorization process.

Our agreement with S.J. Services will have an hourly rate of \$32.94 per hour for the same terms as the original agreement with regard to overtime, extra hours and permitted events as approved by the BOE. There is also an agreement to terminate this extension with a 10-day notice by either party. I have attached the draft letter which S.J. provided outlining their terms. Corporation Counsel will finalize the full agreement after BOE approval.

Please consider this 90-day request. We expect this to end sooner than the 90 days, but know that with summer vacations and staff absences we are taking this longer precaution than the 6-10 weeks.

As you know, these part-time custodial services are necessary to continue the cleanliness of the schools, provide services for summer programs and have clean schools to start the new school year.

Thank you.



Contract RFP 2022-05-1459
Provide Part Time Custodial Services

The New Haven Board of Education (NHBOE) and S. J. Services Inc. (SJS) agree to extend the above referenced contract beyond June 30, 2025. The contract shall be extended by NHBOE on a monthly basis.

Either party may end this extension agreement with a ten (10) day written notice.

All of the terms and conditions in the FY25 contract extension shall also apply to this contract extension.

The hourly billing rate during this extension period shall be \$32.94 and shall commence on July 1, 2025. This hourly rate includes all of the negotiated increases in wages and benefits for the custodial staff during FY26.

New Haven Board of Education

Date

S. J. Services Inc.

Date

Hartford, CT

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