



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: July 24, 2023
Re: Renewal Award of Contract 21762-3-5 with Filter Sales and Service, Inc. to provide On Call Filter Sales

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:	Filter Sales and Service, Inc.	
Doing Business as: (DBA)		
Vendor Address:	15 Adams St, Burlington MA 01803	
Vendor Contact Name:	Kurt Slovinski	
Vendor Contact Email:	Kslovinski@filtersales.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Renewal Option 2 of 4	
Effective Dates: (mm/dd/yy) <small>Multi-yr. require Board of Aldermen approval</small>	From 07/01/2023	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$125,000.00	
Funding Source Name: Acct. #:	ARP ESSER III Carryover 2553-6399-56697-0474	
Contract #: <small>(Local or State)</small>	21762-3-5	



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Key Questions:

1. What specific service will the contractor provide:

Purchase Filters for the entire district as requested by Facilities Department. Provide delivery service to all schools. Upon request install filters as directed by Facilities Department

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

- Quotes
- Sealed Bid # 21762
- Sole Source # _____
- RFP# _____
- State Contract # _____
- 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*

Sealed Bid

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

N/A - Sealed Bid



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Key Questions: - Continued

4. If this is a renewal with a current vendor, has the vendor met all obligations under the existing agreement/contract?

The vendor has been working with the district for several years and has met all obligations under contract.

5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? *Attach Renewal Letters

No increase, on call draw down amounts for the year.

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 this is a professional service that is provided by licensed professionals.



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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

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # <u>30820</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>	



City of New Haven

Bureau of Purchases

200 Orange Street, Room 301

New Haven, CT 06510

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

Honorable Justin Elicker
Mayor

Michael V. Fumiatti, Sr
Purchasing Agent

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

INVITATION TO BID

Project Summary

Contract Name: **On Call Filter Replacement Service**

Solicitation #: **21762** City Project #: **N/A**

Projection Description: Purchase Filters for the entire district as requested by Facilities Department. Provide delivery service to all schools. Upon request install filters as directed by Facilities Department

Department: **BOE Facilities**

Solicitation/Advertise Date: **July 18, 2021**

Bid Due Date: **August 19, 2021** Bid Opening Time: **3:00** PM

Pre-Bid Meeting Date: **N/A** Pre-Bid Meeting Time:

Pre-Bid Meeting Location: **N/A**

Solicitation Type: Construction Service SCD* - Construction SCD* - Service

Contract Term: Construction (See Specification) Service July 1, 2021 through June 30, 2022 **1** year **4** Renewals Option(s) (at the sole discretion of the CONH)

Material Markup Allowed NO YES If Yes enter percent markup on your Statement of Qualifications form

Insurance Requirements: Refer to Rider (This Rider is attached)

MBE/WBE Utilization Form: **Required if your base Bid Submission is \$150,000 or greater**

Local Preference: YES NO

Bid Bond: **N/A** Percentage Amount: %

Labor, Material and Performance Bond: **N/A**

Wage Rates: Livable Wage \$17.62 FY 21/22 Prevailing Wage State Davis Bacon Federal

Responses must be submitted in the form and manner specified in this request.

SECTION C – PROJECT SPECIFICS-DETAILED

SCOPE OF WORK

- a. The work to be performed by the On-Call Filter Changing Services Contractor under these Specifications shall consist of furnishing all material, labor, supervision, tools, supplies and other expenses necessary to fulfill all the details of On Call Filter Changes related work orders issued by the New Haven Public Schools, Facilities Department, including but not limited to the following; installation of appropriately sized HVAC mechanical filters for designated AHU and RTU equipment. The equipment includes all different manufacturers and all equipment that is part of any HVAC throughout the school district. At a minimum the filters should be changed twice yearly. However, the Board of Education reserves the right to increase or decrease the frequency as needed. The Contractor will provide a spread sheet for each school listing every filter size and location. The spread sheet to provide size, location and date of last filter change. This must be updated each and every time a filter is changed in a school. The Contractor to provide the date on each filter in indelible ink when the filter is changed. The Contractor is responsible for proper disposal of all old and used filters.
- b. The calculation sheet list the sizes needed in every school through the NHPS districts. The bidder must fill in each box listed. The bidder shall also provide an hourly rate for deliveries and installation if requested.
- c. The Vendor must be able to provide broken cases to meet the quantities needed.

SECTION D – Board of Education Location(s)

Exhibit 1
New Haven School Addresses 2021-22

High Schools	Addresses
Adult and Continuing Education Center	580 Ella Grass Blvd.
Coop Arts & Humanities High School	177 College St.
Engineering & Science University Magnet School	500 Boston Post Road
James Hillhouse High School	480 Sherman Parkway
Hill Regional Career High School	140 Legion Ave.
High School in the Community	175 Water St.
Metropolitan Business Academy	115 Water St.
New Haven Academy	444 -448 Orange St
Riverside Education Academy	103 Hallock Ave
Sound (Anderson)	60 Water St.
Sound (Emerson)	82 South Water St.
Sound Aquaculture Center (Foote)	17 Sea St.
Sound (McNeil)	60 South Water St.
Sound (Thomas)	40 South Water St.
Wilbur Cross High School	181 Mitchell Drive
Elementary and K-8 Schools	Addresses
Barnard Magnet School	170 Derby Ave.
Barack Obama Magnet School	69 Farnham Ave.
Beecher School	100 Jewell St.
Betsy Ross Arts Magnet School	150 Kimberly Ave.
Bishop Woods School	1481 Quinnipiac Ave.
Brennan K. School	199 Wilmont Ave.
C. Rogers School	200 Wilmont Ave
Celentano Museum Academy/Polly T. McCabe Center	400 Canner St.
Clemente Leadership Academy	360 Columbus Ave.
Clinton Ave. School	293 Clinton Ave.
Columbus Family Academy	255 Blatchley Ave.
Conte West Hills Magnet School	511 Chapel St.
Davis Street Magnet School	35 Davis St.
East Rock Magnet School	133 Nash St.
Edgewood Magnet School	737 Edgewood Ave.
Elm City Montessori School	495 Blake St.
Fair haven School	164 Grand Ave.
Hill Central Music Academy	140 DeWitt St.
Jepson Magnet School	15 Lexington Ave.
John C. Daniels Magnet School	569 Congress Ave.
John S. Martinez Magnet School	100 James St.
King/Robinson Magnet School	150 Fournier St.
Lincoln-Bassett School	130 Bassett St.
Mauro/Sheridan Magnet School	191 Fountain St.
Nathan Hale School	480 Townsend Ave.

Quinnipiac School	460 Lexington Ave.
Ross/Woodward School	185 Barnes Ave.
Troup School	259 Edgewood Ave.
Truman School/Truman Head Start Program	114 Truman St.
W.Hooker Elementary School	180 Canner St.
W. Hooker Middle School	691 Whitney Ave.
West Rock Author's Academy	311 Valley St.
Wexler/Grant School	55 Foote St.
Dr. Reginald Mayo Early Learning Center/ECAT	185 Goffe St.
Others	Addresses
Facilities & Maintenance Offices/Old Montessori school	375 Quinnipiac Ave.
Central Kitchen	75 Barnes Ave.
Gateway Center/NHPS BoE Central Offices	54 Meadow St.
The Shack/WRAA	333 Valley St.
Storage/ Conte New Light	21 Wooster Place
Floyd Little Fieldhouse	480 Sherman Parkway
Parish Hall/Betsy Ross	150 Kimberly Ave.
Old Strong/ Storage	69 Grand Ave.
Strong School @ Mauro	130 Orchard St.