



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: October 20, 2023
Re: Award of Contract 21749B-3-4 to Boisvert to provide On Call HVAC repairs

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:	Boisvert Plumbing LLC
Doing Business as: (DBA)	
Vendor Address:	35 Peters Rd Unit D, Bloomfield, CT 06002
Vendor Contact Name:	Greg Boisvert
Vendor Contact Email:	GBoisvert@boisvertservices.com
Is the contractor a minority or women owned small business?	No
Agreement/Contract Information	
New or Renewal Agreement/Contract?	Renewal Option 2 of 3 of Contract
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 11/6/2023 To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$200,000.00
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101
Contract #: <small>(Local or State)</small>	21749B-3-4



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Key Questions:

1. What specific service will the contractor provide:

Repairs and maintenance to all HVAC equipment throughout entire school district. Contractor and Journeypersons must hold the appropriate “S” or “D” class License, contractor must be certified to work on all types of refrigerant systems

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

- Quotes
- Sealed Bid # 21749
- 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 – Lowest Bidder award



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4. If this is a renewal with a current vendor, has the vendor met all obligations under the existing agreement/contract?

Yes, all obligations of previous contracts have been met by the vendor.

5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? *Attach Renewal Letters

No increase at this time.

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 specialized service that only certified vendors can provide. This vendor in particular has a wealth of HVAC related experience to perform that tasks required under this contract.



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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

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # <u>10057</u>
If No or New,	Vendor must provide completed W9
2. A quotes or proposal submitting regarding the agreement/contract.	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></p> <p>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></p> <p>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</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>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.</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

Michael V. Fumiatti, Sr
Purchasing Agent

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

INVITATION TO BID

Project Summary

Contract Name: **On Call HVAC Repair Services-Rebid**

Solicitation #: **21749** City Project #: **N/A**

Projection Description: Repairs and maintenance to all HVAC equipment throughout entire school district. Contractor and Journeypersons must hold the appropriate "S" or "D" class License, contractor must be certified to work on all types of refrigerant systems

Department: **BOE -Facilities**

Solicitation/Advertise Date: **May 9, 2021**

Bid Due Date: **June 3, 2021** 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 Service SCD* - Construction SCD* - Service

Contract Term: Construction (See Specification) Service **1** year **3** Renewals Option(s) (at the sole discretion of the CONH)

Material Markup Allowed NO YES If Yes enter percent markup on your Statement of Qualifications form

Insurance Requirements: Refer to Rider **3** (This Rider is attached)

MBE/WBE Utilization Form: **Required if your base Bid Submission is \$150,000 or greater**

Local Preference: YES NO

Bid Bond: **N/A** Percentage Amount: %

Labor, Material and Performance Bond: **N/A**

Wage Rates: Livable Wage \$17.62 FY 21/22 Prevailing Wage State Davis Bacon Federal

Responses must be submitted in the form and manner specified in this request.

SECTION C – PROJECT SPECIFICS-DETAILED

1. SCOPE OF WORK

- a. The work to be performed by the On-Call of HVAC Repairs and Maintenance 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 HVAC Repairs and Maintenance Services and related work orders issued by the New Haven Public Schools, Facilities Department, including but not limited to the following; provide full testing, inspection, Preventive Maintenance, on call repairs, emergency services, adjustments of parts for all heating/boiler, Air Conditioning, and cooling systems and related equipment covered under this contract and the preparation/furnishing of certifications and reports as required. All work should be performed to industry and manufacturer's recommendations and requirements, as outlined in Calculation Sheet. Below is inspection requirements for HVAC equipment.

HVAC Equipment to be Serviced Check List

(1.) Boiler Startup Check List

A. The NHPS Facilities Department HVAC Supervisor and Contractor personnel shall coordinate all work to prevent interruption of critical building systems and/or equipment. The work of the Contractor shall not interfere with normal conditions and safe operation of the school building and site. When possible all service work shall be coordinated one (1) week in advance with the NHPS Facilities Department.

