



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 26, 2023

Re: Renewal Option 3 of 3 of Contract 21680-4-4 with Encore Holdings, LLC. to On Call Fire Sprinkler Inspections and 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:	Encore Holdings, LLC.	
Doing Business as: (DBA)		
Vendor Address:	35 Philmack Dr. Suite D, Middletown, CT 06457	
Vendor Contact Name:	Kate Arey	
Vendor Contact Email:	Karey@allstatefiresystems.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Contract Renewal Option 3 of 3	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 07/1/2023	To 06/30/2023
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$150,000.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C22-2261-58101	
Contract #: <small>(Local or State)</small>	21678-4-4	



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Key Questions:

1. What specific service will the contractor provide:

On Call Fire sprinkler Inspections and repair Services

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

- Quotes
- Sealed Bid # 21680**
- 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*

Bid - Renewal

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

Purchasing and Facilities Team



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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?

Yes the vendor has met all the obligations of the contracts held with district.

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

No increase, not to exceed amount requested.

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 service that is provided by a vendor who has the technology and knowledge to perform the services requested.



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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 # 47117
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 Sprinkler Inspections and Repairs Service

Solicitation #:	21680
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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/?](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 Sprinkler Inspections and Repairs Service						
Solicitation #:	21680						
City Project #:	N/A						
Solicitation/Advertise Date:	February 12, 2020						
Bid Closing Date:	March 5, 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"/>	One year with additional yearly options	3	Renewals Option(s) (at the sole discretion of the CONH)
Projection Description:	Inspect and maintain all sprinkler systems in entire district						
Material Markup Allowed	<input checked="" type="checkbox"/>	Yes, enter percent markup on Statement of Qualification document					
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	<input checked="" type="checkbox"/>	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 Sprinkler Inspection and Repairs 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 Sprinkler Inspections and repairs related work orders issued by the New Haven Public Schools Facilities Department, including but not limited to Testing, Inspection, Preventive Maintenance, Repairs and Emergency Services as per NFPA 13, 20 & 25. On call Repairs and emergency services of every descriptions, including but not limited to inspections, adjustments, testing and replacement of parts for all sprinkler systems (wet/dry/Fire pumps/Sprinkler heads & Stand pipes) and related equipment covered under this contract and the preparation/furnishing of certifications and reports as required by NFPA 13, 20 & 25 to the City of New Haven Public Schools and the New Haven Fire Department.
- b. Utilizing the information at hand (paragraph 2, above) and **referring to NFPA 13, 20 & 25**, the qualified contractor shall provide all necessary weekly, monthly, quarterly and annual inspection testing, and maintenance service, -Five year inspection and maintenance items (such as obstruction investigation Table 2-1) will be done. Valve maintenance (table 2-1) will be done. These services will include, (as appropriate to the specified system) but not be limited to the services required by NFPA 13, 20 & 25 as summarized in Tables 2-1 (Sprinkler Systems), 3.1 & 3.2 (Standpipe and Hose Systems), (Fire Service Mains), 4-2.1 and 5-5.1 and NFPA 13, 20 & 25 (Fire Pumps), 9-1 (Valves and Fire Department Connections). The services of the qualified contractor shall cover both the wet-side (sprinklers, standpipes, etc...) and electrical (fire alarm devices, FACP, etc.) aspects of the system. The Initial Inspection shall include the first inspection and maintenance for all items. In addition, the contractor will be required to inspect on a monthly basis the back flow prevention devices installed on Fire Service. This should be done in conjunction with testing flow and tamper switches.
- c. Note that the contractor is required to perform all weekly, monthly, quarterly and 5 year inspections (exclusive of pipe interiors) that are required by NFPA 13, 20 & 25. However for purposed of this bid, the only weekly inspections/maintenance and testing that are required are those in connection with Fire Pumps – see Table 5-5.1 the only other weekly inspections are to our knowledge, covered by exceptions that permit them to occur monthly. Thus, the Contractor is required to perform all of the weekly inspections, maintenance and testing monthly. If field conditions indicate that the proper safeguards are not in place to permit exercising and exception, the Contractors shall immediately notify the owner so that such safeguards can be implemented.

d. Bid information:

Sprinkler Maintenance check list

Weekly: -No Weekly inspections in the bid.

Monthly: Visual Inspections

Inspect Fire Protection water supply control valves (with locks or Tamper Switches provided)

Alarm check valves and trim & valve tamper

Record water pressure at sprinkler riser

Dry pipe and pre-action systems water & air pressure

Fire pumps

Diesel pump fuel tank level & batteries (no diesel pumps)

Water supply control valves (seals only)

Quarterly:

Water flow alarm devices visual inspection and test mechanical devices

Water flow alarm devices – using inspection test connection (test)

2 in. drain test- when a sole supply in through a backflow preventer or PRV- (Test)

Valve tamper switches

Sprinkler system water supply control valves

Annually:

Fire Pumps (12 Schools)

Five (5) Year Standpipe tests- (13 schools listed)

Fifth Year Obstruction (10 schools)

e. Acceptable forms for reporting this information must be approved in advance by or provided from the Facility Services Department. The sprinkler inspection contractor will give to the Facility Service Department two copies (one hard copy and one electronic copy) of the report (initial, monthly, quarterly and fire pump report, etc..) and forward one copy to the New Haven Fire Marshal. The report must be accurate and current (deficiencies that have been corrected should be listed for corrective action needed and once repaired they should be removed from the report such that only open deficiencies are reported), Cost estimates must be included in the report for the deficiencies noted.

Only the sprinkler-fire alarm interactive portions of the fire alarm system are to be tested as par of this contract.

f. Repairs may be part of this contact; items requiring repairs will be noted in the inspection reports. IF ANY DEVICE WHICH MAY CAUSE IMPAIRMENT TO THE FIRE PROTECTIONS SYSTEM REQUIRES IMMEDIATE REPAIR, THE AUTHORITY HAVING JURISDICTION AND THE BOARD OF EDUCATIONS SHALL IMMEDIATELY BE NOTIFIED. The provisions of NFPA 25 Chapter 11 shall apply.

Sprinkler Maintenance check list

Weekly:

No Weekly inspections in the bid.

Monthly: Visual Inspections

- Inspect Fire Protection water supply control valves (with locks or Tamper Switches provided)
- Alarm check valves and trim & valve tamper
- Record water pressure at sprinkler riser
- Dry pipe and pre-action systems water & air pressure
- Fire pumps
- Diesel pump fuel tank level & batteries (no diesel pumps)
- Water supply control valves (seals only)

Quarterly:

- Water flow alarm devices visual inspection and test mechanical devices
- Water flow alarm devices – using inspection test connection (test)
- 2 in. drain test- when a sole supply in through a backflow preventer or PRV- (Test)
- Valve tamper switches
- Sprinkler system water supply control valves

Annually:

- Fire Pumps (12 Schools)
- Five (5) Year Standpipe test- (12 schools listed)
- Fifth Year Obstruction (12 schools)

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.