

New Haven Public Schools

Joseph Barbarotta
Executive Director
Facilities Services



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INTEROFFICE MEMORANDUM

TO: NHPS Operations and Finance Committee
FROM: Joseph Barbarotta
Cc: John Barbarotta, J. Mazyck, L.Perez
DATE: 11/10/2020
RE: Approval of Change Order #1 to On Call
Filter Sales & Service Contract #21623-2-2
MEETING DATE 11/24/2020

For consideration and approval, of change order #1 to On Call Filter Sales & Services Contract # 21632A-2-2 to:

Filter Sales and Services
15 Kimberly Ave.
West Haven, Ct. 06516

To increase contract #21623-2-2 for On Call Filter Sales & Services to upgrade all filters where possible district wide to Merv 13 as recommended by the CDC
The funding source will be ESSER Grant 2550-6342-55570 Corona Virus Relief Fund

Original Amount of Contract:	\$50,000.00
Change Order #1	\$221,290.34
Total Amount of Contract:	\$271,290.34

CITY OF NEW HAVEN CONTRACT CHANGE ORDER (CO)

1	CONTRACT TITLE:	On Call Filter Sales & Service				
2	CONTRACT #	21623-2-2	CO#	1	CO DATE	11/24/2020
3	CONTRACTOR:	Filter Sales 7 Service Inc.			VENDOR CODE	30820
4	EMAIL	LDEMARTINO@FilterSales.Com			PROJECT No.:	
5	CONTRACT START DATE	July 1, 2020		CONTRACT END DATE:	June 30,2021	
6	CONTRACT TERM WILL BE:	<input checked="" type="checkbox"/>				
		UNCHANGED	INCREASED	DECREASED	NEW END DATE	
7	FUNDING SOURCE OF CONTRACT:	3C202073-58708			CAPO#:	70210040
8	FUNDING SOURCE OF CO	ESSER Grant 2550-6342-55570 Corona Virus Relief Fund			CAPO#:	
9	ORIGINAL AWARDED AMOUNT	\$50,000.00				
10	CONTRACT AMOUNT PRIOR TO THIS CO:	\$50,000.00				
11	AMOUNT OF THIS CO	\$221,290.34			ACTUAL	
				INCREASE	X	ESTIMATE DECREASE
12	NEW CONTRACT AMOUNT	\$271,290.34				
13	Is this Change Order a final close-out of the Contract?	YES		NO	X	
14	Has the cost of this contract been increased from the original amount?	YES	X	NO		
15	What is the total percentage increase/decrease over the original contract, including the current CO?	225%		%		
16	Is any part of this Change Order outside of the scope of the original bid documents?			No	X	
17	Has any of the work described in this Change Order been ordered to be done?	YES		NO	X	
18	Are there any unit prices or lump-sum amounts in this Change Order that were not taken from the Contractor's original bid for the project? (If the answer is yes, approved quotes and prices, with back-up, must be appended hereto along with certification by the person who approved the reasonableness of the prices .)	YES		NO	X	

19 COMPANY HOLDING PERFORMANCE BOND: (If Applicable)

23	21623-2-2	1	10/15/2020
	Contract Number	CO #	DATE

ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT REMAIN IN FULL FORCE AND EFFECT.		
CONTRACTOR'S SIGNATURE	TITLE	DATE

BY SIGNING BELOW, WE CERTIFY THAT THIS CHANGE ORDER HAS BEEN REVIEWED BY THE APPROPRIATE PARTIES AND FOUND TO BE IN COMPLIANCE WITH THE RULES, REGULATIONS AND POLICIES OF OUR INDIVIDUAL DEPARTMENTAL REQUIREMENTS.	
REQUESTING AGENCY DEPARTMENT HEAD SIGNATURE	DATE
SMALL CONTRACTOR DEVELOPMENT SIGNATURE	DATE
COMMISSION ON EQUAL (CEO) SIGNATURE	DATE
CAPO REVISED AND APPROVED SIGNATURE	DATE
PURCHASING AGENT SIGNATURE	DATE
OFFICE OF CORPORATION COUNSEL: - APPROVED TO FORM & CORRECTNESS.	DATE
CONTROLLER: - CERTIFIED AS TO SUFFICIENCY OF APPROPRIATION OR AVAILABILITY OF FUNDS	DATE

<i>This section is utilized when and as needed:</i>		
24	ENGINEER/ARCHITECT:	COMPANY/FIRM
		DATE