



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Frank Fanelli, Director of Project Management
Date: 11/13/2023
Re: Award of Contract 21906 to Tucker Mechanical for the replacement of an existing roof mounted air-cooled chiller with the same make and manufacturer at Martinez School.

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:	Tucker Mechanical
Doing Business as: (DBA)	
Vendor Address:	795 Brook St, Rocky hill CT 06067
Vendor Contact Name:	
Vendor Contact Email:	
Is the contractor a minority or women owned small business?	No
Agreement/Contract Information	
New or Renewal Agreement/Contract?	Contract
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 11/23/2023 To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$ 778,479.00
Funding Source Name: Acct. #:	ARP ESSER III Carryover 2553-6399-56697-0470
Contract #: <small>(Local or State)</small>	21906



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Key Questions:

1. What specific service will the contractor provide:

For the replacement of an existing roof mounted air-cooled chiller with the same make and manufacturer at Martinez School

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

- Quotes
- Sealed Bid # 21906
- 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 defaults to 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?

N/A - new

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

N/A - new

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

This is a service to which there is no fiscal comparison as this is large scale project to which varies per project.

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

This is a specialized service that will be provided by firm who has the knowledge and experience to perform solicited tasks.



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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 # 10479
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

Malinda Figueroa
Purchasing Agent

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

INVITATION TO BID

Project Summary

Contract Name:	Martinez Chiller Replacement							
Solicitation #:	21906		City Project #:	N/A				
Projection Description:	qualified firms with significant experience to provide the NHPS with Services to replace an Air-Cooled Chiller at John S. Martinez Magnet School, located at 100 James Street New Haven CT, 06511.							
Department:	BOE -Facilities							
Solicitation/Advertise Date:	October 20, 2023							
Intend to Bid Due Date	November 14, 2023							
Bid Due Date:	November 15, 2023			Bid Opening Time:	3:00	PM		
Pre-Bid Meeting Date:	October 30, 2023			Pre-Bid Meeting Time:	10:00	AM		
Pre-Bid Meeting Location:	100 James Street New Haven CT, 06511.							
Solicitation Type:	<input checked="" type="checkbox"/>	Construction	<input type="checkbox"/>	Service	<input type="checkbox"/>	SCD* - Construction	<input type="checkbox"/>	SCD* - Service
Contract Term:	<input type="checkbox"/>	Construction	(See Specification)	Service	1	year	<input checked="" type="checkbox"/>	Renewals Option(s) (at the sole discretion of the CONH)
Material Markup Allowed	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Yes	If Yes enter percent markup on your Statement of Qualifications form			
System for Award Management (Federal Requirement)	<input checked="" type="checkbox"/>	YES	<input 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		100	(This Rider is attached)				
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater							
Local Preference:			YES	<input checked="" type="checkbox"/>	NO			
Bid Bond:	Yes			Percentage Amount:		5	%	
Labor, Material and Performance Bond:	Yes							
Wage Rates:		Livable Wage \$19.95 FY 23/24	<input checked="" type="checkbox"/>	Prevailing Wage State		Davis Bacon Federal		

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

Scope of Services

The City of New Haven Public Schools (NHPS) is soliciting proposals from qualified firms with significant experience to provide the NHPS with Services to replace an Air-Cooled Chiller at John S. Martinez Magnet School, located at 100 James Street New Haven CT, 06511. The NHPS expects to select and contract with one Company to provide the services listed in the scope of work below. Pricing to include:

- All labor and materials
- Travel charges
- Mileage charges
- Demo of existing equipment
- Disposal charges
- 1 Year warranty
- Permits
- Miscellaneous fees

Additionally, all licensing and insurance requirements listed in this BID must be met. It is the goal of the NHPS to enter into agreement with a vendor that will provide services efficiently, will accurately bill, and will provide high quality, flexible and reliable customer service to the NHPS. The Vendor will be expected to maintain expert knowledge of this service to ensure the NHPS is receiving the highest quality service at the most affordable rates while maintaining quality and secure technology. The exact scope of work intended for the installation are in the attached Mechanical Plans.

I. Qualifications

Eligible Vendors will be those individuals, businesses and firms that meet the following qualifications:

- a. Proposer must have demonstrated experience and expertise in Connecticut in the past (3) years regarding the types of or similar services as those outlined in the introduction.
- b. Proposer must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.
- c. Proposer must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes, and policies.

II. Expectations

- a. Vendor is expected to provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the NHPS.
- b. Vendor is expected to provide the highest quality customer service to the NHPS, not limited to, but particularly in the areas of reliability and billing.

The selected Company shall work with and cooperate with the Director of Project Management. Rendering services in pursuant to this BID shall be directed to the City of New Haven Finance Department.

III. Scope of Services

Existing Air-Cooled Chiller

- The existing roof mounted chiller is a York/Johnson Controls 360-ton air cooled chiller.
- We are replacing the exiting chiller with the same make, manufacturer, and size as the existing unit i.e., York/Johnson Controls.

Existing Base Mounted Chiller and Chilled Water System Pumps

- The existing 15 HP Bell & Gossett Chiller pump will be replaced with a new Bell & Gossett pumps.
- The existing 25 HP Bell & Gossett Chilled Water System pumps will be replaced with Bell & Gossett pumps.
- All the other ancillary equipment including VFD's, motor starters, expansion tanks, air separator, seismic restraints, pipes, valves, fittings, & piping specialties local to the chiller and pumps will also be replaced.

BMS Controls

- Provide all temperature, operation and safety controls, low voltage control wiring, hardware, software, and accessories necessary to achieve a fully operational HVAC control system by "Connecticut Controls Inc." provide new tridium control, update graphics and controllers. power wiring shall be provided by the electrical contractor.
- The existing controls to be upgraded to the Tridium N4 and control the new chiller and pumps.
- Provide all necessary operational and safety controls, wiring, hardware, software, and accessories to achieve a fully operational system.

Note: Drawings and specifications will take precedence over this document.