



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Frank Fanelli, Director of Project Management

Date: June 15, 2023

Re: Award of Contract 21852 to New Haven Painters for On Call Services
Drywall Contractor & Painter for Walls and Ceilings

Answer all questions and have a representative ready to present the details of each question during the Finance & Operations meeting or this proposal may not be advanced for consideration by the full Board of Education.

Company Information		
Vendor Name:	New Haven Painters	
Doing Business as: (DBA)		
Vendor Address:	354 Woodmont Road #13 Milford, CT 06460	
Vendor Contact Name:	Glenn Williamson	
Vendor Contact Email:	Glenn@newhavenpainters.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Award of Contract (3 Renewal Options)	
Effective Dates: (mm/dd/yy) <small>Multi-yr. require Board of Aldermen approval</small>	From July 1, 2023	To June 30, 2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$300,000.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C22-2261-58101	
Contract #: <small>(Local or State)</small>	21852	



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Key Questions:

1. What specific service will the contractor provide:

On Call Services Drywall Contractor & Painter for Walls and Ceilings from qualified Contractor with significant experience to provide the NHPS with On-Call Drywall and Paint Construction Services.

2. How was the contractor selected? **Attach appropriate supporting documents*

- Quotes
- Sealed Bid # 21852
- Sole Source # _____
- RFP# _____
- State Contract # _____
- Exempt Professional
 - Accountant
 - Actuary
 - Appraiser
 - Architect
 - Artist
 - Dentist
 - Engineer
 - Expert Professional Consultant
 - Land Surveyor
 - Lawyer
 - Physician/Medical Doctor

3. If the vendor was selected through Solicitation (Bid/RFQ/RFP) process; answer the following:

a. Please explain how the vendor was chosen? **Attach Vendor Proposal*

Sealed Bid

b. Who were the members of the selection committee? *(Minimum 3 members required)*

N/A – Sealed Bid



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Key Questions: - Continued

4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?

N/A – Award of Contract

5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? *Attach Renewal Letters

N/A – Award of Contract

6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?

The value of this contract is to include the specialized drywall and painting services from a qualified vendor.

7. Is this a service that existing staff could provide? Why or why not?

No, this is a service that a team of professionals that has the necessary skill and equipment to provide the service to the district.



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Agreement/Contract Processing Checklist

To ensure timely processing of the submitted Agreement/Contract it is imperative to collect and provide all of the required documentation noted below and provide with submission to board.

Forms/Documents are available in: Drive G:\F&O Agenda Minutes\Agreement_Contract_Checklist\2022-2023

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # _____
If No or New,	Vendor must provide completed W9 <u>New</u>
2. A quotes or proposal submitting regarding the agreement/contract.	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></p> <p>It is the submitters responsibility to request the COI from the vendor and attach with submission; the COI from the Vendor <u>must match rider specifications outlined.</u></p> <p>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</p>	
Rider 300	Professional Services – Onsite Umbrella; w/ Auto; w/ Workers Compensation
Rider 305	Professional Services – Onsite Umbrella; No Auto; No Workers Compensation
Rider 310	Professional Services – Onsite Umbrella; w/ Auto; No Workers Compensation
Rider 315	Professional Services – Onsite Umbrella; w/ Youth under 21
Rider 320	Professional Services – Offsite; No Auto; No Workers Compensation
Rider 325	Professional Services – Offsite; No Auto; No Workers Compensation; w/ Youth under 21
Rider 330	Professional Services – Offsite Attorney; No Auto; No Workers Compensation
Rider 335	Professional Services – Onsite; Physician/Dentist; No Auto
Rider 340	Professional Services – Onsite Physician/Dentist w/ Youth under 21
Rider 345	Professional Services – Onsite Temp Nurses
Rider 350	Professional Services – Cyber – Onsite
Rider 355	Professional Services – Cyber – Offsite
<p>4. The City of New Haven requires the information requested in the <u>Disclosure Affidavit</u> before any City agency, department, or city official seeking agreement/contract shall obtain them, notarized.</p>	
Emailed Disclosures are acceptable.	



