



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 24, 2023
Re: Renewal Award of Contract 50525B-4-4 with Tim’s Enterprises, LLC. to provide On Call Painting Services

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:	Tim’s Enterprises, LLC	
Doing Business as: (DBA)		
Vendor Address:	39 Myrtle Ave, Ansonia, CT 06401	
Vendor Contact Name:	Timothy Washington	
Vendor Contact Email:	Tims.enterprises@yahoo.com	
Is the contractor a minority or women owned small business?	Yes	
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>	\$67,000.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101	
Contract #: <small>(Local or State)</small>	50525B-4-4	



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Key Questions:

1. What specific service will the contractor provide:

General painting repairs throughout the district.

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

- Quotes
- Sealed Bid #50525
- 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 met all obligations under the existing agreement/contract?

The vendor has been working with the district for several years and has met all obligations under contract.

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

No increase, on call draw down amounts for the year.

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?

No this is a professional service that is provided by licensed professionals.



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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 # 146417
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 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 Painting Services						
Solicitation #:	50525						
City Project #:	N/A						
Solicitation/Advertise Date:	March 8, 2020						
Bid Closing Date:	April 2, 2020			Bid Opening Time:	3:00		PM
Pre-Bid Meeting Date:	N/A			Pre-Bid Meeting Time:			
Pre-Bid Meeting Location:	N/A						
Department:	BOE Facilities						
Solicitation Type:	<input type="checkbox"/>	Construction	<input type="checkbox"/>	Service	<input type="checkbox"/>	SCD* - Construction	<input checked="" type="checkbox"/> SCD* - Service
Contract Term:	<input type="checkbox"/>	Construction	(See Specification)	<input checked="" type="checkbox"/>	Service	One year with	<input type="checkbox"/> 3 Renewals Option(s) (at the sole discretion of the CONH)
Projection Description:	General painting repairs throughout the district						
Material Markup Allowed	<input checked="" type="checkbox"/>			Yes, enter percent markup on Statement of Qualifications form			
Insurance Requirements:	Refer to Rider	A		(This Rider is attached)			
Local Preference:	Yes						
Bid Bond:	N/A			Percentage Amount:			%
Labor, Material and Performance Bond:	N/A						
Wage Rates:	<input type="checkbox"/>	Prevailing State	<input checked="" type="checkbox"/>	Livable Wage \$17.42 per Hour - FY 20/21	<input type="checkbox"/>	Davis Bacon Federal	N/A

SECTION C – PROJECT SPECIFICS-DETAILED

SCOPE OF WORK

- a. The work to be performed by the On-Call Painting and Refinishing Services Contractor under these Specifications shall consist of furnishing all material, labor, supervision, tools, supplies and other expenses necessary to refinish surfaces and to repaint existing surfaces as designated in the schedule of work contained in this section below.

The bidder shall be responsible for all measurements necessary for estimating materials and labor. A painting cost estimate for any project may be requested by the Facilities Department and shall be provided by the contractor at no additional cost. If the job is awarded based on the estimate the contractor must invoice according to his contract which is square foot, lineal foot and materials. No lump sum invoices allowed at any time.

Extreme care is to be taken by the Contractor such that all work shall be executed carefully, in accordance with contract requirements. If upon inspection of the work or thereafter, poor quality work is discovered, the Contractor shall make repairs and/or redo the work at no cost to the owner.

Schedule of Work

1. GENERAL

A. Removal of debris, cleaning; etc.

1. The Contractor shall periodically, as directed during the progress of the work, remove and legally dispose of all surplus material and debris, and keep the project area, and public rights of way reasonably clear. Upon completion of the work, the Contractor shall ensure the site of the work and public rights of way are restored to a neat and clean condition. Trash burning on the school grounds/property is not permitted. No cans or trash shall be placed in school dumpsters.
2. The work, when finished, shall be delivered in a perfect and undamaged condition.
3. No separate payment shall be made for trash removal and clean up and all costs shall be included in the Contract prices.
4. The painting Contractor shall remove any paint or paint spots that may result due to the painting and shall leave the finished rooms broom clean and in a condition satisfactory to the Maintenance Manager: All glass shall be left free of all paint varnish.
5. Follow all local and state guidelines when painting areas with Lead or mold conditions. Contractor to be certified to paint both lead and mold related areas.

B. Bidder's responsibilities for measurements

1. The Contractor shall be solely responsible for all measurements necessary for estimating material and labor. All contractors are to contact the Maintenance Manager at 475-220-1638 to make all arrangements for examination of the existing school buildings and site conditions.

