



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:** February 25, 2024  
**Re:** Award of Contract 21916 Tucker Mechanical, Inc. to corrective repair boilers in the district.

**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: <small>(DBA)</small>	Emcor Company	
Vendor Address:	795 Brook Street Rocky Hill CT 06067	
Vendor Contact Name:		
Vendor Contact Email:	JMathews@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 03/11/2024	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$15,875.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projcets 3C24-2461-58101	
Contract #: <small>(Local or State)</small>	21916	



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**Key Questions:**

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

On-Call contractor to perform repairs on all H.B. Smith, Lochinvar, O’Neil, Hamilton, and Evo gas-fired hot water boilers and all their electrical and mechanical components within a closed hot water loop districtwide.

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

- Quotes
- Sealed Bid #21916
- 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 – Defaults to lowest bidder



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<b>4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?</b>
N/A
<b>5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much?</b> *Attach Renewal Letters
N/A
<b>6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?</b>
This is a new contract the intent is to split the routine preventative maintenance and the repairs separately.
<b>7. Is this a service that existing staff could provide? Why or why not?</b>
No this is a service that will be provided by a qualified experienced vendor.



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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 # <u>10479</u>
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 Boiler Corrective Repairs											
Solicitation #:	21916				City Project #:			N/A				
Projection Description:	The City of New Haven Board of Education is seeking formal bids from licensed HVAC contractors who have the ability as an On-Call contractor to perform repairs on all H.B. Smith, Lochinvar, O'Neil, Hamilton, and Evo gas-fired hot water boilers and all their electrical and mechanical components within a closed hot water loop districtwide. The NHBOE expects to select and contract with one contractor to provide the services listed in the scope of work below on a as needed basis.											
Department:	BoE -Facilities											
Solicitation/Advertise Date:	January 11, 2024											
Intend to Bid Due Date	February 6, 2024											
Bid Due Date:	February 7, 2024						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	2	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)		YE	S	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				100P		(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:				%	
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

The City of New Haven Board of Education is seeking formal bids from licensed HVAC contractors who have the ability as an On Call contractor to perform repairs on all H.B. Smith, Lochinvar, Oneil, Hamilton, and Evo gas-fired hot water boilers and all their electrical and mechanical components within a closed hot water loop districtwide. The NHBOE expects to select and contract with one contractor to provide the services listed in the scope of work below on a seasonal and quarterly basis.

### I. Qualifications & Licensing

1. Eligible contractors will be those that can meet the following qualifications:
  - a. Contractor must have technicians with proven and demonstrated expertise in the HVAC field in Connecticut within an educational setting such as schools.
  - b. Contractor's technicians must have a S2 HVAC State of Ct. license and have a minimum of 5 years regarding the types of similar services as those outlined in the introduction.
  - c. Contractor's technicians must be able to accurately abide by manufacturer's instructions regarding repairs and accurately follow manufacturer's repair process.
  - d. Contractor must have a proven track record in providing these types of repairs for similar sized boilers and within municipal governments preferably in Connecticut.
  - e. Contractor's technicians must be familiar with, qualified, properly licensed and factory certified in the above specified boiler manufacturer's sequence of operation to correctly diagnose and repair said boilers.

### II. Expectation

1. Contractor's technicians are expected to provide industry standard or higher quality workmanship, diagnose, repair, and document, all completed repair work.
2. Technician must recommend any future work that will extend equipment life expectancy.
3. Contractor's technicians are expected to only certified new parts, no old or used parts and provide in writing warranty info for each part provided during the repair.
4. Technician are expected to know that along with boiler repairs they will be required to repair any and all boiler accessories such as pump/moto assemblies, circulators, and gas burners not limited to mechanical and electrical components but required under manufacturer's specifications for proper operation of said boilers.

5.

III. Scope of Work:

1. The On Call Contract involves performing on call normal business, overtime, after hour and holiday diagnostics and repair with factory specified new warranted parts. Expectation of services within the contract is to provide diagnostics and repairs according to manufacturer's specifications. With the outcome being extended life expectancy of equipment and overall proper operations upon completion. The overall goal and outcome of the awarded contractor is to properly repair all boilers districtwide to factory specifications effectively and efficiently.

IV. Pricing and Bid Table Instructions:

Award will be made to the lowest priced, responsive and responsible bidder based upon the following hourly rate categories:

<b>Labor Rate Category</b>	<b>Hourly Labor Rate (\$)</b>
Corrective Maintenance	\$ _____ /hr.
Emergency Service	\$ _____ /hr.
Emergency Service After-Hours & Holiday	\$ _____ /hr.
Districtwide Quarterly inspections	\$ _____ /quarter.

Hourly pricing to include:

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

Materials markup threshold is maximum 10%

New Haven School Facilities Addresses 2023-2024

<b>High Schools</b>	<b>Addresses</b>
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
High School in the Community	175 Water St.
Hill Regional Career High School	140 Legion Ave.
Hillhouse High School	480 Sherman Parkway
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
Barack Obama Magnet School	69 Farnham Ave.
Barnard Magnet School	170 Derby 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.
Celentano Museum Academy/Polly T. McCabe Center	400 Canner St.
C. Rogers School	200 Wilmont Ave.
Clemente Leadership Academy	360 Columbus Ave.
Clinton Ave. School	293 Clinton 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.
Family Academy of Multilingual Exploration	255 Blatchley Ave.
Hill Central Music Academy	140 DeWitt St.
W. Hooker Elementary School	180 Canner St.
W. Hooker Middle School	691 Whitney Ave.
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.
Dr. Reginald Mayo Early Learning Center/ECAT	185 Goffe St.
Nathan Hale School	480 Townsend Ave.
Quinnipiac School	460 Lexington Ave.
Ross/Woodward School	185 Barnes Ave.
Strong School @ Mauro	130 Orchard St.
Troup School	259 Edgewood Ave.
Truman School/Truman Head Start Program	114 Truman St.
West Rock Author's Academy	311 Valley St.
Wexler/Grant School	55 Foote St.
<b>Others</b>	<b>Addresses</b>
Facilities & Maintenance Offices/Old Montessori school	375 Quinnipiac Ave.
Central Kitchen	75 Barnes Ave.
Gateway Center/NHPS BoE Central Offices	54 Meadow 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.