City of New Haven

Bureau of Purchases

200 Orange Street, Room 301

New Haven, CT 06510

Tel: 203-946-8201 Fax: 203-946-8206

Honorable Justin Elicker
Mayor

Shawn J. Garris
Acting Purchasing Agent

The City of New Haven ("City") is accepting sealed Bids for the following:

INVITATION TO BID

Project Summary

Contract Name:	On Call Services Drywall Contractor & Painter for Walls and Ceilings									
Solicitation #:	21852			City Project #:			N/A			
Projection Description:	On Call Services Drywall Contractor & Painter for Walls and Ceilings									
Department:	BOE-Facilities									
Solicitation/Advertise Date:	April 18, 2023									
Intend to Bid Due Date	May 9, 2023									
Bid Due Date:	May 10, 2023					Bid Opening Time:		3:00		PM
Pre-Bid Meeting Date:	N/A					Pre-Bid Meeting Time:				
Pre-Bid Meeting Location:	N/A									
Solicitation Type:	Construction		<input checked="" type="checkbox"/>	Service		SCD* - Construction		SCD* - Service		
Contract Term:	Construction		(See Specification)		Service		1	year	3	Renewals Option(s) (at the sole discretion of the CONH)
Material Markup Allowed		NO	<input checked="" type="checkbox"/>	Yes	If Yes enter percent markup on your Statement of Qualifications form					
System for Award Management (Federal Requirement)		YES	<input checked="" type="checkbox"/>	NO	If marked yes, to bid and get paid you must already have a Unique Entity ID. See Statement of Qualification Form					
Insurance Requirements:	Refer to Rider			100		(This Rider is attached)				
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater									
Local Preference:	<input checked="" type="checkbox"/>			YES						NO
Bid Bond:	N/A					Percentage Amount:		NO		%
Labor, Material and Performance Bond:	N/A									
Wage Rates:	<input checked="" type="checkbox"/>	Livable Wage \$18.45 FY 22/23		Prevailing Wage State				Davis Bacon Federal		

Responses must be submitted in the form and manner specified in this request.

On Call Services Drywall Contractor & Painter for Walls and Ceilings

The City of New Haven Public Schools (NHPS) is soliciting bids from qualified Contractor with significant experience to provide the NHPS with On-Call Drywall and Paint Construction Services for fiscal year 2022-2023 beginning April 1, 2023, and ending June 30, 2023, on an as needed basis. The Company must provide (square foot labor and material) pricing for services and must have OSHA 30 or higher & be Lead Safe EPA Certified as well as the following:

- All labor and materials
- Travel Charges
- Mileage Charges
- Misc. Fees
- All licensing and insurance requirements listed in this specification must be met.

Intent and Background

It is the goal of the NHPS to enter into agreement with a vendor that will provide services efficiently, will accurately bill, and will provide high quality, flexible customer service to the NHPS. The Vendor will be expected to maintain expert knowledge of these services to ensure the NHPS is receiving the highest quality service at the most affordable rates while maintaining quality and secure technology.

Background on NHPS go to: <https://www.nhps.net/>

Qualifications

Eligible Vendors will be those individuals, businesses and firms that meet the following qualifications:

- Bidder must have demonstrated experience and expertise in Connecticut in the past (5) years regarding the types of services as those outlined in the scope of service.
- Bidder must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.
- Bidder must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes, and policies.
- Provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the NHPS.
- Provide the highest quality customer service to the NHPS, not limited to, but particularly in the areas of reliability and billing.

The selected firm shall work with and cooperate with the Director of Project Management.

SCOPE OF SERVICES

The Scope of Services lists the work tasks that may be requested. The NHPS' usage of the trade services are on an as-needed basis so that if the demand is not there, then the services will not be requested. For each on-call service request, the bidder and the NHPS Director of Project Management will agree upon the specific scope of work and cost for that project. The NHPS has the right to retain other trade firms at its sole discretion when the NHPS believes there will be an economic or other significant advantage for doing so. No minimum amount of work is guaranteed under these agreements. Compensation will be based on time, materials and square foot price with a not-to-exceed limit agreed upon by both Consultant and NHPS before work begins.

This TRADE CONTRACTOR shall include all labor, tools, material, equipment (including 40' scissor lifts), etc. to complete the work per this agreement as required by plans, selection sheet, and individual lot conditions as identified but not limited to tasks below.

Wall and Ceiling repairs and painting to include but not limit to; drywall, sheetrock, gypsum board, Wainscoting, (materials & Labor)

- All drywall accessories such as cornerbead, tape, joint cement, casing bead, mastic, and nails, etc.
- All drywall cleans up and removal of old and scraps.
- Patching and/or repairing
- Interior and Exterior Painting were needed as directed by the Director of Project Management
- Installation of both wood and metal stud walls, ceilings, and other special applications where gypsum drywall is used in compliance with local building code.
- Scraping floors/sweeping.
- Sanding of walls and ceilings new and existing (where needed).
- Drywall shear nailing per plans or directed by Director of Project Manager.
- Repairing and Installing Windowsills and Baseboards (if applicable)
- Interior & Exterior painting and priming were needed as directed by the Director of Project Management
- All required licenses and permits.

