



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 21924 Tucker Mechanical, Inc. to preventative maintenance of air-cooled equipment chillers.

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)	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>	\$26,535.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projcets 3C24-2461-58101	
Contract #: <small>(Local or State)</small>	21924	



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Key Questions:

1. What specific service will the contractor provide:

Perform both Routine and Seasonal Scheduled preventative Maintenance on all water cooled & air-cooled chillers, chilled water air handling units located both on the roof and in mechanical rooms, chilled water pumps, & cooling towers district wide.

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

- Quotes
- Sealed Bid #21924
- 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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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 the intent is to split the routine preventative maintenance and the repairs separately.
7. Is this a service that existing staff could provide? Why or why not?
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

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # <u>10479</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> <p>Emailed Disclosures are acceptable.</p>	



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 Chilled Water- & Air-Cooled Equipment Scheduled Maintenance						
Solicitation #:	21924		City Project #:		N/A		
Projection Description:	seeking formal bids from a licensed HVAC Contractor with technicians who can perform both Routine and Seasonal Scheduled preventative Maintenance on all water cooled & air-cooled chillers, chilled water air handling units located both on the roof and in mechanical rooms, chilled water pumps, & cooling towers district wide. The contractor should provide full services furnishing labor, materials, tools and qualified technicians for the titled project within specifications listed.						
Department:	BOE -Facilities						
Solicitation/Advertise Date:	January 28, 2024						
Intend to Bid Due Date	February 14, 2024						
Bid Due Date:	February 15, 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	<input checked="" type="checkbox"/>	Service	<input type="checkbox"/>	SCD* - Construction		SCD* - Service
Contract Term:	Construction	(See Specification)	Service	1	Mon	1	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:	N/A			Percentage Amount:		%	
Labor, Material and Performance Bond:	N/A						
Wage Rates:	<input checked="" type="checkbox"/>	Livable Wage \$19.95 FY 24/25	Prevailing Wage State		Davis Bacon Federal		

Scope of Work

The City of New Haven Board of Education is seeking formal bids from a licensed HVAC Contractor with technicians who have the ability to perform both Routine and Seasonal scheduled preventative Maintenance on all water cooled & air-cooled chillers, chilled water air handling units located both on the roof and in mechanical rooms, chilled water pumps, & cooling towers district wide. The contractor should provide full services furnishing labor, materials, tools and qualified technicians for the titled project within specifications listed.

Additionally, all HVAC licensing and insurance requirements listed in this bid must be met. It is the goal of the NHBOE to enter into an agreement with a contractor that will provide services effectively and efficiently, will accurately bill, and will provide industry standard workmanship. The contractor will be expected to maintain expert knowledge of services to ensure the NHBOE is receiving the highest workmanship at the most affordable rates while maintaining quality service.

I. Qualifications & Licensing

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. The work is to be performed by the Contractor's Technicians which must have a S2 State of Ct. HVAC license, factory certification, and ability to be able to perform titled project task to Daikin, Trane, Maquay, Carrier, and York chiller manufacturer specifications.
- c. Contractor must have a proven track record in providing these types of services for similar sized municipal governments preferably in Connecticut.
- d. Contractor's technicians must be familiar with, qualified, and properly licensed and be factory certified in the above specified chiller/tower manufacturer's procedures.

II. Expectation

- a. Contractor's technicians are expected to provide industry standard or higher quality workmanship, document, and log all maintenance completed and recommend any future work that will extend equipment life expectancy.
- b. Technician are expected to be familiar with and log results of efficiency testing on all chiller/towers.
- c. All electrical work must be performed by a licensed electrical journeyman.
- d. The Contractor must include all related costs such as gas, travel, etc. as set forth in the calculation sheet rates. It is the Contractor's responsibility to bring the necessary labor, tools, materials, etc., to the work location. No specialized equipment may be billed without the as required however in certain instances the work to be performed by the qualified Contractors unless expressed prior authorization of the Facilities Department. It is expected the contractor to have all the tools necessary to perform his/her trade on a daily basis.
- e. Proprietary manufacturers' services will be required. In these cases, the contractor shall be allowed to subcontract these proprietary repairs as required at the specific hourly rate of the particular manufacturer of the equipment being serviced. OEM/Subcontractor services are limit to a 5% maximum markup.
- f. The security and protection of all materials, tools and equipment stored at any work location are the sole responsibility of the Contractor.
- g. Intent of these General Conditions and Specifications are to ensure services are complete in every respect. Details of requirements and services not explicitly stated in these specifications but necessarily attendants thereto are deemed to be understood by the Contractor and included

herein. Furnish all material and equipment usually furnished with such service, in accordance with Industry Standards.

- h. All material and equipment furnished shall be new and in excellent condition and not end of life. No equipment shall be abandoned in place.
- i. When the budget for the contracted amount reaches 75% spent the contractor must notify the Facilities Department.
- j. The City of New Haven's interpretation of the General Conditions and Specifications shall be final and binding upon the Contractor.

III. Scope of Work:

This on-call contract involves performing technicians who have the ability to perform both Routine and Seasonal scheduled preventative Maintenance on all water cooled & air-cooled chillers, chilled water air handling units located both on the roof and in mechanical rooms, chilled water pumps, & cooling towers district wide. The contractor should provide full services furnishing labor, materials, tools and qualified technicians for the titled project within specifications listed.

- The work is to be performed by the Contractor's Technicians which must have a S2 State of Ct. HVAC license, factory certification, and ability to be able to perform titled project task to Daikin, Trane, Maquay, Carrier, and York chiller manufacturer specifications
- Contractor's technicians will be providing said work at James Hill House, Wilbur Cross, L.W. Beecher, Davis St., Central Utility Plant, ESUMS, Clinton Ave, Celentano, Metro Business Academy, Betsy Ross, Mauro Sheridan, Wexler Grant, King Robinson, Troup, Clarence Rogers, East Rock, Fame, John Daniels, Co Operative Arts, Barnard, Martinez, Benjamin Jepson, Katherine Brennan, N. H. Academy, Hooker (Whitney), Hooker (Canner), Bishop Woods, Reggie Mayo, & Barack Obama Schools.
- Contractor shall provide a minimum of 6-8 technician with ability to furnish all material, tools, and supplies necessary to perform titled project.
- Contractor will need to provide an hourly labor rate, a total amount of billable hours for titled project, and a total quoted cost of materials for titled project. Technicians which must have a S2 State of Ct. HVAC license, factory certification, and ability to be able to perform titled project task to Daikin, Trane, Maquay, Carrier, and York manufacturer specifications
- Technicians must have the ability to properly and safely per applicable codes maintain, shut down, and start up all water cooled & air-cooled chillers, chilled water air handling units, chilled water pumps, and towers district wide. Not limited to but including in the field complete overhaul of chilled water pumps, greasing, replacing O rings and gaskets, cleaning strainers, belt replacement, and inspection of tower fans as well as associated electrical and mechanical components within the tower.
 - Contractor must be able to perform chiller teardown of all listed chillers districtwide without sub-contracting.

Hourly pricing to include:

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

Materials markup threshold is maximum 10%