



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 21693-4-4 with Concrete Creations to provide On Call Duct Cleaning Services

**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:	Concrete Creations	
Doing Business as: (DBA)		
Vendor Address:	281 Chapel St New Haven, CT 06513	
Vendor Contact Name:	Ralph Mauro	
Vendor Contact Email:	Freeenergy10@yahoo.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Renewal Option 3 of 3	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. 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>	\$100,000.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C22-2261-58101	
Contract #: <small>(Local or State)</small>	21693-4-4	



NEW HAVEN PUBLIC SCHOOLS

**Key Questions:**

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

Contractor to clean ducts and air system parts throughout the district.

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

- Quotes
- Sealed Bid # 21693
- 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



NEW HAVEN PUBLIC SCHOOLS

**Key Questions: - Continued**

**4. If this is a renewal with a current vendor, has the vendor has 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.



NEW HAVEN PUBLIC SCHOOLS

**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 # <u>30752</u>
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.	



# 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	<b>A</b>		(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

## SECTION C – PROJECT SPECIFICS-DETAILED

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### SCOPE OF WORK

- a. The work to be performed by the On-Call HVAC System Cleaning 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 HVAC System Cleaning related work orders issued by the New Haven Public Schools, Facilities Department. For details of scope of work please HVAC System Cleaning Services Specifications listed below. The contractor is responsible for all items listed in the specifications as it related to cleaning of the entire HVAC systems throughout the NHPS district.

#### Part 1 – General

##### 1.1 Qualification of the HVAC System Cleaning Contractor

- A. Membership: The HVAC system cleaning contractor shall be a certified member of the National Air Duct Cleaners Association (NADCA) for a minimum of 3 years.
- B. Certification: The HVAC system cleaning contractor shall have a minimum of one (1) Air System Cleaning Specialist (ASCS) certified by NADCA on a full time basis and in charge of this project.
- C. Supervisor Qualifications: A person certified as an ASCS by NADCA shall be responsible for the total work herein specified.
- D. Experience: The HVAC system cleaning contractor shall submit records of experience in the field of HVAC system cleaning as requested by the owner (NHPS). Bids shall be considered from firms, which are regularly engaged in HVAC system maintenance with an emphasis on HVAC system cleaning and decontamination. A list of 3 or more similar projects performed by the duct cleaning contractor in the past 12 months must be included with this bid.
- E. Equipment, Material and Labor: The HVAC system cleaning contractor shall possess and furnish all necessary equipment, materials and labor to adequately perform the specified services.
  1. The contractor shall assure that its employees have received safety equipment training, medical surveillance programs, individual health protection measures, and manufacturers' product and material safety data sheets (MSDS) as required for the work by the U.S. Occupational Safety and Health Administration, and as described by this specification.
  2. The contractor shall maintain a copy of all current MSDS documentation and safety certifications at the site at all times, as well as comply with all other site documentation requirements of applicable OSHA programs and this specification.
  3. Contractor shall submit to the owner (NHPS Facilities Department) all Material Safety Data Sheets (MSDS) for all chemical products to be used in the cleaning process.

F. Licensing: The HVAC system cleaning contractor shall provide proof of maintaining the proper license(s), if any, as required to do work in this state (CT). Contractor shall comply with all Federal, State and local rules, regulations, and licensing requirements.

##### 1.2 Standards

- A. NADCA Standards: The HVAC system cleaning contractor shall perform the services specified here in accordance with the current published standards of the National Air Duct Cleaners Association (NADCA) as modified by the owner in this specification.
  1. All terms in this specification shall have their meaning defined as stated in the NADCA Standards.
  2. Project drawings and specifications.

3. Approved construction revisions pertaining to the HVAC system.

Part 2- Products

2.1 Scope of Work

A. Scope: As indicated by contract documents and as necessary to render HVAC components clean, and to verify the cleanliness through inspection and/or testing in accordance with items specified herein and applicable NADCA Standards.

The Contactor shall be responsible for the removal of visible surface contaminants and deposits from within the HVAC system in strict accordance with these specifications.

The HVAC system includes any interior surface of the facility's air distribution system for conditioned spaces and/or occupied zones. The air inlets and outlets, fans, fan housing, fan blades, turning vanes, filters, filter housings, are all considered part of the HVAC system. The HVAC system also includes other components such as dedicated exhaust and ventilation components and make up air systems.

Upon owner's request (NHPS Facilities Department) the HVAC system cleaning contractor will be required to clean the exterior of ducts and HVAC related equipment.

2.2 HVAC System Inspections Site Preparations

A. HVAC System Evaluation: Prior to the commencement of any cleaning work, the HVAC system cleaning contractor shall perform a visual inspection of the HVAC system to determine appropriate methods, tools and equipment required to satisfactorily complete this project. Contractor to consult/report to NHPS Facilities Department and agree to methods to be used before any work commences.

1. Damages system components found during the inspection shall be documents and brought to the attention of owner (NHPS).

B. Site Evaluation and Preparations: Contractor shall conduct a site evaluation, and establish a specific, coordinated plan which details how each area of the building will be protected during the project.

