

New Haven Public Schools

Joseph Barbarotta
Executive Director
Facilities Services



NEW HAVEN PUBLIC SCHOOLS

654 Ferry Street
New Haven, CT 06513
Tel. (475) 220-1631
Fax (203) 936-5229

INTEROFFICE MEMORANDUM

To: Finance and Operations Committee

From: Joseph Barbarotta

Re: F&O Agenda Item/For Approval
Renewal of Contract for On Call HVAC Duct Cleaning Service

Meeting Date: June 7, 2021

cc: J. Barbarotta, L. Perez

For consideration and approval of an Award of Contract #21693-2-4 to Concrete Creations LLC for On Call HVAC Duct Cleaning Service for the NHPS for Fiscal Year 2021-2022

Amount of Contract: Not to exceed \$100,000.

Funding Source: Capital Projects
3C20-2073-58708

Key Questions:

- 1. Please describe how this service is strategically aligned with school or District goals.**
The service is to perform duct cleaning services to all of the HVAC ductwork throughout the district.
- 2. 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 tracked through the work order system and inspected by our in house steamfitters. Duct Cleaning was professionally performed at numerous schools throughout the district with appropriate documentation and backup information.
- 3. Why do you believe this agreement is fiscally sound? 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 is a renewal that was awarded to the low bidder and the contractor has signed a renewal letter agreeing to maintain the same pricing.



City of New Haven

Bureau of Purchases

200 Orange Street, Room 301

New Haven, CT 06510

Tel: 203-946-8201 Fax: 203-946-8206

The City of New Haven ("City") is accepting sealed Bids for the following:

| | |
|-----------------|--------------------------------|
| Title: | On Call Duct Cleaning Services |
| | |
| Solicitation #: | 21693 |
| Project #: | N/A |

Responses must be submitted in the form and manner specified in this request. Solicitation details are outlined in the **Project Summary**.

Forms and specifications may be obtained and your digital submission through the Bureau of Purchases, website:

[https://newhavenct.bonfirehub.com/portal/?](https://newhavenct.bonfirehub.com/portal/)

Honorable Justin Elicker

Mayor

Michael V. Fumiatti, Sr,

Purchasing Agent



City of New Haven
 Bureau of Purchases
 200 Orange Street Rm 301
 New Haven, CT 06510

Telephone: (203) 946-8201 Fax: (203) 946-8206
 www.newhavenct.gov/gov/depts/purchasing/

