



NEW HAVEN PUBLIC SCHOOLS



Memorandum for New Haven Board of Education Finance and Operations Committee

Date: 27 November 2023

From: Jamar Alleyne

CC: T. Lamb, L. Perez, C. Bourne

RE: Noncompetitive Negotiation Procurement – FAME Heat Exchanger Replacement

In accordance with BoE Procurement Policy 3323 [l, c, 2)], the Facilities Operations Dept requested approval for emergency Noncompetitive Negotiation Procurement in excess of \$25,000 for the following:

Date: 26 November 2023

Where: FAME

What: Emergency replacement of a heat exchanger

Why: Existing heat exchanger has major leaks and cannot be repaired; four rooftop HVAC units servicing the second floor cannot provide heat.

Amount: \$33,775

Funding Source: Capital

Approval was received via email from the NHPs Central Office Business Director on 27 November 2023.

For questions or concerns regarding this memorandum please contact Jamar Alleyne, Executive Director of Facilities, at jamar.alleyne@new-haven.k12.ct.us or 475-220-1631

Jamar Alleyne

Executive Director, Facilities



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: November 28, 2023
Re: Purchase Order for Tucker Mechanical to replace a heat exchanger at Family Academy of Multilingual Exploration.

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:	Blake Deming	
Vendor Contact Email:	bdeming@emcor.net	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Purchase Order	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 11/29/2023	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$33,775	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101	
Contract #: <small>(Local or State)</small>	State of Connecticut 21PSX0106	



NEW HAVEN PUBLIC SCHOOLS

Key Questions:

1. What specific service will the contractor provide:

Vender will replace a failed heat exchanger. Vender currently supports the BoE for HVAC services through on-call contract. Vender has a State of Connecticut Contract for HVAC repairs.

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

- Quotes
- Sealed Bid #
- Sole Source # _____
- RFP# _____
- State Contract # State of Connecticut 21PSX0106
- 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*

N/A

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

N/A



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?
N/A
7. Is this a service that existing staff could provide? Why or why not?
No, New Haven BoE does don't have the resources to perform this task. This is a specialized service that only HVAC licensed vendors can provide.



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 # <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>	



Customer Name

NHBOE

Proposal

Address

657 Ferry St.
New Haven, CT

Tucker Quote # PE-000198

Date 11/21/2023

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:

Tucker Mechanical will isolate, remove and replace plate-to-frame heat exchanger located at The FAME School. Once installed, we will restart and check system operation.

Please note: Existing heat exchanger is obsolete (MFG: Armstrong); we've crossed to a different manufacturer (Alfa Laval).

****This proposal is assuming all related valves hold and we are able to completely isolate the existing heat exchanger. If valves do not hold, further labor will be required to drain system in order to replace heat exchanger. This added labor would be billed separately.****

All work is to be completed during normal business hours

Job Location

FAME 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 \$ 33,775

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 _____