



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:** March 11, 2024

**Re:** Award of OC Vehicle Maintenance Services contract for the NHPS Operations fleet to Auto parts and Services, LLC. Contract is for the remainder of FY23-24 for the amount of \$20,000.

**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:	Auto Parts & Service Inc	
Doing Business as: (DBA)		
Vendor Address:	894 Dixwell Ave, Hamden, CT 06514	
Vendor Contact Name:	Dennis Volpe	
Vendor Contact Email:	autop@snet.net	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	New	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 3/18/24	To 6/30/24
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$20,000	
Funding Source Name: Acct. #:	General Funds 190-474-00-56665	
Contract #: <small>(Local or State)</small>	21922	



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**Key Questions:**

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

Vender will replace a failed heat exchanger. Vender currently supports the BoE for HVAC services through on-call contract. Vender has a State of Connecticut Contract for HVAC repairs.

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

- Quotes
- Sealed Bid # 21922
- 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***

Lowest bid.

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

N/A



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<b>4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?</b>
N/A
<b>5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? <small>*Attach Renewal Letters</small></b>
N/A
<b>6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?</b>
No
<b>7. Is this a service that existing staff could provide? Why or why not?</b>
No, NHPS no longer has a maintenance department and does don't have the resources to perform this task.



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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 # <u>14350</u>
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>	
Emailed Disclosures are acceptable.	



# City of New Haven

## Bureau of Purchases

200 Orange Street, Room 301

New Haven, CT 06510

Tel: 203-946-8201 Fax: 203-946-8206

Honorable Justin Elicker  
Mayor

Malinda Figueroa  
Purchasing Agent

The City of New Haven ("City") is accepting sealed Bids for the following:

## INVITATION TO BID

### Project Summary

Contract Name:	On Call Vehicle Maintenance & Repair services for NHPS/BOE Vehicles						
Solicitation #:	21922		City Project #:	N/A			
Projection Description:	licensed Contractor with mechanics who can perform both Routine and Seasonal Preventative Maintenance on all NHPS/BOE Vehicles. The contractor should provide full services furnishing labor, materials, tools, and qualified mechanics/technicians for work performed.						
Department:	BOE -Facilities						
Solicitation/Advertise Date:	January 28, 2024						
Intend to Bid Due Date	February 7, 2024						
Bid Due Date:	February 8, 2024			Bid Opening Time:	3:00	PM	
Pre-Bid Meeting Date:	N/A			Pre-Bid Meeting Time:			
Pre-Bid Meeting Location:	N/A						
Solicitation Type:	Construction	<input checked="" type="checkbox"/>	Service	<input type="checkbox"/>	SCD* - Construction	<input type="checkbox"/>	SCD* - Service
Contract Term:	Construction	(See Specification)	Service	6	Months	Renewals Option(s) (at the sole discretion of the CONH)	
Material Markup Allowed	NO	<input checked="" type="checkbox"/>	YES	If Yes enter percent markup on your Statement of Qualifications form			
System for Award Management (Federal Requirement)	YES	<input checked="" type="checkbox"/>	NO	If marked yes, to bid and get paid you must already have a Unique Entity ID. See Statement of Qualification Form			
Insurance Requirements:	Refer to Rider		99	(This Rider is attached)			
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater						
Local Preference:	<input checked="" type="checkbox"/>	YES			NO		
Bid Bond:	N/A			Percentage Amount:		%	
Labor, Material and Performance Bond:	N/A						
Wage Rates:	<input checked="" type="checkbox"/>	Livable Wage \$19.95 FY 23/24	Prevailing Wage State		Davis Bacon Federal		

## Scope of Work

The New Haven Public Schools (NHPS) is seeking formal Bids and unit pricing from qualified contractors for maintenance and repair of the Operations vehicle fleet.

### I. Qualifications & Licensing

1. Eligible contractors will be those businesses that meet the following qualifications:
  - a. Possess all equipment necessary to complete work as outlined in scope of work.
  - b. Actively and normally been engaged, for at least the past five (5) years in the Testing, Inspection, Preventive Maintenance, On-Call Repairs and/or Emergency Services of a similar capacity and function as those covered by this bid. Each bidder shall submit with their Bid all documentation required to demonstrate minimum time requirements of the operation, experience with contracts similar in size (including name, address and telephone number of previous and current clients}, availability of spare parts and possession of all recommended tools and equipment.

### II. Expectation

1. The contractor is expected to provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the NHBOE.
2. Contractor is expected to provide the highest quality customer service to the NHBOE, not limited to snow removal and sanding, but also including reliability and billing.

### III. Scope of Work:

1. Furnish all material and equipment usually furnished with such service, in accordance with Industry Standards.
2. Vehicles will be delivered by the school district to the repair location, or arrangements made for bidder to pick up. All vehicles must include a vehicle maintenance form when delivered. (Attached at bottom)
3. Maintenance of an adequate parts inventory to provide repair service to all vehicles listed in Vehicle list attached below.
4. Vendor must provide a towing charge for transporting disabled vehicles.
5. Vendor must provide pricing, including markup, for the following list of services for passenger vehicles, light duty trucks, medium duty trucks and heavy duty trucks: Full service oil change (includes visual inspection and topping of fluids); unit cost for additional oil; tire rotation; tire alignment-2 wheel; tire alignment-4 wheel; tire balancing high speed; transmission/gearbox service; power steering service; coolant system service; air conditioning system service; cabin and engine air filters; windshield wiper replacement service; fuel injector cleaning; exterior light replacement and fuel filter replacement.
6. See vehicle class designation for a list of the vehicles in the fleet.
7. A NHPS work order will be created for each vehicle failure and/or request for service. Department. A vender work order, or other form of documentation detailing completed work must be provided to the Operations Fleet Manager.

8. Work is expected to be completed as quickly as possible in order to get the vehicle back into the working fleet. Any long delays must be reported to the BoE Facilities department. The vendor should give daily updates as to the progress of the repairs on each vehicle as agreed upon by the BoE Facilities Department. Communication is a must in order for the NHPS Facilities Department to properly plan out the daily use of vehicles.
9. During winter months it is imperative the vendor to repair snow removal vehicles as quickly as possible and return them to the fleet.
10. If vehicles are returned to the fleet and the same problem is found to exist in the vehicle as when it was first sent to the vendor, the vendor will provide the repair again at his cost. The City New Haven and BoE will not pay for the same work twice unless a very valid reason can be explained as to why it happened a second time.

IV. Pricing and Bid Table Instructions:

1. Service category pricing is to be completed for each vehicle classification. Additional charges for specific models must be identified on the bid table.
2. All pricing columns on the Bid Table must be filled in. Blank pricing for vehicle classifications on the Bid Table is understood to be a “no bid” on the classification.
3. All materials and parts will have a maximum markup cost of 10%.
4. Pricing must include:
  - a. All labor and materials
  - b. Travel Charges
  - c. Mileage Charges
  - d. Disposal Charges
  - e. Permits
  - f. Misc. Fees

Additionally, insurance requirements listed in this solicitation and in the insurance rider must be met. It is the goal of the NHBOE to enter into an agreement with a contractor that will provide services efficiently, will accurately bill, and will provide high-quality, flexible customer service to the NHBOE. The contractor will be expected to maintain expert knowledge service provided. Contractors must ensure the NHBOE is receiving the highest quality service at the most affordable rates while maintaining quality service.