



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Joseph Barbarotta
Date: 11/8/2021
Re: HVAC Service Aircurity System

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

Total Amount of Contract/Agreement and the Hourly or Service Rate: Not to Exceed \$6,985.00

Contract or Agreement #:

Funding Source & Account #: 3C20-2071-58101

Key Questions: (Please 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):

- 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 Aircurity 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.
- 3. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** This is a renewal and the vendor has provided excellent support as needed.

4. If this Contract/Agreement is a Renewal has cost increased? If yes, by how much? N/A
This contract has a 3% increase.

5. If this Contractor is New has cost for service increased from previous years? If yes, by how much/? N/A

6. Is this a service existing staff could provide? Why or why not? No existing staff is not trained and does not possess the knowledge, equipment and materials necessary to perform this work.

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: 11/8/2021
RE: Approval of Agreement for Flow Tech Inc Aircuity System at MBA
MEETING DATE : 11/15/2021

For consideration and approval of Agreement for indoor air quality system at Metropolitan Business Academy.

Flow Tech Inc,
10 Bidwell Road
South Windsor, Ct. 06074

To cost of Agreement not to exceed \$6,985.00. 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.
This system was installed because of MBA's proximity to the highway and concern about exhaust fumes.

The funding source will be Capital Account 3C20-2071-58101
Total Amount of Contract: \$6,985.00



Date: July 29,2021

To: John Barbarotta, AFB Management/New Haven Public Schools

From: Tom Proietti, Flow Tech, Inc.

Subject: Aircuity Services Commitment – *Metropolitan Business Academy, 114 Water Street, New Haven, CT* (pages 1-4)

Aircuity Services Commitment Plan 1-YEAR SERVICE AGREEMENT– 12/01/2021 - 11/30/2022

Total Annual Price-----\$6,985.00*

**Pricing does not include current sales tax, if applicable. A purchase order is required to invoice for service and is due on or before 12/01/2021. Late charges may apply if a purchase order is received more than 30 days after the renewal start date. See late fee schedule on page 4.*

Aircuity Annual Service Commitment Plan Includes:

- All the features mentioned on pages 2-4 “Aircuity Services Commitment”
- Equipment schedule listed below
- Services scheduled and performed during normal business hours, Monday through Friday and not including holidays
- Remote Monitoring by Aircuity Data Center
- 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.

LABOR & ON-CALL SERVICE

In association with the “Aircuity Services Commitment” listed on *pages 2-4*, Flow Tech provides Aircuity Certified Technicians to:

- Perform semi-annual sensor “swaps” (replace existing sensors with Aircuity Factory Calibrated Sensors) on site.
- Perform semi-annual, on-site system check-ups including vacuum decay testing, pump evaluation, and system hardware evaluation.
- Perform on-call services in answer to Data Center or Customer generated calls for services required, e.g. pump failure, system off-line diagnosis, etc.

We budget tech hours to match the above services. Typically, if a customer is on a Service Plan, Flow Tech does not invoice for additional services unless it is to repair equipment damaged by other than normal wear.

Service Request Phone: Jim Lewis, Service Coordinator, 860.221.0872, jlewis@flowtechinc.com

Emergency (off hour) Phone: 860.291.8886 then press 8 for emergency service and you will be transferred to our on-call technician.

Equipment Schedule:

The following sensors located within the Sensor Suites, system server and associated pump, serving the Metropolitan Business Academy Aircurity system are covered by the Aircurity Assurance Services Commitment:

<i>Discrete Sensor Suite Sensors and Related Equipment</i>		
CO2 Control – Type 2	SEN-CO2-2A	1
TVOC Control – Type 2	SEN-TVC-2	1
Particulate – Type 1	SEN-PAR-1	1
High Flow Pump	HPT Series	1

AIRCUITY SERVICES COMMITMENT

Aircuity’s Services Commitment creates measurably better environments and makes certain that your Aircuity system continues to run safely and effectively over time. Four services make up the bundle: Monitoring, Sensor Assurance, Hardware Assurance and Reporting. Each of these delivers benefits that are critical to ensuring system integrity, accuracy, and reliability year after year.