B. Record of Inspection: A permanent record of all inspections, testing and maintenance shall be provided which shall include the following information as requested:

- a. Date
- b. Test Frequency
- c. Name of property
- d. Address
- e. Name of person performing inspection, maintenance, and/or tests, affiliation, business address and telephone number.
- f. Designation of the boiler serviced.
- g. Other services as required by the equipment manufacturers.
- h. Other services as required by the authority having jurisdiction.
- i. Signatures of servicer and approved by the NHPS Facilities Supervisor
- j. Documentation of tests.
- k. Discrepancies found.

C. Fireside Boiler Cleaning: This Service must be performed prior to Burner tuning, cleaning and calibrating.

- a. Open all doors and plates of all boilers.
- b. Wire brush and power vacuum clean all doors and plates.
- c. Wire brush, air lance with 200 lbs. or compressed air and power vacuum clean all sections passages and smoke hoods where accessible.
- d. Wire brush and power vacuum clean combustion chambers of boilers from the outside through the clean out ports.
- e. If heavy deposits are present, pull the burner and vacuum out the combustion chamber.
- f. Replace the cleanout cover insulation with new 3/8" fiberglass rope gasket and or ceramic fiber gaskets.
- g. Install the clean out covers and reseal them a silicon caulk rated for 500 degree F.

- h. Thoroughly inspect the vent system for any signs of blockage, corrosion or leakage, inform owner of any discrepancies found.
- i. A mobile power vacuum truck, drawing 26" pf vacuum with a capacity of 468 sq. ft. of filter area and 8" vacuum hose, or an acceptable equivalent, will do all vacuuming.
- j. All soot and debris will be disposed of in a DEP/EPA approved landfill.

D. Burner Tuning, Clean and Calibrating;

- a. Clean all nozzles.
- b. Clean all strainers.
- c. Replace oil filter and pump strainer cartridges.
- d. Clean ignition assemblies.
- e. Check and set ignition electrodes.
- f. Set burners on low, medium and high fire on both gas and oil where applicable.
- g. Conduct combustion efficiency test and submit results.
- h. Test and calibrate safety and operating controls.
- i. Where necessary, replace water site glasses and/or gaskets.
- j. Check and inspect gas trains.
- k. Check and inspect operation of oil pump and motors.
- l. Check oil couplers, and wire connections.
- m. Checks and inspect gas/oil change over switches.
- n. Check ignition transformers.
- o. Check and adjust gas/oil change over sensor for proper operations.
- p. Inform owner of all discrepancies found, and provide minor repair as a separable billable service NHPS Facilities approval.

E. HVAC, Boiler Gas operated

- a. Check boiler room for adequate ventilation in accordance with AGA burner requirements
- b. Check operation of all gas controls and valves including; manual gas shutoff, petal gas regulator, safety shut off valve (solenoid), automatic gas valve, petal solenoid valve, motor and linkage to air louver, safety petal solenoid valve (if used)
- c. Check flue connection for tight joints and minimum resistance to air flow before firing.
- d. Draft regulators should give slightly negative pressure in the combustion chamber at maximum input.
- e. On force draft burners, gas manifold pressure requirements should correspond with modulating (butterfly) valve in full open position and stable at all other firing rates.
- f. Check burner for flush back.
- g. Check pilot for proper operation.
- h. Satisfactory operation and adjustment should conform to manufacturer's instruction.
- i. Clean all burner nozzles before operating.

Verify all equipment at all School locations.

All work to meet or exceed all local and state building codes.

All work to meet or exceed manufacturer's recommendations.

