



**CITY OF NEW HAVEN
BUREAU OF PURCHASES**

Toni N. Harp
Mayor

Michael V. Fumiatti
Purchasing Agent

**200 ORANGE STREET
NEW HAVEN, CONNECTICUT 06510
Tel. (203) 946-8201 - Fax. (203) 946-8206**

December 17, 2018

The Honorable Board of Alderman
City of New Haven
165 Church Street
New Haven, CT 06510

Attn.: Tyisha Walker, President

Dear President Walker,

RE: ***Emergency Procurement***

Date: **AUGUST 6, 2018**
Project: **969 ELM STREET, Unit 2F (LEAD ABATEMENT)**
Amount: **\$32,104.00**

In accordance with the emergency procurement procedure, I am enclosing the Emergency Procurement request authorization submitted to me by the Department on the above referenced date, approved by the Controller. This repair was approved by my office to be in the best interest of the City of New Haven. I have attached documentation in support of my approval.

Thank you for your consideration of this emergency.

Respectfully Submitted,

Michael V. Fumiatti
Purchasing Agent

Cc: Daryl Jones, Controller

RESOLUTION OF THE NEW HAVEN BOARD OF ALDERMAN authorizing the Emergency Procurement in the amount of **\$32,104.00** for the Court Ordered Lead Abatement of 969 Elm Street, Unit 2F, New Haven, CT. The procurement was processed through Small Contractor Development in accordance with the City of New Haven Emergency Procurement Policies and Procedures.

NOW, THEREFORE, BE IT ORDERED by the New Haven Board of Alderman that the request of the Purchasing Agent on behalf of the Health Department for the emergency procurement of lead abatement services for 969 Elm Street, Unit 2F in the amount of **\$32,104.00** has been approved.

PRIOR NOTIFICATION FORM

NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERMEN

TO (list applicable aldermen/women): **Honorable Board of Alderman**

WARD #

DATE: **December 3, 2018**

FROM:	Department/Office	<u>Health Department facilitated by LCI</u>	
	Person	<u>Cathy Carbonaro-Schroeter</u>	Telephone <u>203-946-8274</u>
		<u>Jennifer Sanjurjo</u>	<u>203-946-7420</u>

This is to inform you that the following matter affecting your ward(s) will be submitted to the Board of Aldermen in the near future:

Emergency Procurement in the amount of \$32,104.00 for the Court Ordered Lead Abatement of 969 Elm Street, Unit 2F, New Haven, CT.

Check one if this an appointment to a commission

☐ Democrat

☐ Republican

☐ Unaffiliated/Independent/Oth. _____

INSTRUCTIONS TO DEPARTMENTS

1. Departments are responsible for sending this form to the alderperson(s) affected by the item.
2. This form must be sent (or delivered) directly to the alderperson(s) **before** it is submitted to the Legislative Services Office for the Board of Aldermen agenda.
3. The date entry must be completed with the date this form was sent the alderperson(s).
4. Copies to: alderperson(s); sponsoring department; attached to submission to Board of Aldermen.

FISCAL IMPACT STATEMENT

DATE: DECEMBER 3, 2018
FROM (Dept.): HEALTH DEPARTMENT facilitated by LCI
CONTACT: Cathy Carbonaro-Schroeter PHONE: 203-946-8274
Jennifer Sanjurjo 203-946-7420

SUBMISSION ITEM (Title of Legislation):

Emergency Procurement in the amount of \$32,104.00 for the Court Ordered Lead Abatement of 969 Elm Street, Unit 2F, New Haven, CT.

List Cost: Describe in as much detail as possible both personnel and non-personnel costs; general, capital or special funds; and source of funds currently budgeted for this purpose.

	GENERAL	SPECIAL	BOND	CAPITAL/LINE ITEM/DEPT/ACT/OBJ CODE
A. Personnel				
1. Initial start up				
2. One-time				
3. Annual				
B. Non-personnel				
1. Initial start up				
2. One-time		\$32,104		LEAD REPAYMENT 21362112-56699
3. Annual				

List Revenues: Will this item result in any revenues for the City? If Yes, please list amount and type.

NO	<input checked="" type="checkbox"/>
YES	<input type="checkbox"/>

1. One-time
2. Annual

EMERGENCY PROCUREMENT

<i>DEPARTMENT:</i>	HEALTH facilitated by LCI	<i>DATE:</i>	AUGUST 6, 2018
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<i>NATURE OF EMERGENCY: (describe in detail)</i>	<i>COURT ORDERED LEAD ABATEMENT</i>
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<i>LOCATION OF EMERGENCY:</i>	969 ELM STREET UNIT 2F
<i>REASON FOR EMERGENCY:</i>	CHILD ELEVATED LEAD LEVELS
<i>EQUIPMENT, SUPPLIES, OR SERVICES REQUIRED:</i>	LEAD ABATEMENT CONTRACTOR
<i>SUGGESTED VENDOR:</i>	J & A LEAD ABATEMENT (VIA SCD BID PROCESS)
<i>REASON FOR PROCURING SUPPLIES, EQUIPMENT, OR SERVICE FROM ABOVE VENDOR:</i>	COURT ORDER
<i>FUNDING SOURCE FOR PROCUREMENT</i>	LEAD REPAYMENT FUNDS 21362112-56699
<i>PURCHASE ORDER #</i>	20191644-00

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT.

<i>DATE:</i>		<i>DEPARTMENT HEAD:</i>	
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UNENCUMBERED AND UNEXPENDED FUNDS ARE AVAILABLE IN THE PROPER APPROPRIATION SUFFICIENT TO PAY THE ESTIMATED TOTAL COST LISTED ABOVE.

<i>DATE:</i>		<i>CONTROLLER:</i>	
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<i>THE ABOVE REQUEST IS HEREBY:</i>	<i>GRANTED</i>		<i>DENIED</i>	
<i>DEFERRED FOR THE FOLLOWING REASON(S):</i>				

I, THEREFORE, DEEM IT NOT IN THE BEST INTEREST OF THE CITY TO PROCEED IN THE MANNER OTHERWISE DESCRBED UNDER SECTION 73 OF THE CITY CHARTER.

<i>DATE:</i>		<i>PURCHASING AGENT:</i>	
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CHECK LIST FOR ALDERMANIC SUBMISSIONS

- ◇ Cover Letter
- ◇ Resolutions/ Orders/ Ordinances
- ◇ Prior Notification Form
- ◇ Fiscal Impact Statement- Should include comprehensive budget
- ◇ Supporting Documentation
- ◇ Disk or E-mailed Cover letter & Order

IN ADDITION, IF A GRANT:

- ◇ Notice of Intent
- ◇ Executive Summary (not longer than 5 pages without an explanation)

Date Submitted:	DECEMBER 7, 2018		
Meeting Submitted For:	DECEMBER 17, 2018		
Regular Agenda		Suspended Agenda	
Submitted By:	Jennifer Sanjurjo, Health Department Cathy Carbonaro-Schroeter, LCI		
Title of Legislation:	Emergency Procurement in the amount of <u>\$32,104.00</u> for the Court Ordered Lead Abatement of 969 Elm Street, Unit 2F, New Haven, CT.		
Comments:			

Coordinator's Signature:	
Controller's Signature (if grant) :	
Mayor's Office Signature:	

Call 946-7670 with any questions.