



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Jamar Alleyne, Executive Director of Facilities

Date: July 24, 2023

Re: Award of Contract 50535B-4-4 to Tim’s Enterprises, LLC. for On Call Snow Plowing 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:	
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?	Final Renewal Option 3 of 3
Effective Dates: (mm/dd/yy) <small>Multi-yrs. 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>	\$60,000.00
Funding Source Name: Acct. #:	2023-2024 Operating Budget 190-47400-56662
Contract #: <small>(Local or State)</small>	50535B-4-4



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Key Questions:

1. What specific service will the contractor provide:

Snow plowing district wide divided into multiple Zones (47)

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

- Quotes
- Sealed Bid # 50535
- 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 – Multiple Awards

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?

The vendor has provided Snow Plowing removal services under the contract period, and the work provided has been satisfactory and has met all obligations.

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

The renewal is the same not to exceed amount as the previous year. No increase.

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

N/A - renewal

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 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 #46417
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 under the **Small Contractor Development Program** for the following:

Title:	Snow Plowing NHPS
Solicitation #:	50535
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:	Snow Plowing NHPS						
Solicitation #:	50535						
City Project #:	N/A						
Solicitation/Advertise Date:	July 15, 2020						
Bid Closing Date:	July 30, 2020			Bid Opening Time:	3:00		PM
Mandatory Pre-Bid Meeting Date:	July 23, 2020			Pre-Bid Meeting Time:	9 AM		
Pre-Bid Meeting Location:	375 Quinnipiac Ave, New Haven						
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:	Construction		(See Specification)	Service	One year with	3	Renewals Option(s) (at the sole discretion of the CONH)
Projection Description:	Snow plowing district wide divided into multiple Zones (47)						
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						
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	<input type="checkbox"/> N/A

SECTION C – PROJECT SPECIFICS-DETAILED

1. GENERAL

- a. The New Haven Public Schools is seeking formal Bids and unit pricing from qualified contractors to snow plow and sand school parking areas sidewalks and roadways. Everything plowed must be sanded. Bid is for each zone and includes plowing and sanding of entire school property including but not limited to parking lots and sidewalks... Unit pricing is to be the same for all Zones the contractor bids.
- b. The Contractor shall provide snow clearing service at the locations as set forth in specifications for NHPS school addresses & calculation sheets.
- c. Interested Contractors may bid on one or multiple zones that are listed.
- d. The Contractor is to provide unit pricing as requested. See Unit Pricing in last section of calculation sheet.
- e. **All columns and spaces on bid sheet must be filled in. Blank Zones not filled in on Calculation sheet is understood Zone was not bid by contractor.**
- f. Pricing for snow removal for 12.1” and greater will be Billed by using the existing pricing in combination to match the snow accumulations. For Example the cost of a 16” storm will be the cost of a 12.1” storm plus the cost for a 4” storm. This will continue sequentially for larger storms, 12” + 8”, 12” + 12”, etc....The combination of snow accumulation that will result in the lowest cost to the City of New Haven and the Board of Education Facilities department will be used. For example, a 24” storm can be determined several ways, such as 12.1” + 12”, or 12” + 8” + 4”, or 8” + 8” + 8”, etc... The combination of snow accumulations for billing purposes will be determined by the Facilities Department of the NHPS.
- g. The City of New Haven and the Board of Education Facilities department reserves the right to award one zone or multiple zones to each bidder. They also reserve the right to not award any zone if they so choose.
- h. If the bidder fails to perform the work on time or does an inferior job according to the Facilities Department BoE then they can be removed and replaced by the next lowest bidder, by the BoE own staff or by hourly wages set forth in the unit pricing.

2. SCOPE OF WORK

The work to be performed by the Snow Removal Contractor will include, but not limited to:

- a. Interested Contractors are encouraged to make arrangements with the Director of Trades, 475-220-1638 to visit those Schools for which you wish to submit a bid.
- b. The contractor shall clear all properties in their entirety of all snow prior to 6:00 am for the opening of school. The cleaning parameters include the removal of all snow and ice from all driveways, parking lots, sidewalks, entrance ways and also all handicapped parking spaces and ramps, loading docks and loading areas, bus pick-up and drop off areas, and all dumpsters must have open access. All areas being plowed are also to be sanded when plowing is complete using the sand and salt mixture outlined in section 2. e of this section.

The snow clearing and sanding shall include: all equipment necessary to complete work as outlined in scope of work.

Pricing: Please indicate prices and Schools that you are bidding on. All pricing must be indicated for each zone bid on. A blank Zone on the calculation sheet is understood to be a no bid submittal. The New Haven Board of Education School Facilities Department reserves the right to award one Zone or multiple Zones per contractor if it so chooses. The New Haven Public Schools reserves the right to perform the work in the specifications with Board of Education Facilities employees if it so chooses.

