

INTEROFFICE MEMORANDUM

DRAFT
Pending Corp
Counsel Approval

Joseph Barbarotta

Executive Director

Facilities Services



375 Quinnipiac Ave. New Haven, CT 06513 Tel. (475) 220-1631 Fax. (203) 936-5229 Finance and Operations Committee

From: Joseph Barbarotta

Re: F&O Agenda Item/For Approval

Award of Contract for On Call HVAC Controls Services

Meeting Date: May 18,2020

cc: John Barbarotta, Luz Perez

For consideration and approval of the Renewal of Contract #21579-2-2 to CT Controls Corp., 18 Industrial Park Road, Centerbrook, CT for On Call HVAC Controls Service for the NHPS for Fiscal Year 2020-21

Amount of Contract: Not to exceed \$200,000.

Funding Source: 2020-21 Operating Budget

Acct. #190-47400-56624

Key Questions:

To:

1. Please describe how this service is <u>strategically aligned</u> with school or District goals.

The service is to perform repair and upgrades to the BOE Building Maintenance System that controls the heat and air conditioning throughout the district.

- 1. Please describe the evidence of effectiveness for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation? Inspections and maintenance reports are provided. The contractor's performance is inspected by the board of education HVAC technicians as well as daily collaboration with AFB energy manager. These services respond to daily HVAC issues.
- 2. Why do you believe this agreement is <u>fiscally sound</u>? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost.

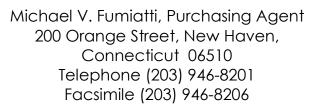
This contract was awarded to the sole bidder. The contract had an increase of \$5.00 per hour or 4%. The contractor has a good track record of service and has assisted with the application and eventual award of grant funding. This contractor is essential to the daily operation and maintenance of the districts HVAC systems. This contract is in excess of the \$150,000 threshold of and therefore is not eligible for the SCDP.

See option to renew letter attached.



MEMORANDUM

BUREAU OF PURCHASES CITY OF NEW HAVEN





CONTRACT AWARD MEMO

TO:	Michael V. Fu	miatti, Purch	asing Ago	ent				
FROM:	John Barbarotta- Facilities							
DATE:	March 10, 2020							
CONTRACT NAME:	HVAC Controls							
CONTRACT #								
CONTRACT START AND	July 1, 2020 – June 30, 2021							
COMPLETION DATE:								
PROJECT #	21682							
Contractor's Name:	CT Controls Corp.							
Address:	18 Industrial Park Road							
City, State, ZIP:	Centerbrook, CT 06409							
Contractor Contact:	Tom Laird							
Telephone:	860-767-9747	Fax						
Vendor Code:	47128	Ship To:895		Bill To:	895			
Amount of Contract:	\$200,000							
Account # to charged: Awaiting new account numbers								

Authorized signatory, please sign this form after your name: By signing you indicate that you are authorized to charge against this account and that this account is appropriate for the work being contracted.

If you agree with the apparent low bidder, please respond within 5 business days. Should you have any questions or concerns, do not hesitate to contact me.

Please do not enter a requisition for this award.

Primary Responses

Success: All data is valid!

						Numeric						
	Status	Bid/No Bid Decision	#	Item/Description	Quantity Required	Unit of Measure	Unit Price	Total Cost				
Labor												
	Success: All values provided	Bid	#1-1	Hourly rates for Service & Maintenance	1500	PER HOUR	\$ 128.00	\$ 192,000.00				