

# New Haven Public Schools

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NEW HAVEN PUBLIC SCHOOLS



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## INTEROFFICE MEMORANDUM

**To:** Finance and Operations Committee  
**From:** Joseph Barbarotta  
**Re:** F&O Agenda Item/For Approval  
Award of Contract for On Call Filter Services, Supply and Delivery  
**Meeting Date:** May 16, 2022  
**cc:** J. Barbarotta, L. Perez

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For consideration and approval of an Award of Contract #21672 to the lowest bidder, Filter Sales and Service, 15 Kimberly Avenue, West Haven, CT 06516 for on call filter service for the NHPS for Fiscal Year 2022-2023.

**Amount of Contract: Not to exceed \$125,000.**

**Funding Source: 2022-2023 Capital Projects  
Account #3C22-2261-58101**

### Key Questions:

- 1. Please describe how this service is strategically aligned with school or District goals.**  
The service is to perform filter changes on HVAC equipment 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 inspected by the Building Managers at each school as they are integrated with the contractor to perform these services.
- 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 contract was rebid last year and instead of going by just and hourly rate we used our newly acquired inventory and ordered size specific filters for each school. We budgeted the same amount as last year as we have a better idea of the exact cost we would need. The vendor is a large supplier of filters in the state of Ct and beyond. They have the best pricing and this was a low bid scenario.

See solicitation results attached.