2. PROJECT CONDITIONS

A. General

1. The building will be occupied during the period in which the work will be conducted; avoid Interference and interruption of access to rooms).
2. Take precautions to prevent fires and to facilitate fire-fighting operations.
 - a. Keep flammable materials in non-combustible containers; store away from potential fire sources; remove flammable waste immediately.
 - b. Keep temporary and permanent fire-fighting facilities readily accessible; keep firefighting routes open.
 - c. Do not allow smoking within the building
 - d. Carefully supervise the operation of potential fire sources
3. Take precautions to prevent accidents due to physical hazards.
 - a. Comply with environmental protection regulations.
 - b. Furnish and maintain all temporary ladders, ramps, runways, 'chutes, derricks, stairs and similar items repaired for proper execution of work. Construct hoists and chutes so as to prevent damage, staining or marring of permanent work.
 - c. Do not permit materials, rubbish or debris to drip free, but remove by use of material hoist and/or fully enclosed rubbish chute
4. Protect Existing Surfaces
 - a. The Contractor shall furnish adequate protection and coverings in the form of drop cloths, masking tape, etc., to properly protect floors, walls, furniture, glass and equipment.
5. Keep the site and adjacent public ways free of hazardous and unsanitary conditions and public nuisances.
6. Install products only during environmental conditions that will ensure the best possible results.
 - a. Air and surface temperatures are between 50 and 100 degrees F, unless otherwise recommended by manufacturer
 - b. Surface temperature is 5 degrees above dew point
 - c. Relative Humidity is less than 85%
 - d. Do not apply coatings during inclement weather except within enclosed, conditioned spaces
 - e. Provide temporary lighting to achieve a well-lit surface with a level of at least 80 foot candles as needed
 - f. Provide continuous ventilation and heating to prevent accumulation of hazardous fumes and to maintain surface and ambient temperatures above 45 degrees F for 24 hours before, during, and for 48 hours after application of finished, or longer if required to obtain full cure as indicated by manufacturer's instruction.

SECTION D – Board of Education Location(s)

New Haven School Addresses 2020-2021

High Schools	Addresses
Adult and Continuing Education Center	580 Ella Grass Blvd.
Coop Arts & Humanities High School	177 College St.
Engineering & Science University Magnet School	500 Boston Post Road
High School in the Community	175 Water St.
Hill Regional Career High School	140 Legion Ave.
Hillhouse High School	480 Sherman Parkway
Metropolitan Business Academy	115 Water St.
New Haven Academy	444 -448 Orange St
Riverside Education Academy	103 Hallock Ave
Sound (Anderson)	60 Water St.
Sound (Emerson)	82 South Water St.
Sound Aquaculture Center (Foote)	17 Sea St.
Sound (McNeil)	60 South Water St.
Sound (Thomas)	40 South Water St.
Wilbur Cross High School	181 Mitchell Drive
Elementary and K-8 Schools	Addresses
Barack Obama Magnet School	69 Farnham Ave.
Barnard Magnet School	170 Derby Ave.
Beecher School	100 Jewell St.
Betsy Ross Arts Magnet School	150 Kimberly Ave.
Bishop Woods School	1481 Quinnipiac Ave.
Brennan K. School	199 Wilmont Ave.
Celentano Museum Academy/Polly T. McCabe Center	400 Canner St.
C. Rogers School	200 Wilmont Ave.
Clemente Leadership Academy	360 Columbus Ave.
Clinton Ave. School	293 Clinton Ave.
Columbus Family Academy	255 Blatchley Ave.
Conte West Hills Magnet School	511 Chapel St.
Davis Street Magnet School	35 Davis St.
East Rock Magnet School	133 Nash St.
Edgewood Magnet School	737 Edgewood Ave.
Elm City Montessori School	495 Blake St.
Fair haven School	164 Grand Ave.
Hill Central Music Academy	140 DeWitt St.
W.Hooker Elementary School	180 Canner St.
W. Hooker Middle School	691 Whitney Ave.
Jepson Magnet School	15 Lexington Ave.
John C. Daniels Magnet School	569 Congress Ave.
John S. Martinez Magnet School	100 James St.
King/Robinson Magnet School	150 Fournier St.
Lincoln-Bassett School	130 Bassett St.
Mauro/Sheridan Magnet School	191 Fountain St.

Dr. Reginald Mayo Early Learning Center/ECAT	185 Goffe St.
Nathan Hale School	480 Townsend Ave.
Quinnipiac School	460 Lexington Ave.
Ross/Woodward School	185 Barnes Ave.
Strong School @ Mauro	130 Orchard St.
Troup School	259 Edgewood Ave.
Truman School/Truman Head Start Program	114 Truman St.
West Rock Author's Academy	311 Valley St.
Wexler/Grant School	55 Foote St.
Others	Addresses
Facilities & Maintenance Offices/Old Montessori school	375 Quinnipiac Ave.
Central Kitchen	75 Barnes Ave.
Gateway Center/NHPS BoE Central Offices	54 Meadow St.
The Shack/WRAA	333 Valley St.
Storage/ Conte New Light	21 Wooster Place
Floyd Little Fieldhouse	480 Sherman Parkway
Parish Hall/Betsy Ross	150 Kimberly Ave.
Old Strong/ Storage	69 Grand Ave.