INVITATION TO BID

Project Summary

| | | | | | | | |
|---------------------------------------|---|-------------------------------------|--|---|---------------------|---|--|
| Project Name: | On Call Duct Cleaning Services | | | | | | |
| Solicitation #: | 21693 | | | | | | |
| City Project #: | N/A | | | | | | |
| Solicitation/Advertise Date: | March 8, 2020 | | | | | | |
| Bid Closing Date: | April 2, 2020 | | | Bid Opening Time: | 3:00 | | PM |
| Pre-Bid Meeting Date: | N/A | | | Pre-Bid Meeting Time: | | | |
| Pre-Bid Meeting Location: | N/A | | | | | | |
| Department: | BOE- Facilities | | | | | | |
| Solicitation Type: | Construction | <input checked="" type="checkbox"/> | Service | | SCD* - Construction | | SCD* - Service |
| Contract Term: | Construction | (See Specification) | Service | <input checked="" type="checkbox"/> | y e a r | 3 | Renewals Option(s) (at the sole discretion of the CONH) |
| Projection Description: | Contractor to clean ducts and air system parts throughout the district. | | | | | | |
| Material Markup Allowed | <input checked="" type="checkbox"/> | | | Yes, enter percent markup on Statement of Qualifications form | | | |
| Insurance Requirements: | Refer to Rider | A | | (This Rider is attached) | | | |
| Local Preference: | Yes | | | | | | |
| MBE/WBE Utilization Form: | Required if your base Bid Submission is \$150,000 or greater | | | | | | |
| Bid Bond: | N/A | | | Percentage Amount: | | | % |
| Labor, Material and Performance Bond: | N/A | | | | | | |
| Wage Rates: | Prevailing State | <input checked="" type="checkbox"/> | Livable Wage \$17.42 per Hour - FY 20/21 | | Davis Bacon Federal | | N/A |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER Associated Insurance Services 106 West Main Street P.O. Box 630 Plainville, CT 06062-0630 Associated Insurance Services | 860-793-9601 | CONTACT NAME: Associated Insurance Services PHONE (A/C, No, Ext): 860-793-9601 FAX (A/C, No): 860-747-3580 E-MAIL ADDRESS: | | | | | | | | | | | | | | |
|--|---------------------|--|-------------------------------|--------|---|-------|-----------------------------|-------|-------------------------|-------|--|--|-------------|--|-------------|--|
| INSURED Concrete Creations, LLC. 281 Chapel Street New Haven, CT 06513 | | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Progressive Insurance Company</td> <td>24260</td> </tr> <tr> <td>INSURER B : Guard Insurance</td> <td>42390</td> </tr> <tr> <td>INSURER C : Berkley Net</td> <td>10510</td> </tr> <tr> <td>INSURER D : Scottsdale Insurance Company</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Progressive Insurance Company | 24260 | INSURER B : Guard Insurance | 42390 | INSURER C : Berkley Net | 10510 | INSURER D : Scottsdale Insurance Company | | INSURER E : | | INSURER F : | |
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| INSURER C : Berkley Net | 10510 | | | | | | | | | | | | | | | |
| INSURER D : Scottsdale Insurance Company | | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | | | | | | | | | | | | |
|-----------------------------|--|-------------------|----------|---------------|-------------------------|-------------------------|--|-------------|--------|--|--------------------|--|-------------------|----------------------------|--|-------------------|-----------------------------|--|-------------------|
| B | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | X | X | COBP141759 | 11/23/2020 | 11/23/2021 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ | | | | | | | | | | | | |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | X | X | 00792093-1 | 06/09/2020 | 06/09/2021 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ | | | | | | | | | | | | |
| B | <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | X | X | COUM160238 | 11/23/2020 | 11/23/2021 | EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$ | | | | | | | | | | | | |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N / A If yes, describe under DESCRIPTION OF OPERATIONS below | | X | BNUWC0149331 | 10/09/2020 | 10/09/2021 | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">PER STATUTE</td> <td style="width:10%;">OTH-ER</td> <td style="width:80%;"></td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td></td> <td>\$ 500,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td></td> <td>\$ 500,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td></td> <td>\$ 500,000</td> </tr> </table> | PER STATUTE | OTH-ER | | E.L. EACH ACCIDENT | | \$ 500,000 | E.L. DISEASE - EA EMPLOYEE | | \$ 500,000 | E.L. DISEASE - POLICY LIMIT | | \$ 500,000 |
| PER STATUTE | OTH-ER | | | | | | | | | | | | | | | | | | |
| E.L. EACH ACCIDENT | | \$ 500,000 | | | | | | | | | | | | | | | | | |
| E.L. DISEASE - EA EMPLOYEE | | \$ 500,000 | | | | | | | | | | | | | | | | | |
| E.L. DISEASE - POLICY LIMIT | | \$ 500,000 | | | | | | | | | | | | | | | | | |
| D | \$7 Million over \$3 Million Excess | | | XBS0137649 | 11/23/2020 | 11/23/2021 | EachOcc 7,000,000 Aggregate 7,000,000 | | | | | | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of New Haven and GoTo Services, LLC. 117 Kendall Street, New Haven, CT 06513 are included as additional insured in regards to General Liability, Auto Liability and Umbrella policies per written agreement. Waiver of Subrogation applies in favor of the additional insured in regards to General Liability, Auto Liability and Umbrella and Workers (see next page)

CERTIFICATE HOLDER

CANCELLATION

| | |
|--|--|
| <p style="text-align: center;">CITYNH</p> <p>City of New Haven 200 Orange St New Haven, CT 06510</p> | <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> |
|--|--|

NOTEPAD:

HOLDER CODE CITYNHB
INSURED'S NAME Concrete Creations, LLC.

