



NEW HAVEN PUBLIC SCHOOLS

### Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Frank Fanelli, Director of Project Management  
**Date:** March 15, 2023  
**Re:** Award of Contract with Barrett Inc. for Hillhouse Auditorium Roof Replacement

**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:	Barrett Inc.	
Doing Business as: (DBA)		
Vendor Address:	106 Mill Plain Road	
Vendor Contact Name:	John DeMarco	
Vendor Contact Email:	<a href="mailto:Estimating@barrettroofing.com">Estimating@barrettroofing.com</a>	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	New	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 05/01/2023	To 06/30/2023
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$292,600.00	
Funding Source Name: Acct. #:	ESSER II Carryover Acct 2553-6399-56697-0474	
Contract #: <small>(Local or State)</small>	21835	



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**Key Questions:**

**1. What specific service will the contractor provide:**

Qualified roofing service company to replace a 11,300 square foot section of roof of Hillhouse High Schools Auditorium in New Haven.

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

- Quotes
- Sealed Bid # 21835
- 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*

An invitation to bid was publicized and the vendor chosen was the selected by default as they were the lowest bidder.

**b. Who were the members of the selection committee?** *(Minimum 3 members required)*

N/A – Sealed bid defaults to lowest proposed 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?**

N/A – New Construction project

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

N/A – New Construction project

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

This is a new project that was solicited for the purposes of replacing the Hillhouse Auditorium Roof. No previous year comparable contracts available.

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

Due to the large sq. ft. of the area proposed for repairs, must be performed by a qualified roofing service company, along with all appropriate licenses and insurance.



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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**

<b>1. Has this vendor performed service(s) in prior fiscal years?</b>	
If Yes,	Vendor # _____
If No or New,	Vendor must provide completed W9
<b>2. A quote or proposal submitting regarding the agreement/contract.</b>	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p><b>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></b></p> <p><b>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></b></p> <p><b>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</b></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><b>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.</b></p> <p>Emailed Disclosures are acceptable.</p>	

MEMO

TO: Matt Wilcox, BOE F&O Chair  
Tom Lamb, BOE COO  
From: Elia Alexiades, Assistant Corporation Counsel  
CC: Michael Gormany, Budget Director and Acting Controller  
Catherine LaMarr, Deputy Corporation Counsel  
DATE: April 28, 2023  
RE: Contract approval procedures

You have asked for advice concerning procedures for approval of agreements of less than one year duration, the performance of which may cross fiscal years. The specific question arose as a result of a matter on the agenda for the Board of Education Finance and Operations Committee meeting held on April 17, 2023: Award of Contract 21835 with Barrett Inc. for Hillhouse Auditorium Roof Replacement from May 1, 2023 to July 30, 2023, in an amount not to exceed \$292,600.00. Action on that item was deferred pending a question about whether an agreement may extending beyond the end of the fiscal year requires approval by the Board of Alders under City Charter or policy. It does not.

The agreement in question is, as we understand, a capital project, using grant funds and within the grant period. It went out to bid and will be completed in less than one year. As such, approval by the Board of Alders is not required by City Charter or Purchasing Department policy or practice. I have confirmed this conclusion and advice in consultation with Deputy Corporation Counsel Catherine LaMarr and Budget Director and Acting Controller Michael Gormany. This advice is based on our understanding of the facts as described. The Board of Education may therefore proceed to make the award to the successful bidder.