2.3 General HVAC System Cleaning Requirements:

A. Containment: Debris removed during cleaning shall be collected and precautions must be taken to ensure that debris is not otherwise dispersed outside of the HVAC system during the cleaning process.

B. Particulate Collection: Where the Particulate Collection Equipment is exhausting inside the building, HEPA filtration with 99.97 % collection efficiency for 0.3 –micron size (or greater) particles shall be used. When the Particulate Collection Equipment is exhausting outside the building, Mechanical Cleaning operations shall be undertaken only with Particulate Collection Equipment in place, including adequate filtration to contain Debris removed from the HVAC System. When the Particulate Collection Equipment is exhausting outside the building, precautions shall be taken to locate the equipment down wind and away from all air intakes and other points of entry into the building.

C. Controlling Odors: All reasonable measures shall be taken to control offensive odors and/or mist vapors during the cleaning process, including doing work after school hours.



D. Component Cleaning: Cleaning methods shall be employed such that all HVAC system components must be Visibly Clean as defined in applicable standards (see NADCA Standards): Upon completion, all components must be returned to those settings recorded just prior to cleaning operations.

E. Air-Volume Control Devices: Dampers and any air-directional mechanical devices inside the HVAC system must have their position marked prior to cleaning and, upon completion, must be restored to their marked position.

F. Service Openings: The contractor shall utilize service openings, as required for proper cleaning, at various points of the HVAC system for physical and mechanical entry, and inspection.

1. Contractor shall utilize the existing service openings already installed in the HVAC system where possible.
2. Other Openings shall be created where needed and they must be created so that they can be sealed in accordance with industry codes and standards.
3. Closures must not significantly hinder, restrict, or alter the airflow with the system.
4. Closures must be properly insulated to prevent heat loss/gain or condensation on surfaces within the system.
5. Openings must not compromise the structural integrity of the system.
6. Construction techniques used in the creation of openings should conform to requirements of applicable building and fire codes, and applicable NFPA, SMACNA and NADCA Standards.
7. Cutting service openings into flexible duct is not permitted. Flexible ducts shall be disconnected at the ends as needed for proper cleaning and inspection.
8. All service openings capable of being re-opened for future inspection or remediation shall be clearly marked.

G. Ceiling section (tile): The contractor may remove and reinstall ceiling sections to gain access to HVAC systems during the cleaning process.

H. Air distribution devices (registers, grilles and diffusers): The contractor shall clean all air distribution devices.

I. Air handling units, terminal units, blowers and exhaust fans: The contractor shall insure that supply, return and exhaust fans and blowers are thoroughly cleaned. Areas to be cleaned include blowers, fan housings, plenums, scrolls, blades, or vanes, shafts baffles, dampers and drive assemblies. All visible surface contamination deposits shall be removed in accordance with NADCA Standards. Contractor shall:

1. Contact clean all air handling unit (AHU) internal surfaces, components and condensate collectors and drains.
2. Assure that a suitable operative drainage system is in place prior to beginning wash down procedures.

3. Clean all coils and related components, including evaporator fins.

J. Duct System: Contractor Shall:

1. Create service opening in the system as necessary in order to accommodate cleaning of otherwise inaccessible areas.

2. Contact vacuum all duct systems to remove all visible contaminants, such that the systems are capable of passing Cleaning Verification Testing (see NADCA Standards). Air Whipping, Air Washing, Air Lancing, Rotary Brush Cleaning, Robotics and similar cleaning methods will not be allowed unless the ductwork is inaccessible due to hard ceilings or they are Ain-slab constructed. Only contact vacuuming, utilizing portable heap filtered vacuums will be allowed.

2.4 Health and Safety

A. Safety Standards: Cleaning contractor shall comply with all applicable federal state, and local requirement for protecting the safety of the contractor's employees, building occupants, and the environment. In Particular, all applicable standards of the Occupational Safety and Health Administration (OSHA) shall be followed when working in accordance with this specification.

B. Occupant Safety: No processes or materials shall be employed in such a manner that they will introduce additional hazards into occupied spaces.

C. Disposal or Debris: All Debris removed from the HVAC System shall be disposed of in accordance with applicable federal, state and local requirements.

## SECTION D – Board of Education Location(s)

### New Haven School Addresses 2020-2021

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
High School in the Community	175 Water St.
Hill Regional Career High School	140 Legion Ave.
Hillhouse High School	480 Sherman Parkway
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
Barack Obama Magnet School	69 Farnham Ave.
Barnard Magnet School	170 Derby 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.
Celentano Museum Academy/Polly T. McCabe Center	400 Canner St.
C. Rogers School	200 Wilmont Ave.
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.
W.Hooker Elementary School	180 Canner St.
W. Hooker Middle School	691 Whitney Ave.
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.

Dr. Reginald Mayo Early Learning Center/ECAT	185 Goffe St.
Nathan Hale School	480 Townsend Ave.
Quinnipiac School	460 Lexington Ave.
Ross/Woodward School	185 Barnes Ave.
Strong School @ Mauro	130 Orchard St.
Troup School	259 Edgewood Ave.
Truman School/Truman Head Start Program	114 Truman St.
West Rock Author's Academy	311 Valley St.
Wexler/Grant School	55 Foote 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.