CONCR-1
OP ID: AW

PAGE 2
Date 04/19/2021

Compensation policies per written agreement. 30 Days notice of
Cancellation, 10 if for nonpayment of premium.

CITY OF NEW HAVEN

New Haven, Connecticut 06510



DISCLOSURE & CERTIFICATION AFFIDAVIT

EVERY SECTION MUST BE COMPLETED

For help completing this form contact 203-946-8201

| | |
|-------------------------|--|
| Contractor/Vendor Name: | Concrete Creations, LLC |
| Address: | 281 Chapel Street, New Haven, CT 06513 |
| Telephone and/or Fax #: | 475-254-8941 |
| Email Address: | admin@concretecreations281.com |
| Contact Person: | Debra Melotto DePrimo |

For the purposes of this Disclosure and Certification Affidavit, the following definitions apply:

- (a) "Person" means one (1) or more individuals, partnerships, corporations, associations, or joint ventures.
- (b) "Contract" means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
- (c) "City" means any official agency, board, authority, department office, or other subdivision of the City of New Haven.
- (d) "Affiliate Entity" means any entity listed in sections 9 or 10 below or any entity under common management with the Contractor.

| | | | |
|---|---|--|--|
| State of | Connecticut | County of | New Haven |
| I, | Ralph Moulro (type or print your name above) | being first duly sworn, hereby deposes and says that: | |
| 1. | I am over the age of 18 and understand the obligations of making statements under oath; I understand that the City of New Haven is relying on my representations herein. | | |
| 2a. | I am the corporate secretary or majority owner (including sole proprietorship) of | Concrete Creations, LLC | Insert Company Name above |
| 2b. | Or I am an individual and my name is: | | if an individual, insert your name above |
| 3. | I am fully informed regarding the preparation and terms of the above referenced agreement (the "Agreement") and of all pertinent circumstances related thereto. | | |
| 4. | Please select the applicable representation(s) regarding taxes or, if none of the below are accurate, attach an explanation of the status of the relevant tax obligations to this Affidavit (mark an "X" in the appropriate box or "NA" if none apply). | | |
| 4a. | <input checked="" type="checkbox"/> | As required by Conn. Gen. Stat. §12-41, the Contractor (and each owner, partner, officer, authorized signatory or Affiliate Entity of the Contractor) has filed a list of taxable personal property with the City of New Haven for the most recent grand list and all taxes are current. | |
| 4b. | <input type="checkbox"/> N/A | The Contractor (including any owner, partner, officer or authorized signatory thereof) is not required to file a list of taxable personal property with the City of New Haven for the most recent grand list and does not owe any back taxes to the City of New Haven, either directly or through a lease or other agreement. | |
| 4c. | <input type="checkbox"/> N/A | The Contractor or an owner, partner, officer, representative, agent or Affiliate Entity of the Contractor either i) has a PILOT agreement with the City of New Haven or ii) owes back taxes and has executed an agreement with the City of New Haven to pay said back taxes in installment payments. Such agreement is attached and incorporated herein by reference and the payments under said agreement are not in default. | |
| 5. | <input checked="" type="checkbox"/> | Other than as may be described in section 4 above, the Contractor (including any owner, partner, officer, other authorized signatory, or Affiliate Entity) does not have any outstanding monetary obligations to the City of New Haven. | |
| 6. | Please select the applicable representation about the Contractor's business registration: | | |
| 6a. | <input checked="" type="checkbox"/> | Contractor is a Connecticut corporation, partnership, limited liability company or sole proprietorship and its Connecticut Secretary of the State Business ID #: | 0695667 Insert State Registration # above |
| 6b. | <input type="checkbox"/> N/A | Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship but is registered to do business in the State of Connecticut. The Contractor's Connecticut Secretary of the State Business ID #: | Insert State Registration # above |
| 6c. | <input type="checkbox"/> N/A | Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship and is not registered to do business in the State of Connecticut. The Contractor is registered in the State of: | Please insert State name above |
| Contractor has confirmed with the Connecticut Secretary of the State that the services it will provide pursuant to the Agreement do not constitute doing business in the State of Connecticut and no registration with the Connecticut Secretary of the State is required. Contractor does otherwise have the following State of Connecticut registrations, certificates or approvals relevant to the Agreement (if not applicable, state N/A). | | | |

