



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:** January 8, 2024

**Re:** Award of Contract 21914 to CT Custom Aquatics, LLC. to provide On Call Swimming Pool Repair services

**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:	Connecticut Custom Aquatics, LLC	
Doing Business as: (DBA)		
Vendor Address:	8 Massimo Drive North Haven, CT 06473	
Vendor Contact Name:	Greg Macmillen	
Vendor Contact Email:	greg@ctcustomaquatics.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	New (w/ 3 renewal options)	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 01/23/2024	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$50,000.00	
Funding Source Name: Acct. #:	Operating Budget 190-47400-56662	
Contract #: <small>(Local or State)</small>	21914	



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**Key Questions:**

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

The City of New Haven Board of Education is seeking formal bids from licensed swimming pool contractors. This contractor will be required to perform Testing, Inspection, Preventative Maintenance, On-Call Repairs, and Emergency Services for all school-based swimming pools

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

- Quotes
- Sealed Bid # 21914
- 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 Bids default to qualified lowest bidder.



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

New

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

NEw

**6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?**

New – no change in fiscal allotted amount for these services.

**7. Is this a service that existing staff could provide? Why or why not?**

No, this is a service provided by pool specialists.



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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 # _____
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 Swimming Pool Repairs									
Solicitation #:	21914			City Project #:			N/A			
Projection Description:	The City of New Haven Board of Education is seeking formal bids from licensed swimming pool contractors. This contractor will be required to perform Testing, Inspection, Preventative Maintenance, On-Call Repairs, and Emergency Services for all school-based swimming pools									
Department:	BOE -Facilities									
Solicitation/Advertise Date:	December 10, 2023									
Intend to Bid Due Date	January 3, 2023									
Bid Due Date:	January 4, 2023					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		X	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	X	NO		Yes	If Yes enter percent markup on your Statement of Qualifications form					
System for Award Management (Federal Requirement)		YES	X	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			111		(This Rider is attached)				
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater									
Local Preference:	X			YES					NO	
Bid Bond:	N/A					Percentage Amount:		N/A		%
Labor, Material and Performance Bond:	N/A									
Wage Rates:	X	Livable Wage \$19.95 FY 23/24		Prevailing Wage State				Davis Bacon Federal		

## Scope of Work

### **On-Call Swimming Pool Repair and Supplies**

The City of New Haven Board of Education is seeking formal bids from licensed swimming pool contractors. This contractor will be required to perform Testing, Inspection, Preventative Maintenance, On-Call Repairs, and Emergency Services for all school-based swimming pools:

#### Schools with Swimming Pools

- |                                     |                           |
|-------------------------------------|---------------------------|
| 1. Wilbur Cross High School         | 181 Mitchell Drive, 06511 |
| 2. James Hillhouse High School      | 480 Sherman Ave., 06511   |
| 3. Hill Regional Career High School | 140 Legion Avenue, 06519  |
| 4. Conte West Hills Magnet School   | 511 Chapel Street, 06511  |
| 5. John S. Martinez School          | 100 James Street, 06513   |

This shall consist of furnishing all material, labor, supervision, tools, and supplies necessary to perform the duties required as an on-call swimming pool contractor. The contractor should be able to provide staff training as needed.

#### I. Qualifications & Licensing

- Must hold a Connecticut SP-1 Contractor's license
- Must hold a Connecticut SPB-1 Contractor's license
- Must be a factory-trained and authorized Chemtrol Technician
- Must maintain an inventory of Chemtrol parts including circuit boards, relays, ORP, and PH probes
- Must be an authorized Pulsar dealer
- Must be an authorized Marlow dealer and repair center

#### II. Expectation

Contractor's technicians are expected to provide industry standard or higher quality workmanship, document, and log all preventative maintenance completed, and recommend any future work that will extend the equipment life expectancy of pools.

#### III. Scope of Work:

Scope of Work may include but is not limited to the following:

- Testing
- Inspection
- Preventative Maintenance
- On-Call Repairs

- Emergency Services
- Inspecting and maintaining pool equipment, such as pumps, filters, heaters, and chemical feeders.
- Repairing and replacing pool equipment as needed, including valves, pipes, and fittings.
- Monitoring and maintaining pool safety equipment, such as lifeguard chairs, rescue equipment, diving boards, and first aid kits.
- Conduct regular inspections of pool facilities to identify any safety hazards or maintenance issues.
- Performing routine maintenance tasks, such as backwashing filters, cleaning skimmer baskets, and replacing pool lights.
- Responding to emergency maintenance requests, such as leaks, equipment failures, or water quality issues.
- Providing recommendations for pool upgrades or improvements to enhance safety, efficiency, or functionality.
- Keeping detailed records of all maintenance activities, including water test results, equipment repairs, and maintenance schedules.

IV. Pricing and Bid Table Instructions:

The award will be made to the lowest priced, responsive, and responsible bidder based upon the following hourly rate categories and materials/chemical pricing for the items below. Pricing must include:

- Labor Rate
- Travel Charges
- Mileage Charges
- Freight Charges
- Disposal Charges
- Misc. Fees

The materials markup threshold is a maximum of 10%

ITEM	UNIT MEASURE	QTY	PRICE/UNIT (\$)
Regular Hourly Rate	Hour	1	
Staff training Hourly Rate	Hour	1	
Pulsar Brand Calcium Hypochlorite	50lb Pail	1	
Pulsar Brand PH Minus	50lb Pail	1	
Cal Plus Calcium Chloride	50lb Pail	1	
Pulsar Calcium Chloride	50lb Pail	1	
Total Plus (50lb Pail)	50lb Pail	1	
Oxone Plus (50lb Pail)	50lb Pail	1	
Super Blue CASE of (6) 1/2 Gallon bottles	Case of (6) ½ gal	1	
Chlorine Neutralizer (40lb pail)	40lb Pail	1	