



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Jamar Alleyne, Executive Director of Facilities Management
Date: July 10, 2023
Re: Contract Renewal with Pasquariello Electric Co. to provide On Call Electrical services repairs

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: | Pasquariello Electric Co. | |
| Doing Business as: (DBA) | | |
| Vendor Address: | 1 Bishop Lane Madison CT 06443 | |
| Vendor Contact Name: | K. Valente | |
| Vendor Contact Email: | Kvalente@peccorp.us | |
| Is the contractor a minority or women owned small business? | No | |
| Agreement/Contract Information | | |
| New or Renewal Agreement/Contract? | Renewal Option 3 of 3 | |
| Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small> | From 07/01/2023 | To 06/30/2024 |
| Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small> | \$150,000.00 | |
| Funding Source Name: Acct. #: | 2023-2024 Capital Projects 3C22-2261-58101 | |
| Contract #: <small>(Local or State)</small> | 21706-4-4 | |



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Key Questions:

1. What specific service will the contractor provide:

The work to be performed by the On-Call Electrical Services Contractor under these Specifications shall consist of furnishing all material, labor, supervision, tools, supplies and other expenses necessary to fulfill all the details of Electrical related work orders issued by the New Haven Public Schools, Facilities Department, including but not limited to the following; All electrical emergencies in any BoE Facility. All routine maintenance such as replacing light bulbs, ballasts, switches, outlets, breakers, wires, etc... as directed by BoE Facilities. IT/Technology work such as running cable (Cat 5 and Cat 6 etc...), installing, connecting, disconnecting computers, TV's, monitors etc... Replace all types of lighting fixtures both inside the buildings and any type of fixtures outside the building.

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

- Quotes
- Sealed Bid # 21706
- 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)*

Purchasing
Facilities dept



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Key Questions: - Continued

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

This contractor has met the obligations of the contract throughout all renewal periods exercised.

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

No, the on-call amount has no increase.

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

N/A.

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

This is a specialized service that this firm has provided the district in previous years and can not be performed with the existing staff due to limits and licensing requirements.



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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 |
| 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

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

| | |
|-----------------|------------------------------------|
| Title: | On Call Electrical Services |
| Solicitation #: | 21706 |
| Project #: | N/A |

Responses must be submitted in the form and manner specified in this request. Solicitation details are outlined in the **Project Summary**.

Forms and specifications may be obtained and your digital submission through the Bureau of Purchases, website:

<https://newhavenct.bonfirehub.com/portal/>

Honorable Justin Elicker

Mayor

Michael V. Fumiatti, Sr,

Purchasing Agent



City of New Haven
 Bureau of Purchases
 200 Orange Street Rm 301
 New Haven, CT 06510

Telephone: (203) 946-8201 Fax: (203) 946-8206
 www.newhavenct.gov/gov/depts/purchasing/

INVITATION TO BID

Project Summary

| | | | | | | | |
|---------------------------------------|---|-------------------------------------|---------------------|---|-----------------------|--------------------------|--|
| Project Name: | On Call Electrical Services | | | | | | |
| Solicitation #: | 21706 | | | | | | |
| City Project #: | N/A | | | | | | |
| Solicitation/Advertise Date: | April 12, 2020 | | | | | | |
| Bid Closing Date: | May 7, 2020 | | | | Bid Opening Time: | 3:00 PM | |
| Pre-Bid Meeting Date: | N/A | | | | Pre-Bid Meeting Time: | | |
| Pre-Bid Meeting Location: | N/A | | | | | | |
| Department: | Citywide | | | | | | |
| Solicitation Type: | Construction | <input checked="" type="checkbox"/> | Service | <input type="checkbox"/> | SCD* - Construction | <input type="checkbox"/> | SCD* - Service |
| Contract Term: | Construction | (See Specification) | Service | <input checked="" type="checkbox"/> | Year | 3 | Renewals Option(s) (at the sole discretion of the CONH) |
| Projection Description: | General repairs throughout the district...E-1 and E-2 Licenses | | | | | | |
| Material Markup Allowed | NA | | | Yes, enter percent markup on Statement of Qualifications form | | | |
| Insurance Requirements: | Refer to Rider | A | | (This Rider is attached) | | | |
| Local Preference: | Yes | | | | | | |
| MBE/WBE Utilization Form: | Required if your base Bid Submission is \$150,000 or greater | | | | | | |
| Bid Bond: | N/A | | | | Percentage Amount: | % | |
| Labor, Material and Performance Bond: | N/A | | | | | | |
| Wage Rates: | Prevailing State | <input checked="" type="checkbox"/> | Livable Wage | \$17.42 | Davis Bacon Federal | N/A | |
| | | | per Hour - FY 20/21 | | | | |

SECTION C – PROJECT SPECIFICS-DETAILED

SCOPE OF WORK –

- a. The work to be performed by the On-Call Electrical Services Contractor under these Specifications shall consist of furnishing all material, labor, supervision, tools, supplies and other expenses necessary to fulfill all the details of Electrical related work orders issued by the New Haven Public Schools, Facilities Department, including but not limited to the following; All electrical emergencies in any BoE Facility. All routine maintenance such as replacing light bulbs, ballasts, switches, outlets, breakers, wires, etc... as directed by BoE Facilities. IT/Technology work such as running cable (Cat 5 and Cat 6 etc...), installing, connecting, disconnecting computers, TV's, monitors etc... Replace all types of lighting fixtures both inside the buildings and any type of fixtures outside the building.
- b. The winning Contractor/Company must possess an E-1 License and certification. Contractor must be capable of working on all types of voltages from high voltage to low voltages and anything in between.
- c. Electrical work in this contract may also be performed by E-2 Licensed technicians and apprentices.
- d. Contractor expected and required to pull all permits whenever necessary. It is up to the contractor to contact electrical inspector with any questions or discrepancies if and when a permit is needed.