# 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

Shawn J. Garris  
Acting Purchasing Agent

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

## INVITATION TO BID

### Project Summary

Contract Name:	Hillhouse High School Auditorium Roof Replacement						
Solicitation #:	21835		City Project #:	N/A			
Projection Description:	soliciting bids from a qualified roofing service company to replace a 11,300 square foot section of roof of Hillhouse High Schools Auditorium in New Haven. Must have all appropriate licenses and insurance.						
Department:	BOE Facilities						
Solicitation/Advertise Date:	February 27, 2023						
Intend to Bid Due Date	March 14, 2023						
Bid Due Date:	March 15, 2023			Bid Opening Time:	3:00	PM	
Pre-Bid Meeting Date:	N/A			Pre-Bid Meeting Time:			
Pre-Bid Meeting Location:	N/A						
Solicitation Type:		Construction	<input checked="" type="checkbox"/>	Service		SCD* - Construction	
							SCD* - Service
Contract Term:		Construction	(See Specification)	Service		year	Renewals Option(s) (at the sole discretion of the CONH)
Material Markup Allowed	<input checked="" type="checkbox"/>	NO		Yes	If Yes enter percent markup on your Statement of Qualifications form		
Insurance Requirements:	Refer to Rider		<b>100</b>	(This Rider is attached)			
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater						
Local Preference:	<input checked="" type="checkbox"/>	YES			NO		
Bid Bond:	Yes			Percentage Amount:	5	%	
Labor, Material and Performance Bond:	Yes						
Wage Rates:		Livable Wage \$18.45 FY 22/23	<input checked="" type="checkbox"/>	Prevailing Wage State		Davis Bacon Federal	

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

# Hillhouse Auditorium Roof Replacement



The City of New Haven Public Schools (NHPS) is soliciting bids from qualified firms with significant experience to provide the NHPS with Services to replace a section of The James Hillhouse Roof. The Company must provide pricing for services and must include the following:

- All labor and materials
- Travel Charges
- Mileage Charges
- Disposal Charges
- 20 Year Warranty
- Permits
- Misc. Fees

Additionally, all licensing and insurance requirements listed in this solicitation must be met. It is the goal of the NHPS to enter into agreement with a vendor that will provide services efficiently, will accurately bill, and will provide high quality, flexible customer service to the NHPS. The Vendor will be expected to maintain expert knowledge of this service to ensure the NHPS is receiving the highest quality service at the most affordable rates while maintaining quality and secure technology. The exact scope of work intended for the installation of 11,300 square feet of roof across all the roof sections highlighted in yellow in the above pictures.

Background on NHPS go to: <https://www.nhps.net/>

## I. QUALIFICATIONS

Eligible Vendors will be those individuals, businesses and firms that meet the following qualifications:

1. Proposer must have demonstrated experience and expertise in Connecticut in the past (3) years regarding the types of or similar services as those outlined in the introduction.
2. Proposer must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.

3. Proposer must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes, and policies.

4. Provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the NHPS.

5. Provide the highest quality customer service to the NHPS, not limited to, but particularly in the areas of reliability and billing.

The selected Company shall work with and cooperate with the Director of Project Management.

Rendering services in pursuant to this solicitation shall be directed to the City of New Haven Finance Department.

## II. SCOPE OF SERVICES

- All excess gravel will be removed by industrial vacuum truck and disposed of off-site.
- Pressure treated wood blocking will be installed at the perimeters, curbs, and expansion joints, as necessary to accomplish desirable flashing heights and termination conditions for the new roof installation.
- This includes the removal and reinstallation of three smoke hatches that are set on curbs. Removal and reinstallation of release wires on the interior may be required. Interior responsibilities for the necessary work will be supplied by others.
- 1.5” polyisocyanurate insulation will be mechanically secured over the existing BUR roof and to the steel decking with screws and three-inch steel plates.
- A new black EPDM membrane will be fully adhered to the prepared surfaces.
- All seams and flashings will be performed to meet or exceed the manufacturer’s requirements.
- New retrofit drains will be provided for each of the drains inside the highlighted area.
- New aluminum termination metal will be supplied and secured. Approved EPDM materials will be used to seal the metal into the system.
- New prefabricated expansion joint bellows will be provided for each of the expansion joints that exist in the roof.
- A watertight condition will be maintained while work is performed.
- All debris will be collected daily and be disposed of in a dumpster provided by Eagle Rivet.
- A twenty-year manufacturer’s warranty will be supplied on the roof delivered.
- To avoid need to place a large crane in the road multiple times for material handling purposes, a telescopic all-terrain forklift is being supplied to raise and lower materials in the rear of the building as indicated by arrow in the provided photograph. The pricing presented is contingent upon access to and storage near this point on the building. The vacuum contractor will use the same parking lot to mobilize for gravel removal.

## SCOPE OF SERVICES

FOR

James Hillhouse Auditorium Roof Replacement



