



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 10, 2023
Re: Contract 21688-4-4 with Eagle Rivet Roof Services Corporation to provide On Call Roof repair 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:	Eagle Rivet Roof Services Corporation	
Doing Business as: (DBA)		
Vendor Address:	15 Britton Drive, Bloomfield, CT 06002	
Vendor Contact Name:	David Nietch	
Vendor Contact Email:	David.nietch@eaglerivet.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>	\$150,000.00	
Funding Source Name: Acct. #:	2022-2023 Capital Projects 3C22-2261-58101	
Contract #: <small>(Local or State)</small>	21688-4-4	



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Key Questions:

1. What specific service will the contractor provide:

The work to be performed by the On-Call Roofing Inspections Repairs and Maintenance 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 Roofing Repairs and Maintenance related work orders issued by the New Haven Public Schools, Facilities Department, including but not limited to the following; Repairs, Inspections and maintenance for all types of roofs throughout the New Haven Public Schools District.

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

- Quotes
- Sealed Bid # 21688
- 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 21688

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

City Purchasing Dept
Facilities Dept



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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?

This is the final renewal option available that the district is exercising with this vendor. Throughout the length of their contract with the district they have provided the requested services within reason and have met the obligations of the contract.

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

The cost has not increased as this is an On Call draw down contract.

6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?

N/A - renewal

7. Is this a service that existing staff could provide? Why or why not?

This is a specialized service that this firm has provided the district for a total of 4 years and can not be performed with the existing staff due to limits and licensing requirements.



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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 # _____
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>	
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 Roofing Inspections, Repairs and Maintenance

Solicitation #:	21688
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Project #:	N/A
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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/?>

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 Roofing Inspections, Repairs and Maintenance															
Solicitation #:	21688															
City Project #:	N/A															
Solicitation/Advertise Date:	February 23, 2020															
Bid Closing Date:	March 19, 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		X		Service				SCD* - Construction				SCD* - Service	
Contract Term:			Construction		(See Specification)		Service		X		y e a r		3		Renewals Option(s) (at the sole discretion of the CONH)	
Projection Description:	Inspections, Repairs and Maintenance throughout district....Certified Installer for Firestone, GAF, Johns Manville, Carlisle, Honeywell, Sika Sarnafil and Tamko roofs.															
Material Markup Allowed	X				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		X		Livable Wage \$17.42 per Hour - FY 20/21		Davis Bacon Federal				N/A			

SECTION C – PROJECT SPECIFICS-DETAILED

SCOPE OF WORK

- a. The work to be performed by the On-Call Roofing Inspections Repairs and Maintenance 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 Roofing Repairs and Maintenance related work orders issued by the New Haven Public Schools, Facilities Department, including but not limited to the following; Repairs, Inspections and maintenance for all types of roofs throughout the New Haven Public Schools District.
- b. The contractor must have a web-based system for recording inspection and leak results. The system must provide for the following data elements: provide capability to store digital photographs of roofing problems; provide five year budget projections for roofing repairs and /or replacements by school locations; provide roofing outline plans to identify leak locations; store history of roof leaks and repairs by school location; provide 24 hour leak hot line and online reporting and tracking that will notify the contractor and the NHPS Facilities Department of leaks on any of the contracted properties, etc....
- c. Each bidder shall be a certified installer of the major roofing manufacturers we have on our schools including but not limited to Firestone, GAF, Johns Manville, Carlisle, Honeywell, Sika Sarnafil, and Tamko and have been performing roof repairs similar in size and scope as the roofs installed on the New Haven Public School Buildings.
- d. Each bidder must have experience with a web-based system for a period of not less than five years' operating in a school district environment similar to NHPS. Contractor must provide evidence of a database storage of information to document condition of roofing system with time and photographs.
- d. The Contractor to provide a detailed written estimate of the work when requested by the NHPS BoE Facilities Department personnel. The estimate is to include all labor breakdown, materials breakdown, and equipment breakdown. NHPS BoE Facilities Department will or approve or reject this estimate based on purchasing procurement regulations.
- e. The Roofing contractor to provide a comprehensive written reports for every roof inspection performed throughout the district. Details to include roof size, type, manufacturer, problem areas, recommendations for repairs, update on warranty status, etc....

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.