1. MONITORING

While the operation of Aircuity is nearly invisible to building occupants, the Aircuity Client Services team members routinely review the status of your system. Monitoring is both predictive and diagnostic and evaluates the performance of the mechanical and electrical components.

- **Data Upload:** Verification is performed on every test area to ensure it is uploading correctly.
- **System Events:** The system is scanned for proper functionality and is checked for such events as leak test status and communication hardware status.
- **Sensor Performance:** All sensors have a designated life span which is why

sensor performance is reviewed for several conditions including out of range, failure, and calibration due date. Any issues found are either solved remotely or by sending Aircuity certified service technicians.

**An active Internet connection is required to receive these services.*

2. SENSOR ASSURANCE

Aircuity's Sensor Assurance program delivers value year after year to all our clients with the reassurance that sensors are routinely refreshed to ensure ongoing safety and savings. The sensor exchange is seamless due to the system's unique centralized sensing platform. All sensors are located remotely in Aircuity's Sensor Suite which is typically located in an area of the building where sensor exchange is not disruptive to tenants, lab technicians, teachers, etc.

- **Sensor Calibration:** Sensors require periodic calibration to ensure their long-term accuracy and reliable performance. All sensors undergo scheduled factory recalibration twice per year. These factory-performed services include sensor calibration and a functional test of the unit based on the sensor manufacturer's instructions. A calibration certificate is available for each sensor, which contains information on calibration settings and the values obtained during its full range of testing.
- **Sensor Exchange:** Every six months, freshly calibrated sensors will be shipped from Aircuity's Calibration Laboratory to the Aircuity representative for installation at the Sensor Suite. The representative will exchange the calibrated sensor for the one currently in the system and return the previous sensor to the factory in the prepaid package. Aircuity manages this process for the life of the active system to eliminate the risk of sensor failure and the headaches of scheduling sensor exchanges.
- **Sensor Element Replacement:** The sensor element is the internal component that performs the actual sensing. Sensor elements are consumed, wear out, and/or become inactive over time as a natural part of their operation. Sensor element replacement is performed as required during sensor calibration at no additional charge to the customer. As the element degrades and/or wears out over time, it is routinely replaced to assure the Aircuity system is operating at peak performance.
- **Sensor Hardware:** The repair or replacement of any defective sensor component is covered by the hardware aspect of Sensor Assurance.
- **Sensor Firmware:** Periodic software updates are covered by the firmware aspect of Sensor Assurance, so you'll always have the latest and greatest functionality.

3. HARDWARE ASSURANCE

Aircuity's system is designed to be a long-term solution for your facility. Certain subcomponents of the system have a calculated life span; Aircuity's Hardware Assurance will provide for the replacement of the



vacuum pump, Sensor Suite Internal, Air Data Router Internal, and Information Management Server. This service makes certain that the components of your system are operating at their peak performance for years to come.

4. REPORTING

Graphing & Exporting: This tool is used for a deeper dive into your facility’s operation. Graphing & Exporting allows you to dig deeper into the cause. The available data can also be used for reporting and documentation purposes.

**An active Internet connection is required to receive these services.*

SUMMARY

Aircuity’s Services Commitment keeps your system functioning just as well as the day it was commissioned. Aircuity will handle system and sensor maintenance while you enjoy the measurably better environment and access to building performance.

LATE FEE SCHEDULE

Aircuity Services Commitment agreements include 2 sensor recalibrations performed on a semi-annual (6-month interval) basis. Late renewals can potentially affect the schedule for these calibrations which can negatively impact the accuracy of the Aircuity system and the supply chain for the respective sensors.

Due to this and to process changes, Aircuity has implemented a late renewal fee schedule. Late fees are based on the PO date and renewal term length. Renewals received more than 30 days after the renewal start date are subject to the below late charges.

Days Overdue	Dates	Charge
0-60 days	12/1/21-1/30/22	\$0
61-161 days	1/31/22-05/11/22	\$500 & term dates get backdated after expiration.
162-263 days	05/12/22-8/21/22	\$1,000
264-365 days	8/22/22-12/01/22	\$1,500

Please contact us with any questions.

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