



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Frank Fanelli, Director of Project Management
Date: 12/20/2023
Re: Award of Contract 21903X with Tucker Mechanical to replace the existing make up air unit at Betsy Ross 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:	Justin Mathews	
Vendor Contact Email:	jmathrews@emcor.net	
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 01/02/2024	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$55,072.00	
Funding Source Name: Acct. #:	ARP ESSER III Carryover 2553-6399-56697-0474	
Contract #: <small>(Local or State)</small>	21903X	



NEW HAVEN PUBLIC SCHOOLS

Key Questions:

1. What specific service will the contractor provide:

to provide the NHPS with Services to replace an existing Make-Up Air Unit. The work is to be performed at Betsy Ross Art Magnet School

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

- Quotes**
- Sealed Bid # 21903X – no responses**
- 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 – No Responses

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

Sealed Bid had no responses, purchasing advised department to pursue quotes for services.



NEW HAVEN PUBLIC SCHOOLS

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 project-based service that has no fiscal comparison.
7. Is this a service that existing staff could provide? Why or why not?
This is a specialized service that can be provided by the qualified HVAC contractor.



NEW HAVEN PUBLIC SCHOOLS

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.	



Customer Name

NHBOE

Proposal

Address

657 Ferry St.
New Haven, CT

Tucker Quote # PE-000220

Date 12/13/2023

Attn:

Guy Salvati

Please Contact Blake Deming 203.904.6626
If You have any Questions

We are pleased to offer our quotation for the following:

Description of Work:

*****Proposal to replace Reznor makeup air unit located on rooftop above Cafeteria.*****

Qualified Tucker Mechanical technicians will shut down, isolate, and make safe the existing Reznor HVAC unit. All gas, electrical, and sheet metal connections will be disconnected. Once broken free, a crane will lift the existing unit up and off the roof to be disposed of. A new Reznor unit will be lowered via crane into position using the same rigging path. Technicians will make all necessary connections to the gas and electrical supply. Supply and exhaust ductwork will be connected in the same manner as the original unit. Once all connections are made, the unit will be commissioned and tested by a qualified Tucker Mechanical technician.

All work is to be completed during normal business hours.

**** NO roof repair/modification is included ****

Job Location

Betsy Ross Magnet School

The following items are not included

- Building Management Systems/Temperature Controls
 - Line voltage electrical work new or existing
 - Air/Water balancing and written reports
 - Roofing work
 - Acoustical ceiling tiles, grid and related components removal or replacement
 - Site specific floor protection
 - Building permits
 - Engineering or other related documents required to obtain permits
 - Customer required safety training not specified in writing at time of bid
 - Daily safety briefs exceeding 30mins per man billed additionally
 - Crane pick plans
 - Dumpster for removal of debris
 - Pipe or duct insulation new work or replacement
 - Asbestos testing or removal
 - Overtime labor
- Our pricing does not cover any costs that may be incurred due to hazardous material

Our Price for the work as described above is in the amount of \$ 55,072

This proposal **does not include** Connecticut Tax on material and labor.

This proposal is valid for 30 days after which time it is subject to review

Terms of Payment - Balance in full upon completion.

Accepted By _____

Title _____

Date _____

Customer PO _____



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:	Makeup Air Unit									
Solicitation #:	21903			City Project #:			N/A			
Projection Description:	The City of New Haven Public Schools (NHPS) is soliciting proposals from qualified General Contracting HVAC firms with significant experience to provide the NHPS with Services to replace an existing Make-Up Air Unit. The work is to be performed at Betsy Ross Art Magnet School located at 150 Kimberly Ave New Haven CT 06519.									
Department:	NHPS									
Solicitation/Advertise Date:	October 18, 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:	N/A					Pre-Bid Meeting Time:				
Pre-Bid Meeting Location:	N/A									
Solicitation Type:	X	Construction			Service		SCD* - Construction			SCD* - Service
Contract Term:	Construction		(See Specification)		Service		1	year	X	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)	X	YES		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		X		NO		
Bid Bond:	Yes					Percentage Amount:		5	%	
Labor, Material and Performance Bond:	Yes									
Wage Rates:		Livable Wage \$19.95 FY 23/24		X	Prevailing Wage State				Davis Bacon Federal	

The City of New Haven Public Schools (NHPS) is soliciting proposals from qualified General Contracting HVAC firms with significant experience to provide the NHPS with Services to replace an existing Make-Up Air Unit. The work is to be performed at Betsy Ross Art Magnet School located at 150 Kimberly Ave New Haven CT 06519. 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. Services must be completed within 60 calendar days of receipt of the P.O. (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 NHPS Director of Project Management.

- Rendering services in pursuant to this BID shall be directed to the City of New Haven Finance Department.
- All work must be in coordination with the principal of Betsy Ross Arts Magnet School and the NHPS Director of Project Management to include but not limited to work after hours and on weekends.

III. Scope of Services

- Remove the existing MAU, piping, duct connections, and accessories
- Existing roof curb to remain. Cap piping for future use.
- The existing MAU is to be replaced with a Greenheck, 3000 CFM, gas fired, 10.2A/208V/3P MAU, equipped with all features as indicated on the drawings, including but not limited to a mounting adapter curb.
- Controls:
 - Provide all necessary operational and safety controls, wiring, hardware, software, and accessories to achieve a fully operational system.
 - The new MAU is to be connected to the existing feeder with new disconnect switch.
 - New duct smoke detectors to be connected to existing duct smoke detector wiring.

IV. Notes:

1. Electrical support work shall be included for the above-referenced upgrades.
2. Refer to Contract document plans and specifications for details of the mechanical and electrical upgrades.
3. Refer to Drawings and specifications for all details