7. The following list is a list of the names of all persons affiliated with the business of the Contractor who are also affiliated with the City of New Haven. For purposes of this Affidavit, "affiliated with the business of the Contractor" includes any current or former employee (including officers) of the Contractor or any owner, board member or agent of the Contractor, or of any subsidiary or parent company of the Contractor, and "affiliated with the City of New Haven" means any employee, agent, public official, board member, commissioner or any other person serving in an official capacity for or on behalf of the City of New Haven. If none state none. Use additional sheet if necessary (must be on company letterhead and notarized):

| | Name | City Affiliation Role & Time Frame | Contractor Affiliation Role & Time Frame | DOB |
|---|---------------|------------------------------------|--|---------|
| 1 | Ralph Mauro | NONE | Owner/Officer | 2-10-55 |
| 2 | Vincent Mauro | NONE | Owner | 7-29-82 |

8. The following list is a list of all contracts in which either the Contractor, any person affiliated with the business of the Contractor or an Affiliate Entity of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

| | Name of Contractor or Affiliate | Affiliation (if applicable) | Contract Number | DOB <i>Date of Contract</i> |
|---|---------------------------------|-----------------------------|-----------------|-----------------------------|
| 1 | Thompson/Winchester | | A-19-1150 | 12-27-2019 |
| 2 | | | | |

9. The Contractor possesses an ownership interest in the following business organizations, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

| | Organization Name | Address | Type of Ownership |
|---|-------------------|---------|-------------------|
| 1 | NONE | | |
| 2 | | | |


10. The following persons and/or entities possess an ownership interest in the Contractor. If the Contractor is a corporation, list the names of each stockholder whose shares exceed twenty-five (25) percent of the outstanding stock. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

| | Name | Title | % of Ownership | DOB |
|---|------|-------|----------------|-----|
| 1 | NONE | | | |
| 2 | | | | |

11. If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

| | TRADE NAME | PLACE OF INCORPORATION/REGISTRY | PRINCIPAL PLACE OF BUSINESS |
|---|------------|---------------------------------|-----------------------------|
| 1 | NONE | | |
| 2 | | | |

I hereby certify that I am duly authorized to sign this Affidavit and that the person who will sign the Agreement with the City on behalf of the Contractor will be duly authorized to execute the same. I hereby further certify that the statements set forth above are true and complete on the date hereof and that I, or another authorized individual of the Contractor, will promptly inform the City, in writing, if any of the information provided herein changes or is otherwise no longer accurate at any point during the execution of the above referenced Agreement. I understand that any incorrect information, omission of information or failure of the Contractor to update this information, as described in the foregoing sentence, may result in the immediate termination of any and all agreements the Contractor has with the City of New Haven and disqualification of the Contractor to further contract with the City.

| | | | |
|--|------------|--|----------------|
| Signature & Title of person completing this form: Ralph Mauro - owner/officer | | | |
| THIS FORM MUST BE NOTARIZED | | NOTARY SEAL (if available) | |
| Signature of Notary: | |  | |
| Subscribed and sworn to, before me on this: | 10 | Day of | February 20 21 |
| My Commission Expires: | 12/31/2022 | | |

This form should be mailed or emailed to the contracting department or included with a specific solicitation.

(This form shall be updated if the Agreement contemplated hereby is not executed within six months of the date hereof.)



Concrete Creations, LLC

281 Chapel Street
New Haven, CT 06513

Phone: 475-254-8941
Email: admin@concretecreations281.com

| | <u>NAME</u> | <u>City Affiliation</u> | <u>Contractor Role</u> | <u>DOB</u> |
|----|------------------|-------------------------|------------------------|------------|
| 7. | Phillip Mauro | NONE | Owner | 1-29-1984 |
| | Matthew Ferrucci | NONE | Owner | 1-06-1986 |


owner: Ralph Mauro


12/31/2022