



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 specifications and required documents for building systems replacement.

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: Professional Services Vendor that has a history of providing quality service to the district for these services.

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? Strong historic vendor performance

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? Yes, bid documents provided have met the needs of the district. Vendor is responsive and timely in provided work product.



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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**