



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:** June 25, 2024  
**Re:** Award of the FY24/25 On-Call HVAC Controls Repair and Maintenance contract to CT Controls for an amount not to exceed \$360,000.

**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:	Connecticut Controls Corporation	
Doing Business as: (DBA)		
Vendor Address:	18 Industrial Park Rd Centerbrook CT 06409	
Vendor Contact Name:	<a href="mailto:Sleiper@ctcontrols.com">Sleiper@ctcontrols.com</a>	
Vendor Contact Email:		
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 7/1/2024	To 6/30/25
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$360,000	
Funding Source Name: Acct. #:	Capital – General Improvements 3C24-2461-58101	
Contract #: <small>(Local or State)</small>		



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**Key Questions:**

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

Vender will perform district-wide repair and maintenance services on HVAC controls equipment, network infrastructure, and operating systems.

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

- Quotes
- Sealed Bid # 21924
- Sole Source # \_\_SLSRC 30025 NHPS\_\_
- 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*

Sole Source designation issued. SLSRC 30025 NHPS

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

N/A



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<b>4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?</b>
N/A
<b>5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? <small>*Attach Renewal Letters</small></b>
N/A
<b>6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?</b>
Yes, negotiated increase from 25% to 17%.
<b>7. Is this a service that existing staff could provide? Why or why not?</b>
No, NHPS does not have the resources to perform this task. On staff we have 2 steam-fitters and no HVAC technicians.



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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 # <u>47128</u>
If No or New,	Vendor must provide completed W9
<b>2. A quotes 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>	



Justin Elicker  
Mayor

**Bureau of Purchases**  
Office of Policy, Management, and Grants  
City of New Haven  
200 Orange Street, Rm 301  
New Haven, CT 06510  
[newhavenct.gov](http://newhavenct.gov)

Malinda M. Figueroa  
Purchasing Agent

**SLSRC #30025 NHPS**

DATE: July 9, 2024

TO: Dr. Michael Finley, Chief of Staff, NHPS

FROM: Malinda M. Figueroa, Purchasing Agent

RE: Sole Source – Connecticut Controls Corporation, Vendor No. 47128  
EBI Hardware (stations) and Operating Systems (OS) Installation and Repairs

I have received your sole source request with supportive documentation for the above-referenced vendor and purpose. This company is the only know competent company which can service this highly important system. We have bid several times and they are the only qualified respondent.

Therefore, pursuant to Section 74(d)(i) of the City Charter, I hereby designate the above referenced vendor as the "Sole Source" for the above referenced purpose. This Sole Source letter shall be referenced for all future transactions associated with this vendor.

***While all else remains the same this Sole Source designation expires 3 years from the date of issuance.***

Please note any non-competitively bid contract which is \$150,000.00 or greater may require Board of Alder approval.

Any questions, please feel free to contact me @ x8201.

c: Michael Carter/Salina Manning/Jamar Alleyne/Luz Perez, NHPS  
Accounts Payable  
File