

# New Haven Public Schools

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NEW HAVEN PUBLIC SCHOOLS



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## INTEROFFICE MEMORANDUM

**To:** Finance and Operations Committee

**From:** Joseph Barbarotta

**Re:** F&O Agenda Item/For Approval  
Award of Contract for On Call Locksmith Repair Service

**Meeting Date:** May 16, 2022

**cc:** J. Barbarotta, L. Perez

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For consideration and approval of an Award of Contract #50517-3-4 to the sole bidder, **Cohen's Key Shop, Inc., 127 Fitch St., New Haven, CT** for On Call Locksmith Repair Service for the NHPS for Fiscal Year 2022-2023.

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

**Funding Source: Capital Projects, Acct. # 3C22-2261-58101**

### Key Questions:

- 1. Please describe how this service is strategically aligned with school or District goals.** The service is to perform services for locks, hardware, keys and card access for all schools.
- 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 carpenter as well as the AFB trades manager.
- 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 contract has increased by \$10.00 per hour for regular time and reduced the overtime rate by \$10.00, which reflects a 6.45% total increase to the contract. This contract is vital for the security and safety of the students and staff.