Other HVAC Equipment to be serviced

(2.) HVAC, Chiller Check List

1. Start unit and observe operation
2. Check compressor for proper operation
3. Check discharge and section gas pressure
4. Descaling condenser tube with nylon brush if necessary
5. Check Electrical wiring for lose connection
6. Check chiller and condenser water line float switch

7. Inspect gasket look for leaks
8. Check chiller and condenser water pressure for any blockage
9. Check oil pressure of compressor
10. Check controls for proper operation
11. Check piping and valves for leaks and tighten connection as necessary
12. Check for corrosion, clean and prime and paint area of corrosion as necessary
13. Check unit noise and vibration
14. Check refrigerant pressure and add gas if necessary
15. Clean surrounding floor area

(3.) HVAC Cooling Tower Check List

1. Check and clean wet deck, remove all debris and dispose of properly
2. Remove dirt or dust from all interior parts
3. Pressure wash cooling tower and tower structure
4. Inspect and adjust motor, belts, etc. for proper operation
5. Lubricate motor and fan bearings.
6. Flush cooling tower if the tower has accumulated excessive debris during the operation season
7. Clean distribution nozzles and screens; adjust bleed, float, and central valve for desired water level
8. Check electrical wiring for loose connections
9. Check drains line for restrictions
10. Start unit and observe operation
11. Check frame of unit with ohmmeter for proper electric ground
12. Inspect and clean protective finish inside and outside. Clean and refinish any damage coating.
13. Inspect keys and keyways in motor and drive shaft
14. Lubricate all bearings. Remove old or excess lubricant
15. Check fans and air inlet screens and remove any dirt or debris.
16. Clean in out cooling tower strainer if necessary

(4.) HVAC, Chiller Water Pump Check List

1. Check unit for proper operation
2. Check for leaks on suction and discharge piping
3. Check for seals, packing glands, etc...
4. Check motor and pump operation for excessive vibration, overheating, noise
5. Check operation of pressure controls
6. Lubricate pump and motor
7. Clean exterior of pump, motor and surrounding area
8. Clean strainer of suction line if needed

(5.) HVAC, Condenser Water Pump Check List

1. Check unit for proper operation
2. Check for leaks on suction and discharge piping
3. Check for seals, packing glands, etc.
4. Check motor and pump operation for excessive vibration, overheating noise.
5. Check operation of pressure controls
6. Lubricate pump and motor
7. Clean exterior of pump, motor and surrounding area
8. Clean strainer of suction line if needed

(6.) HVAC, Hot Water Pump Check List

1. Check unit for proper operation
2. Check for leaks on suction and discharge piping
3. Check for seals and packing glands, etc...
4. Check motor and pump operation for excessive vibration, overheating, noise
5. Check operation of pressure controls

6. Lubricate pump motor
7. Clean exterior of pump, motor and surrounding area
8. Clean strainer of suction line if needed

(7.) HVAC, AHU (Air Handling Unit) Check List

1. Check unit for noise and vibration
2. Clean or replace filters
3. Drain and clean condensate pan
4. Lubricate, greasing motor and blower bearings
5. Clean coil with vacuum, water pressure, brushing
6. Use fin comb to straighten coil fins if needed
7. Clean fan blades and interior unit surfaces to remove soil
8. Damp wipe exterior surfaces
9. Check motor belt and pulley for proper operation
10. Visually inspect wiring for damage or loose connection, tighten loose connections
11. Remove/clean, adjust and reinstall evaporative pads
12. Remove/clean debris from surrounding area
13. Start unit and check for proper operation
14. Check unit bypass valve for proper work

(8.) HVAC, Expansion Tank Check List

1. Check float valve for proper function
2. Check tank for leakage
3. Clean surrounding area

(9.) HVAC, FCU (Fan Coil Unit) Check List

1. Check unit for noise and vibration
2. Clean or replace filters
3. Drain and clean condensate pan
4. Lubricate, greasing motor and blower bearings
5. Clean coil with vacuum, water presser and brushing
6. Use fin comb to straighter coil fins if needed
7. Clean fan blades and interior unit surfaces to remove soil
8. Damp Wipe exterior surfaces
9. Check motor belt and pulley for proper operation
10. Check all connections
11. Remove/clean, adjust and reinstall evaporative pads
12. Remove/clean debris from surround area
13. Start Unit and check for proper operation
14. Check Unit bypass valve for proper operation