Licenses

The Contractor(s) shall have all required licenses to Perform the Services in the State for the specified scope of work. The Contractor shall notify the City if they do not have proper licensure for a particular scope of work. Contractor shall immediately notify the City by written notice in the event any license expires or is revoked at any time during the term of this Contract. The Contractor's employees shall always carry their licenses and photo identification with them when performing any Services which clearly identifies them as properly licensed or otherwise qualified employees or subcontractors of the Contractor. The Contractor shall provide copies of each employee's license to the City upon request.

Work Site conditions

Contractors shall complete all aspects of the Service in a safe manner. The Contractor shall, at its sole expense, immediately correct any dangerous condition caused by or because of the Contractor's or Contractor's employees, officers, agents, and subcontractors' actions. The Contractor shall immediately notify the Client Agency's authorized representative when any perceived dangerous condition exists.

The Contractor shall clean, and broom sweep the work site at the end of each workday. The Contractor shall remove all debris from the work site daily and shall keep existing walkways, driveways, parking areas and storage areas free of debris and otherwise clean always. The Contractor shall not store any hazardous materials and combustible waste at the work site. The Contractor shall utilize a General Laborer or an Apprentice to maintain the conditions of the work site. Any damages caused by the Contractor or their employees shall be corrected without incurring additional expense to the City.

Storage of Materials, Tools, and Equipment

The Contractor shall store all materials, tools, and equipment only in areas designated approved by the City. The Contractor shall keep storage areas clean and clear of hazardous materials and combustible waste. All materials stored outside of the City's facility shall be stored off the ground on adequate supports and protected with secure tarpaulins, at the Contractor's sole cost. The Contractor shall provide adequate facilities for the storage of waste materials, rubbish, debris and surplus materials and equipment which the Contractor shall remove from the work site location when the Service is completed.

The Contractor shall not leave any materials, tools or equipment unattended. The safety and security of the Contractor's materials, tools and equipment is the sole responsibility of the Contractor.

The Contractor shall be responsible for the protection and security of any material not fully installed and accepted by the City. The risk of loss, and the sole responsibility, for all Contractor's materials, tools and equipment is that of the Contractor and not the Client Agency. The Contractor shall remove all materials, tools, and equipment, within ten (10) days after the termination or expiration of this Contract.

Material Markup

Quotes provided by the Contractor shall have a separate line item for material costs including a 10% markup. Upon request, the contractor shall provide the City the actual cost from the applicable suppliers.

In the event material is provided by the City, there will be no cost for markup included.



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School Name

Adult and Continuing Education
Barack H. Obama Magnet University (K-4)
Barnard Magnet (PreK-8)
Beecher Magnet (PreK-8)
Betsy Ross Arts Magnet (5-8)
Bishop Woods Executive Academy (K-8)
Brennan/Rogers Magnet (K-8)
Celentano Magnet (PreK-8)
Clemente Leadership Academy (K-8)
Clinton Avenue School (K-8)
Conte West Hills Magnet (PreK-8)
Coop Arts & Humanities
Davis Street Magnet (PreK-8)
Dr. Reginald Mayo Early Learning Center
East Rock Magnet (PreK-8)
Edgewood Magnet (K-8)
Elm City Montessori (PreK-2)
Engineering & Science University Magnet
Fair Haven (PreK-8)
Family Academy of Multilingual Exploration (PreK-8)
High School in the Community
Hill Central Music Academy (PreK-8)
Hill Regional Career
James Hillhouse
James Hillhouse (Field House)
Jepson Magnet (PreK-8)
John C. Daniels Magnet (PreK-8)
John S. Martinez Magnet (PreK-8)
King/Robinson Magnet (PreK-8)
Lincoln-Bassett (PreK-6)
Mauro/Sheridan Magnet (PreK-8)
Metropolitan Business Academy
Nathan Hale School (PreK-8)
New Haven Academy
Riverside Academy
Ross/Woodward Magnet (PreK-8)
Sound (Anderson Building)
Sound School (Aquaculture Center)
Sound School (Emerson Building)
Sound School (McNeil Building)



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School Name

Sound School (Thomas Building)

Troup (PreK-8)

Truman (PreK-8)

Wexler/Grant (PreK-8)

Wilbur Cross

Worthington Hooker Elementary (K-2)

Worthington Hooker School (3-8)