



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Chief Thaddeus Reddish, Security Chief
Date: October 31, 2023
Re: Purchase Order under State Contract 18PSX0088 with Utility Communications to provide Milestone renewal subscription

Answer all questions and have a representative ready to present the details of each question during the Finance & Operations meeting or this proposal may not be advanced for consideration by the full Board of Education.

Company Information	
Vendor Name:	Utility Communications Inc.
Doing Business as: (DBA)	
Vendor Address:	920 Sherman Ave Hamden CT 06514
Vendor Contact Name:	Michele Lumley
Vendor Contact Email:	MicheleL@utilitycommunications.com
Is the contractor a minority or women owned small business?	No
Agreement/Contract Information	
New or Renewal Agreement/Contract?	Purchase Order
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 11/1/2023 To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$106,190.25
Funding Source Name: Acct. #:	3C20-2084-58101
Contract #: <small>(Local or State)</small>	18PSX0088



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Key Questions:

1. What specific service will the contractor provide:

2. How was the contractor selected? **Attach appropriate supporting documents*

- Quotes
- Sealed Bid # _____
- Sole Source # _____
- RFP# _____
- State Contract # 18PSX0088
- Exempt Professional
 - Accountant
 - Actuary
 - Appraiser
 - Architect
 - Artist
 - Dentist
 - Engineer
 - Expert Professional Consultant
 - Land Surveyor
 - Lawyer
 - Physician/Medical Doctor

3. If the vendor was selected through Solicitation (Bid/RFQ/RFP) process; answer the following:

a. Please explain how the vendor was chosen? **Attach Vendor Proposal*

n/a

b. Who were the members of the selection committee? *(Minimum 3 members required)*

n/a



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4. If this is a renewal with a current vendor, has the vendor met all obligations under the existing agreement/contract?

This is a subscription renewal for the Milestone surveillance system the security dept uses for the district.

5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? *Attach Renewal Letters

The cost has increased by 6.5% which is an increase of \$6,631.25.

6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?

N/A

7. Is this a service that existing staff could provide? Why or why not?

No this is a specialized service that can be performed by this vendor on our sole source security system.



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Agreement/Contract Processing Checklist

To ensure timely processing of the submitted Agreement/Contract it is imperative to collect and provide all of the required documentation noted below and provide with submission to board.

Forms/Documents are available in: Drive G:\F&O Agenda Minutes\Agreement_Contract_Checklist\2022-2023

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # _____
If No or New,	Vendor must provide completed W9
2. A quotes or proposal submitting regarding the agreement/contract.	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></p> <p>It is the submitters responsibility to request the COI from the vendor and attach with submission; the COI from the Vendor <u>must match rider specifications outlined.</u></p> <p>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</p>	
Rider 300	Professional Services – Onsite Umbrella; w/ Auto; w/ Workers Compensation
Rider 305	Professional Services – Onsite Umbrella; No Auto; No Workers Compensation
Rider 310	Professional Services – Onsite Umbrella; w/ Auto; No Workers Compensation
Rider 315	Professional Services – Onsite Umbrella; w/ Youth under 21
Rider 320	Professional Services – Offsite; No Auto; No Workers Compensation
Rider 325	Professional Services – Offsite; No Auto; No Workers Compensation; w/ Youth under 21
Rider 330	Professional Services – Offsite Attorney; No Auto; No Workers Compensation
Rider 335	Professional Services – Onsite; Physician/Dentist; No Auto
Rider 340	Professional Services – Onsite Physician/Dentist w/ Youth under 21
Rider 345	Professional Services – Onsite Temp Nurses
Rider 350	Professional Services – Cyber – Onsite
Rider 355	Professional Services – Cyber – Offsite
<p>4. The City of New Haven requires the information requested in the <u>Disclosure Affidavit</u> before any City agency, department, or city official seeking agreement/contract shall obtain them, notarized.</p>	
Emailed Disclosures are acceptable.	



920 Sherman Avenue □Hamden, Connecticut □06514
Phone: (203) 287-1306 (800) 443-1306 Fax: (203) 248-9167

City of New Haven Board of Education Milestone Support - Renewal Proposal

Qty.	Description	Part Number	List price	Each	Extended
1	Milestone One-year support C-Plus Corporate base license	YXPCOBT	\$ 604.00	\$ 441.00	\$ 441.00
2337	Milestone One-year support C-Plus Corporate device license	YXPCODL	\$ 63.00	\$ 45.25	\$105,749.25

Total Project Price: \$ 106,190.25

- Milestone Care Plus Support contract term through 10/31/24.
- “Connecticut State Contract” Pricing utilized #19PSX0088.
- Milestone support renewal for M01-C01-222-01-6C4EB9.
- One-year warranty parts & labor.
- Allow one-week delivery ARO.
- Pricing valid for 30 days.

October 15, 2023



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

SLSRC # 29132x

DATE: May 14, 2014

TO: William Clark – Chief Operating Officer BOE

FR: Michael Fumiatti, Purchasing Agent

RE: Sole Source request –Milestone – Security / Surveillance Cameras

I have received and reviewed the sole source request for the above referenced vendor and system. This product is being utilized by CONH for all Security / Surveillance Cameras throughout the City. The BOE will be tied into this citywide system.

Therefore, pursuant to Section 74(d)(i) of the City Charter, I hereby designate the above referenced vendor, the "Sole Source" vendor to provide the above referenced product/service.

While all else remains the same, this Sole Source does not expire.

Please note: Any non-competitively bid contract which is \$100,000.00 or greater must receive Board of Alderman approval.

Any questions, please feel free to contact me @ x8207.

cc: Carl Carangelo – BOE
Nancy Cottrell - Gilbane
Accounts Payable
File