(10.) Fresh Air Supply Fan Check List

1. Check bearings, noise of supply fan's motor
2. Check fan blade for proper work, if it exist.
3. Check Air supply
4. Check Air duct for any damage
5. Check Air inlet and clean if needed
6. Clean blower for proper work, if it exists
7. Check electrical loose connection
8. Clean Supply fan unit

(11.) Fresh Air Exhaust Fan Check List

1. Check bearings, noise of supply fan's motor

2. Check fan blade for proper work, if it exist.
3. Check Air supply
4. Check Air duct for any damage
5. Check Air inlet and clean if needed
6. Clean blower for proper work, if it exists
7. Check electrical loose connection
8. Clean Supply fan unit

b. The qualified contractor must show to the satisfaction of the New Haven Public Schools Facilities Department, a **minimum of five (5)** qualified journeymen technicians available simultaneously to respond to heating and air conditioning repair calls with the district. During the critical heating season (**December through February, or other periods of time determined by the City and the NHPS Facilities Department as critical**). **A minimum of eight (8) qualified journeymen technicians must be available simultaneously. A list of the qualified staff must be submitted with the bid.**

****This requirement to be strictly enforced.***

c. Special attention and consideration is directed to “HVAC Equipment to be serviced Check List” schedule of Maintenance operation and services “for a detailed list of work to be performed during the annual cleaning and tune up of all HVAC Equipment. Items on this list should be used as guidelines and in conjunction with equipment manufactures requirements. No work on this check list is to be done without a work order or prior approval from the NHPS Facilities Director/Trades Foreman. For each location the contractor will be required to create a chart of performance criteria and efficiency testing. Furnish all material and equipment usually furnished with such service in accordance with industry standards. **All Annual Boiler (Heating) maintenance must be completed prior to November 15th and All Annual Chiller (Cooling) maintenance must be completed prior to April 15th upon direction from the HVAC Facilities Supervisor.** Contractor will provide seasonal start up

d. Each bidder must have properly licensed and qualified service journey persons to perform the work per Section 20-330 of the Connecticut General Statues on Heating, Piping and Cooling work. The contractor and Journeypersons must hold the appropriate “S” or “D” class license for this contract. In addition, any work being performed on systems containing refrigerants, all persons must be certified with the proper type registration per Environmental Protection Agency 40 DVF part 82, subpart F, proper refrigerant practices. The CT license numbers and the EPA I.D. numbers for all contractors and journey persons must be submitted with each bidder’s submittal. During the contract duration it will be the responsibility of the bidder to insure all licenses and certifications are kept current and regulations are properly followed with updates and records maintained.

e. 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. Potential manufacturers are typical but not limited to Carrier, Daikin/McQuay, Trane and York, Flo Tech/ABB

SECTION D – Board of Education Location(s)

Exhibit 1 New Haven School Addresses 2021-22

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
James Hillhouse High School	480 Sherman Parkway
Hill Regional Career High School	140 Legion Ave.
High School in the Community	175 Water St.
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
Barnard Magnet School	170 Derby Ave.
Barack Obama Magnet School	69 Farnham 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.
C. Rogers School	200 Wilmont Ave
Celentano Museum Academy/Polly T. McCabe Center	400 Canner St.
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.
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.
Nathan Hale School	480 Townsend Ave.
Quinnipiac School	460 Lexington Ave.

Ross/Woodward School	185 Barnes Ave.
Troup School	259 Edgewood Ave.
Truman School/Truman Head Start Program	114 Truman St.
W.Hooker Elementary School	180 Canner St.
W. Hooker Middle School	691 Whitney Ave.
West Rock Author's Academy	311 Valley St.
Wexler/Grant School	55 Foote St.
Dr. Reginald Mayo Early Learning Center/ECAT	185 Goffe 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.
Strong School @ Mauro	130 Orchard St.