



NEW HAVEN PUBLIC SCHOOLS

## COVER SHEET

**Cover Sheet is an Internal Document for Business Office Use**

### Please Type

Contractor full name: Flow Tech, Inc.

Doing Business As, if applicable: N/A

Business Address: 10 Bidwell Road, South Windsor, CT 06074

Business Phone: 860-291-8886

Business email: Nichole Petersen [npetersen@flowtechinc.com](mailto:npetersen@flowtechinc.com)

Funding Source & Acct # including location code:

2022-2023 Capital Projects

3C20-2071-58101

Principal or Supervisor: Rebecca Hunt, Interim Executive Director of Facilities

Agreement Effective Dates: From 7/1/2022 - 6/30/2023.

Hourly rate or per session rate or per day rate: \$8,240.00

Description of Service: Please provide a one or two sentence description of the service. *Please do not write "see attached."*

Agreement with Flow Tech, Inc. to provide proprietary software for maintenance for the indoor air quality system at Metropolitan business academy (MBA) from July 1, 2022 to June 30, 2023, in an amount not to exceed \$8,240.00.

Submitted by: Rebecca Hunt



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## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Rebecca Hunt, Interim Executive Director of Facilities  
**Date:** 9/12/2022  
**Re:** Agreement with Flow Tech, Inc. for indoor air quality program at MBA.

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Please **answer all questions** and have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

**Contractor Name:** Flow Tech, Inc.

**Contractor Address:** 10 Bidwell Road South Windsor, CT. 06074

**Is the contractor a Minority or Women Owned Small Business?** No

**Renewal or Award of Contract/Agreement?** Renewal Agreement

**Total Amount of Contract/Agreement and the Hourly or Service Rate:** \$8,240.00

**Contract or Agreement #:**

**Funding Source & Account #:** 2022-2023 Capital Projects 3C20-2071-58101

### Key Questions:

- 1. What specific service will the contractor provide:**  
Proprietary Software for maintenance and work order system. And backup support.
- 2. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:** This contract is a renewal for the service agreement for the indoor air quality system at Metropolitan Business Academy. A factory certified technician to remove all sensors within the sensor suite on a periodic basis (at a minimum, twice per year), and replace with pre-packaged, certified, industry traceable, factory calibrated sensors. Removed sensors will be returned to Aircuity for factory recalibration, upgrades, sensor element replacement, and component and board repairs. Written records will be provided to the owner for every visit indicating the performance of such calibrations along with all pertinent data. • All costs for the repair and replacement of any defective sensor, and for any consumable element or part on the sensor shall be included. • All system software upgrades to correct bugs, fixes, and patches for the sensors shall be included.



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## Operations Memorandum

3. **If the vendor is not the lowest bidder or a State contract please answer the following:**  
N/A
  - a. **Please explain why the vendor was chosen?** N/A
  - b. **Who were the members of the selection committee?**
4. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** N/A
5. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**  
N/A
6. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?** No increase, same not to exceed amount.
7. **Is this a service existing staff could provide? Why or why not?** N/A