



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Frank Fanelli, Director of Project Management

Date: November 24, 2023

Re: Award of Contract 21907 to Re-Tech LLC to demolish and construct new wooden deck entrance at Sound School (Anderson, Thomas & McNeil)

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:	Re-Tech LLC	
Doing Business as: (DBA)		
Vendor Address:	148 Ridgeley Ave Fairfield, CT 06825	
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 12/4/2023	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$202,330.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101	
Contract #: <small>(Local or State)</small>	21907	



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Key Questions:

1. What specific service will the contractor provide:

demolition and new construction of wood deck entrances of the Sound School campus located at 60 South Water St, New Haven CT 06519. The area being renovated consists of approximately 800 sq. ft. of an existing wood decks, ramps, & stairs to three campus buildings (Anderson, Thomas and McNeil)

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

- Quotes
- Sealed Bid # 21907
- 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 – The bid was advertised 10/26/2023 and closed 11/22/2023.

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

N/A – Sealed Bids are awarded to a qualified vendor who bid.



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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
5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? <small>*Attach Renewal Letters</small>
N/A
6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?
This is a new contract is project based and has no financial comparison.
7. Is this a service that existing staff could provide? Why or why not?
No this is a specialized service that will be provided by a qualified vetted contractor who has the staff and resources to perform the work.



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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>NEW</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

Malinda Figueroa
Purchasing Agent

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

INVITATION TO BID

Project Summary

Contract Name:	Sound School Entry Decks							
Solicitation #:	21907		City Project #:	N/A				
Projection Description:	demolition and new construction of wood deck entrances of the Sound School campus located at 60 South Water St, New Haven CT 06519. The area being renovated consists of approximately 800 sq. ft. of an existing wood decks, ramps, & stairs to three campus buildings (Anderson, Thomas and McNeil)							
Department:	BOE- Facilities							
Solicitation/Advertise Date:	October 26, 2023							
Intend to Bid Due Date	November 21, 2023							
Bid Due Date:	November 22, 2023			Bid Opening Time:	3:00	PM		
Pre-Bid Meeting Date:	October 26, 2023			Pre-Bid Meeting Time:	12:00	PM		
Pre-Bid Meeting Location:	Sound School, 60 South Water St New Haven CT							
Solicitation Type:	<input checked="" type="checkbox"/>	Construction	<input type="checkbox"/>	Service	<input type="checkbox"/>	SCD* - Construction	<input type="checkbox"/>	SCD* - Service
Contract Term:	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 type="checkbox"/>	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		100	(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:	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		

Scope of Services

The City of New Haven Public Schools (NHPS) is soliciting proposals from qualified General Contracting firms with significant experience to provide the NHPS with Services for demolition and new construction of wood deck entrances of the Sound School campus located at 60 South Water St, New Haven CT 06519. The area being renovated consists of approximately 800 sq. ft. of an existing wood decks, ramps, & stairs to three campus buildings (Anderson, Thomas and McNeil). 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
- Disposal Charges
- 5 Year Warranty on all labor and installations
- Permits
- Misc. 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 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 of 800 square feet. (See attached Construction Plans)

I. Qualifications

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

1. Proposer must have demonstrated experience and expertise in Connecticut in the past (5) years regarding the types of or similar services as those outlined in the introduction.
2. Proposer must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.
3. 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

- Vendor is expected to provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the NHPS.
- 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.
- All work schedules must be coordinated with the principal of Sound High School and the NHPS 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

- renovate existing wood decks, ramps, & stairs to three campus buildings per the drawings provided.
 - The Anderson Building
 - The Thomas Building
 - The McNeil Building
- Demolition includes removal of decking, railings, stairs, and lattice.
- New construction will include replacement with bamboo decking, lumber, railings, stairs, and metal handrails.
- Allowances are to be provided for replacement of 20% of existing wood posts (refer to drawing and onsite determination in partnership with the NHPS Director of Project Management)
- Provide new post bases, joists & hangers, stair stringers, & associated hardware. Items within project scope are to be inspected for damage & structural integrity prior to new construction.
- Temporary stairs will have to be added for entrance and exiting during the school day
- Allowances (if any) for landscape replacement during construction (partner with the NHPS Director of Project Management)
- Drawings will include the following:
 - T1.00 COVER SHEET
 - T1.01 DRAWING LIST, NOTES AND ABBREVIATIONS
 - D1.01 DEMOLITION PLANS
 - A1.01 DETAIL PLANS, ELEVATIONS, & SECTIONS
 - A1.02 DETAIL PLANS, ELEVATIONS, & SECTIONS
 -

General Note: refer to plans for more information (No Substitutions)