



NEW HAVEN PUBLIC SCHOOLS

COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Utility Communications

Doing Business As, if applicable: N/A

Business Address: 920 Sherman Ave, Hamden, CT 06514

Business Phone:

Business email: Shioband@utilitycommunications.com

Funding Source & Acct # including location code:

2022-2023 Operating Budget

19047300-54411

Principal or Supervisor: Thomas Lamb/Chief Reddish

Agreement Effective Dates: From 7/1/2022 - 6/30/2023

Hourly rate or per session rate or per day rate.

Total amount: \$61,523.28

Description of Service: Please provide a one or two sentence description of the service. *Please do not write "see attached."*

Purchase Order for Utility Communications for two-way radio purchase, from July 1, 2022 to June 30, 2023, in an amount not to exceed \$61,523.28

Submitted by: Thomas Lamb/Chief Reddish



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Chief Reddish, Chief of Security
Date: 9/9/2022
Re: Purchase Order with Utility Communications for radios.

Please **answer all questions** and have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

Contractor Name: Utility Communications, Inc.

Contractor Address: 920 Sherman Ave, Hamden, CT 06514

Is the contractor a Minority or Women Owned Small Business? No

Renewal or Award of Contract/Agreement? State Contract

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$61,523.28

Contract or Agreement #: State Contract 19-PSX0088

Funding Source & Account #: 2022-2023 Operating Budget 190-47300-54411

Key Questions:

1. **What specific service will the contractor provide:**
This vendor currently provides all the security equipment, maintenance for the security department currently. This purchase order is to update the outdated radio equipment that is currently used. The current radios have been in use for 8-10 years and the model has since been discontinued.
2. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:** State Contract 19-PSX0088
3. **If the vendor is not the lowest bidder or a State contract please answer the following:**
 - a. **Please explain why the vendor was chosen?** N/A
 - b. **Who were the members of the selection committee?**



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Operations Memorandum

4. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** N/A

5. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**
N/A

6. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?** N/A purchase order for equipment.

7. **Is this a service existing staff could provide? Why or why not?** No, this submission is an equipment purchase.