



NEW HAVEN PUBLIC SCHOOLS

COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Innovative Engineering Services LLC

Doing Business As, if applicable: N/A

Business Address: 33 North Plain Industrial Road Wallingford, CT. 06492

Business Phone: 203-467-4370

Business email:

Funding Source & Acct # including location code:

2022-2023 Capital Projects

3C20-2074-58101

Principal or Supervisor:

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

Hourly rate or per session rate or per day rate. Engineer=\$110/per hour,

Designer=\$85/per hour, Draftsperson=\$55. /per hour and

Administrator/Secretary=\$50./per hour

Total amount: \$50,000.00

Description of Service: Please provide a one or two sentence description of the service. *Please do not write "see attached."* To provide professional Engineering Services needed to create bid specifications for capital projects i.e. boilers, domestic water tanks, chillers, A/C units.

Submitted by: Rebecca Hunt



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Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Rebecca Hunt, Executive Director of Facilities
Date: 9/1/2022
Re: Agreement with Innovative Engineering Solutions for Engineering services.

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: Innovate Engineering Solutions

Contractor Address: 33 North Plain Industrial Road Wallingford, CT. 06492

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

Renewal or Award of Contract/Agreement? Agreement

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$50,000.00

Contract or Agreement #:

Funding Source & Account #: 2022-2023 Capital Projects 3C20-2074-58101

Key Questions:

1. **What specific service will the contractor provide:**
This service provides professional Mechanical, Electrical and Plumbing services to create bid specification required to create bid documents.
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:** N/A
3. **If the vendor is not the lowest bidder or a State contract please answer the following:**
 - 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



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Operations Memorandum

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**