- i. The bid is the plowing and sanding of parking lot and sidewalks, etc. for each zone. All unit pricing is part of the bid and will be used for specialty situations as determined by the New Haven Facilities Department. Such as; snow removal from sites, relocation of snow on site, etc...
 - ii. Must have a sufficient equipment list in Section 3B to perform the work to meet the specifications. If bidding multiple zones then bidder must show he has equipment to handle each zone bid.
 - iii. Priorities for snow removal include: high schools; middle schools; and elementary schools. Priority to be set by Director School facilities or designee. Contractor to schedule meeting with BoE Facilities to set school order for plowing.
 - iv. Contractor must clear snow so that handicap accessibility and egress from the parking lots and sidewalks are not negatively impacted by snow mounds. Bus drop offs and pick up areas must be kept free of snow at all times.
 - v. All sidewalks to be cleared by the contractors. Contractor to coordinate at each school with the Building Manager and Facilities Director where his responsibility ends.
 - vi. The need to remove piled excess snow **off site** or relocate snow **on site** will be determined and authorized at the sole discretion of the Director of Facilities of the Board of Education or his designee. Pricing in the unit pricing to be used.
- c. Day Storms – If the storm is a day storm all driveways must be kept devoid of ice and snow until the close of school. It is the Contractor’s responsibility to ensure driveways (entrances and exits) are kept clear of snow during the duration of the storm. Problem areas such as corners and state roads must be given special attention to prevent any space from being “plowed in”. Multiple clearings to be included at these locations.
- d. Damage – contractor is responsible for including but not limited to any curb, grassland, bollard, light pole, fence or other damage that may incur during the course of snow clearing and/ or plowing.
- e. Sand – Sand and salt mix must be applied to all areas as defined in scope of work around building at the request of a Board of Education representative. Contractor must have enough salt and sand on hand at all times for a least two applications. The supplier or contractor must be able to provide a sand and salt mix consisting of at least 30% salt. The sand and salt must be thoroughly mixed and free of debris and stones. Salt must be mixed with sand, no unmixed salt allowed.
- f. The Connecticut Department of Transportation (CONNDOT) weather roundup report will determine storm totals.
- g. For the purposes of this contract, an interruption of Six (6) hours between snow falls will constitute a separate storm.
- h. Snow inch totals, on the calculation sheet, must include pricing for all labor and equipment required, including any equipment rentals.
- i. In the event that a Contractor cannot fulfill their responsibility to comply with the contractual requirements, then a second contractor may be directed by the Facilities Department to perform the snow clearing and other services described above and the cost will be back charged to the original Contractor.
- j. The Contractor must include all related costs such as gas, travel, etc. As set forth in the calculation sheet rates. It is the Contractor’s responsibility to bring the necessary labor, tools, materials, etc... To the work location. No specialized equipment may be billed without the expressed prior authorization of the Facilities Department. It is expected the contractor to have all the tools necessary to perform his/her trade on a daily basis.
- k. The Calculation Sheet shall set forth any equipment and tools that are billable if allowed under said calculations sheet. Only items listed here will be accepted for extra compensation. Please fill out appropriate line items relating to equipment in the calculation sheet. If the price is not filled in, in the appropriate box on the calculation sheet, it will not be eligible for compensation.
- l. The security and protection of all materials, tools and equipment stored at any work location are the sole responsibility of the Contractor.
- m. Intent of these General Conditions and Specifications are to ensure that all schools within the scope of service will be maintained on a level that is satisfactory to standards set forth within this

contract. Details of requirements and services not explicitly stated in these specifications but necessarily attendants thereto are deemed to be understood by the Contractor and included herein. Furnish all material and equipment usually furnished with such service, in accordance with Industry Standards.

- n. All material and equipment furnished shall be in working order.
- o. The City of New Haven's interpretation of the General conditions and Specifications shall be final and binding upon the Contractor.

3. COMPETENCY AND QUALIFICATIONS OF CONTRACTOR

The importance of maintaining the grounds in a safe and satisfactory condition demands that the Contractor, in order to qualify in addition to the requirements herein provided, shall prove to the satisfaction of the City of New Haven, the following:

- a. Each Bidder shall established prior experience and ability to perform the work in the field of snow removal and have demonstrated the ability to service an account equal in size to the Zone or Zones being bid. Bidders to provide this information upon request from the City of New Haven and the BoE.
- b. Each Bidder must possess vehicles and equipment that include, but are not limited to, trucks, snow plows, snow blowers, loaders, dump trucks and Bobcats, shovels, ice picks, brooms, other assorted hand tools and other special equipment to ensure that snow and ice are removed from all driveways (entrances and exits), parking lots, handicapped parking spaces and ramps, loading docks, bus pick-up and drop off areas, and dumpsters, sidewalks and walkways, etc. When deemed necessary by the Board of education Facilities Department, said Contractor will submit a list of all equipment owned by contractor to be viewed and inspected by the BOE and City of New Haven.

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/Parrosh Hall	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.