



NEW HAVEN PUBLIC SCHOOLS

COVER SHEET

Contractor Full Name:		Pro-Mech Inc
Doing Business As, if applicable:		
Business Address:		102-D Filley Drive
Business Phone:		860-243-3952
Business email:		promechinc@comcast.net
Principal or Supervisor:		Tom Lamb

Agreement Effective Dates:	11/16/22	to	6/30/23
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Total amount:		\$665,765.00
Funding Source(s) & Acct # including location code:		2553-6398-56697-0470

Description of Service:
Please provide a one or two sentence description of the service.

Repairs and replacement of existing boilers at Hillhouse High School in accordance with Engineered Documents

Submitted by: Rebecca Hunt

To: New Haven Board of Education Finance and Operations Committee



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

From: Rebecca Hunt
Date: 11/3/22
Re: F&O Agenda Item/For Approval
Award of Contract for Boiler Replacement at Hillhouse

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: Pro-Mech Inc

Contractor Address: 102-D Filley Street

Is the contractor a Minority or Women Owned Small Business?

Renewal or Award of Contract/Agreement? Award of Contract

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$665,765.00

Contract or Agreement #: 21810

Funding Source & Account #: 2553-6398-56697-0470

Key Questions:

1. What specific service will the contractor provide: Boiler 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: RFP
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? RFP
 - b. Who were the members of the selection committee? Purchasing Department
4. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement? No
5. If this Contract/Agreement is a Renewal has cost increased? If yes, by how much? **NA**
6. If this Contractor is New has cost for service increased from previous years? If yes, by how much? **NA**
7. Is this a service existing staff could provide? Why or why not? Scope, volume and timeline of project exceeds the ability and current staffing levels.