



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 50551-3-4 with Total Lighting Service, LLC.
to provide On Call emergency lighting 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:	Total Lighting Service, LLC	
Doing Business as: (DBA)		
Vendor Address:	24 Wooster Ave Waterbury, CT 06708	
Vendor Contact Name:	Brian Sheehan	
Vendor Contact Email:	BSheehan@total-light.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Renewal Option 2 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>	\$50,000.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C22-2261-58101	
Contract #: <small>(Local or State)</small>	50551-3-4	



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Key Questions:

1. What specific service will the contractor provide:

Emergency Lighting Systems

Contractor must have access to factory authorized and trained personnel on emergency lighting equipment and central systems of all major manufacturers.

Contractor to carry Electrical License –E-1/E-3

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

- Quotes
- Sealed Bid #50551
- 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?

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 # 68280
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

Honorable Justin Elicker
Mayor

Michael V. Fumiatti, Sr
Purchasing Agent

The City of New Haven ("City") is accepting sealed Bids under the
Small Contractor Development Program for the following:

INVITATION TO BID

Project Summary

Project Name:	On Call Emergency Lighting Systems Service & Repair									
Solicitation #:	50551			City Project #:			N/A			
Projection Description:	Emergency Lighting Systems Contractor must have access to factory authorized and trained personnel on emergency lighting equipment and central systems of all major manufacturers. Contractor to carry Electrical License –E-1/E-3									
Solicitation/Advertise Date:	April 23, 2021									
Bid Closing Date:	May 13, 2021				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:	Construction		Service		SCD* - Construction		X		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	X	Yes	If Yes enter percent markup on your Statement of Qualifications form						
Insurance Requirements:	Refer to Rider		1		(This Rider is attached)					
Local Preference:	X		YES				NO			
Bid Bond:	N/A				Percentage Amount:				%	
Labor, Material and Performance Bond:	N/A									
Wage Rates:	X	Livable Wage \$17.62 FY 21/22		Prevailing Wage State				Davis Bacon Federal		

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

SECTION C – PROJECT SPECIFICS-DETAILED

- a. The work to be performed by the On-Call Emergency Lighting Services Contractor under these Specifications shall consist of furnishing all material, labor, supervision, tools, supplies and other expenses necessary to provide full Testing, Inspection and repairs, as per NFPA and NEEC or as directed by the City of New Haven Fire Marshall's office or the NHPS Facility Director and Trades Foreman. On-Call Repairs and Emergency Services of every description, including but not limited to inspections, adjustments, testing and replacement of parts for all emergency lighting systems and related equipment covered under this Contract and the preparation/furnishing of certifications and reports as required. Refer to Bid Calculation sheet "New Haven Public Schools, Schedule of Maintenance Operations and Services for Emergency Lighting," attached hereto and made a part hereof that sets forth the scope of minimum work requirements hereunder.
- b. Bidder must have access to an authorized service center for inverter systems including but not limited to the following manufacturers: Dualite, Meyers Power, Control Power, and Crucial Power. Vendor to provide authorization letters from Manufacturers upon request.

Contractor shall test emergency lighting systems as required by the City of New Haven and in accordance with NFPA and NEEC requirements. Contractor shall verify proper operation of each device.

1. For each school building the Contractor shall submit a complete listing of each individual device inspected and tested and provide a computer generated status report within three (3) business days of completion of inspection. Said report will contain estimates, in accordance with contract rates, for the repair of any deficiencies noted. Said estimates will be broken into material and labor costs.

2. Prior to the submittal of a final report and certification for each school building, the Contractor shall, upon authorization from the City of New Haven's representative make such repairs as necessary to achieve proper certification for the system.

3. A final report noting all deficiencies found and repairs made thereto must be submitted for approval before any payment for said inspections will be released.

The contractor shall submit, for approval, the schedule for testing of all equipment and devices covered and the schedule of preventative or predictive maintenance in accordance with NFPA and NEEC which shall include timing for the furnishing of certification/reports pursuant thereto.

Scope of work to include but not limited to the following:

New Haven Board of Education 90 Minute Emergency Lighting Inspection

General:

1. Contractor will test all battery powered emergency lighting equipment in all school locations including the following:
 - A. Exit signs
 - B. Battery powered emergency lights
 - C. All lighting heads or fixtures, indoor and outdoor
 - D. All DC central systems and all AC inverter systems and supervisory controls.
 - E. All in-fixture fluorescent or LED emergency ballasts
2. Test will be run for a code required run time of 90 minutes per NFPA 101
 - A. All input breakers must be located and labeled to perform this test.
 - B. Documentation provided by school of these breakers must be created noting room location or number, breaker panel number, and breaker number within panel.

3. All failures and or discrepancies must be noted on each school's inspection report.
4. Reports must be submitted to BOE including a quotation for required repairs within five working days of inspection.
5. See below for specific scope of work of unit equipment and central systems

Emergency Lighting

Central System Equipment Inspection

- Inquire with on-site personnel about any known malfunctions.
- Inspect external enclosure and surrounding area for clutter, obstructions.
- Open cabinet and visually inspect unit condition, both electronics and batteries.
- Inspect and clean all battery connections with any corrosion buildup.
- Clean and neutralize any spillage in the cabinet.
- Check and tighten all battery connections to factory spec ft. lbs.
- Coat all terminals with factory approved corrosive resistant compound.
- If wet batteries, check electrolyte level and add if necessary.
- Inspect and record all logs and parameters, etc. with laptop, if applicable.
- Measure and record DC float voltage.
- Adjust charger float voltage if necessary.
- Measure and record input and output AC voltage and current.
- Perform a simulated power outage to discharge batteries and confirm inverter operation.
- Immediately measure and record initial DC voltage, battery string currents and load current.
- Measure AC output voltage and current.
- Measure and record DC voltage and string currents at 5,15,30,45,60,75,90 minute intervals.
- If any imbalance is noted, measure and record individual battery voltages on weak string(s).
- Walk area during test to confirm all emergency fixtures are properly illuminated.
- Note external battery temperature rise during discharge, if any.
- Measure and record DC Voltage at end of discharge.
- Measure and record charger current after discharge.
- Confirm DC voltage rise and current drop, and balance of charge current on all strings.
- Vacuum electronics and battery cabinets if necessary.
- Lock up cabinet, apply inspections sticker.
- Check external readouts or displays for proper operation.
- Complete report and review with customer.

Unit Equipment Inspection of emergency lights and exit signs

- Perform simulated power outage to test unit and discharge the battery.
- Check that lamp illumination, color, & intensity is within acceptable levels.
- Check exit illumination on AC and Emergency power.
- Check for proper operation of any options on the units.
- Confirm proper operation of all remote emergency fixtures/heads.
- Clean/dust all units and remote fixtures/heads.
- Confirm recharge/charger operation.
- Report any broken units/ exit faces/ wire guards.
- Complete report and review with customer.

Contractor Qualifications

1. Contractor must use factory authorized and trained personnel on emergency lighting equipment and central systems.
2. Contractor must have been servicing emergency lighting and central systems for a minimum of Five years.
3. Proof of current factory authorization/certification from major manufacturers is required upon request.
4. Contractor must acknowledge and practice New Haven BOE CoVid policy
5. No subcontracting is permitted without prior approval by BoE Facilities Department

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.