

New Haven Public Schools

Joseph Barbarotta
Executive Director
Facilities Services

INTEROFFICE MEMORANDUM

To: 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



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

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 strategically aligned with school or District goals.**
The service is to perform Audio Visual repairs and upgrades to all our school auditoriums...
- 2. Please describe the evidence of effectiveness 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 fiscally sound? 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 #	21709		
CONTRACT START AND COMPLETION DATE:	July 1, 2020– June 30, 2021		
PROJECT #	Audio Visual 21709		
Contractor's Name:	New Haven Pictograph		
Address:	1815 Ella Grasso Blvd.		
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.

New Haven Pictograph

Total Cost \$ 17,750.0
Selected # 0
Selected (\$) \$ 0

#	Locked	Items	Selected	Lowest	Quantity	Unit of Measure	Unit Price	Total Cost
0	No Basket (2)							
#0-1	FALSE	CTS Certificate	\$ 0	\$ 10,750.0	250	Hourly	\$ 43	\$ 10,750.0
#0-2	FALSE	Apprentice	\$ 0	\$ 7,000.0	250	Hourly	\$ 28	\$ 7,000.0