Joseph Barbarotta Executive Director Facilities Services



375 Quinnipiac Ave New Haven, CT 06513 Tel. (475) 220-1631 Fax (203) 936-5229

New Haven Public Schools

INTEROFFICE MEMORANDUM

То:	Finance and Operations Committee
From:	Joseph Barbarotta
Re:	F&O Agenda Item/For Approval Award of Contract for Audio Visual Service Contractor
Meeting Date:	June 1, 2020
cc:	J. Barbarotta, J. Mazyck

For consideration and approval of an Award of Contract #21611-2-2 to the sole bidder, New Haven Pictograph, 1815 Ella Grasso Blvd., New Haven, CT for On Call Audio Visual Services for the NHPS for Fiscal Year 2020-2021.

Amount of Contract: Not to exceed \$50,000.

Funding Source: Capital Projects 2020-2021

Key Questions:

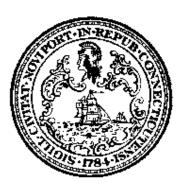
1. Please describe how this service is <u>strategically aligned</u> with school or District goals.

The service is to perform Audio Visual repairs and upgrades to all our school auditoriums...

2. Please describe the <u>evidence of effectiveness</u> for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation? Inspections and maintenance reports are provided. The contractor's performance is inspected by the board of education facilities staff and the work is tracked through the work order system.

3. Why do you believe this agreement is <u>fiscally sound</u>? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost. This contract is being awarded to the sole bidder. The pricing remains the same as last fiscal year the rate is \$43.00 per hour. The contractor has provided materials at reduced costs via his experience with purchasing through work at Yale. His is extremely knowledgeable and he has made extensive repairs at reduced costs. He has also assisted with the use of grants to upgrade auditorium lighting and audio vision throughout the district.

See solicitation results attached.



MEMORANDUM bureau of purchases city of new haven

Michael V. Fumiatti, Purchasing Agent 200 Orange Street, New Haven, Connecticut 06510 Telephone (203) 946-8201 Facsimile (203) 946-8206



CONTRACT AWARD MEMO

TO:	Michael V. Fumiatti, Purchasing Agent							
FROM:	John Barbarotta- Facilities							
DATE:	May 15, 2020							
CONTRACT NAME:	Audio Visual Service Contractor							
CONTRACT # CONTRACT START AND COMPLETION DATE:	21709 July 1, 2020– June 30, 2021							
PROJECT #	Audio Visual 21	709						
Contractor's Name:								
Address:								
City, State, ZIP:	New Haven, CT 06511							
Contractor Contact:	Jamie Holowaty							
Telephone:	203-963-0816	Fax						
Vendor Code:	New	Ship To:895	Bill To :	895				
Amount of Contract:	\$50,000							
Account # to charged:	Awaiting new account numbers							

Authorized signatory, please sign this form after your name: By signing you indicate that you are authorized to charge against this account and that this account is appropriate for the work being contracted.

If you agree with the apparent low bidder, please respond within 5 business days. Should you have any questions or concerns, do not hesitate to contact me. **Please do not enter a requisition for this award.**

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							New Haven Pictograph		
						Total Cost	\$ 17,750.0		
						Selected #	0		
						Selected (\$)	\$ 0		
#	Locked	Items	Selected	Lowest	Quantity	e Unit@fMeas	Unit P rice	Total©ost	
0	No Baske	t (2)							
#0-1	FALSE	CTS Certif	ie\$0	\$ 10,750.0	250	Hourly	\$ 43	\$ 10,750.0	
#0-2	FALSE	Apprentic	e\$0	\$ 7,000.0	250	Hourly	\$ 28	\$ 7,000.0	