



NEW HAVEN PUBLIC SCHOOLS

### Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Frank Fanelli, Director of Project Management  
**Date:** December 14, 2023  
**Re:** Purchase order under State Contract 21PSX0106AA with Tucker Mechanical to repair leaks on boiler at Cross High School

**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, Rockyhill, CT 06067
Vendor Contact Name:	
Vendor Contact Email:	
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 01/02/2024 To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$85,043.00
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101
Contract #: <small>(Local or State)</small>	21PSX0106AA



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**Key Questions:**

**1. What specific service will the contractor provide:**

to repair leaks on boiler at Cross High School

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

- Quotes
- Sealed Bid # \_\_\_\_\_
- Sole Source # \_\_\_\_\_
- RFP# \_\_\_\_\_
- State Contract # 21PSX0106AA
- 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



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<b>4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?</b>
N/A
<b>5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? <small>*Attach Renewal Letters</small></b>
N/A
<b>6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?</b>
This is a project based project to which there is no fiscal comparison
<b>7. Is this a service that existing staff could provide? Why or why not?</b>
No this is a specialized service that will be done by a qualified 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

<b>1. Has this vendor performed service(s) in prior fiscal years?</b>	
If Yes,	Vendor # _____
If No or New,	Vendor must provide completed W9
<b>2. A quotes or proposal submitting regarding the agreement/contract.</b>	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p><b>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></b></p> <p><b>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></b></p> <p><b>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</b></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><b>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.</b></p>	
Emailed Disclosures are acceptable.	



Customer Name

NHBOE

Address

657 Ferry Street  
New Haven, CT

Attn:

Guy Salvati

Please Contact Drew Cook 203.537.0167  
If You have any Questions

Proposal

Tucker Quote # AE-000199

Date 12/8/2023

We are pleased to offer our quotation for the following:

Description of Work:

This quote is in response to a critical issue with the main 10" heating line at Wilbur Cross School  
We're implementing an emergency repair plan with a primary focus on safety.  
Acknowledging the uncertainty in the evolving situation since the leak's discovery, we've devised multiple repair strategies for the 10" line  
To Begin the space will need to be pumped out starting on 12/21/23 by New Haven Public Schools  
Tucker Mechanical will mobilize on 12/22/23 to ensure proper water evacuation and shut down the heat to the building.  
To ensure air quality, two HEPA air scrubbers will be strategically placed on 12/22/23, operating for a 24-hour period.  
On 12/23, a Shockwave biocide/mold killer/prevention will be applied via airless application throughout the crawl area.  
After a 30-minute wait, HEPA scrubbers will resume operation to capture any activated loose spores.  
Fans will then run for 2 days, with no personnel on-site.  
Tucker Mechanical is scheduled to enter the space on 12/26/23 to initiate repairs.  
Upon successful completion of the repair and testing, heat will be restored to the building.  
\*\* It's important to note that during the repair period, there will be no heat throughout the entire building. \*\*  
To mitigate potential freezing issues, New Haven Public Schools should consider using space heaters school-wide.  
Everyones's safety and the effective resolution of this emergency are our top priorities throughout every phase of this process.

Job Location

Wilbur Cross

**The following items are not included**

- Building Management Systems/Temperature Controls
- Air/Water balancing and written reports
- Any work not specifically stated in this proposal
- Additional findings upon start up
- General Trades work
- Permit Fees
- Control Wiring
- Electrical Work
- Overtime labor
- Chemical (ScaleBreak) Cleaning of Tubes, if required, is not included.
- Refrigerant is not included
- Compressor Overhaul/internal inspection is not included
- Vibration Analysis Testing is not included.
- 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 \$ 85,043**

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 \_\_\_\_\_