



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Jamar Alleyne, Executive Director of Facilities Management
 Heather Barbarotta, Permit & Technical Coordination Manager
Date: October 10, 2023
Re: Award of Contract to New Haven Pictograph to provide Audio-Visual Services districtwide for various events and activities throughout the FY

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:	New Haven Pictograph		
Doing Business as: (DBA)			
Vendor Address:	1815 Ella Grasso Blvd New Haven CT 06511		
Vendor Contact Name:	James Holowaty		
Vendor Contact Email:	James@newhavenpictograph.com		
Is the contractor a minority or women owned small business?	No		
Agreement/Contract Information			
New or Renewal Agreement/Contract?	New		
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From	10/15/2023	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$75,000.00		
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-24-61-58101		
Contract #: <small>(Local or State)</small>	21883		



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Key Questions:

1. What specific service will the contractor provide:

Provide audio-visual services districtwide for various events and activities throughout the 2023-2024 fiscal year. This includes but is not limited to board meetings, school performances, athletics events, and school performances. This also includes the maintenance and repair of A/V equipment as needed.

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

- Quotes
- Sealed Bid # 21883
- Sole Source # _____
- RFP# _____
- State Contract #
- 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*

Sealed Bid – Lowest Bidder

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

N/A – Sealed Bid



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

This is not a renewal

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

Not a renewal

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

This is a new contract for services which will be a not to exceed contract valued at \$75,000.00.

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

No the vendor selected has the expertise and equipment to provide the Audio visual services needed by the district.



City of New Haven

Bureau of Purchases

200 Orange Street, Room 301

New Haven, CT 06510

Tel: 203-946-8201 Fax: 203-946-8206

Honorable Justin Elicker
Mayor

Shawn J. Garris
Acting Purchasing Agent

The City of New Haven ("City") is accepting sealed Bids for the following:

INVITATION TO BID

Project Summary

Contract Name:	On Call Audio Visual Services											
Solicitation #:	21883			City Project #:			N/A					
Projection Description:	The contractor will be responsible for providing audio-visual services for various events and activities throughout the school year including but not limited to board meetings, school performances and athletics events. as well as maintain and repair audio/visual equipment as needed.											
Department:	BOE-Facilities											
Solicitation/Advertise Date:	July 6, 2023											
Intend to Bid Due Date	July 26, 2023											
Bid Due Date:	July 27, 2023					Bid Opening Time:		3:00		PM		
Pre-Bid Meeting Date:	N/A					Pre-Bid Meeting Time:						
Pre-Bid Meeting Location:	N/A											
Solicitation Type:			Construction		X	Service		SCD* - Construction		SCD* - Service		
Contract Term:			Construction		(See Specification)		Service		1	year	3	Renewals Option(s) (at the sole discretion of the CONH)
Material Markup Allowed			NO	x	Yes	If Yes enter percent markup on your Statement of Qualifications form						
System for Award Management (Federal Requirement)			YES	x	NO	If marked yes, to bid and get paid you must already have a Unique Entity ID. See Statement of Qualification Form						
Insurance Requirements:	Refer to Rider			110		(This Rider is attached)						
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater											
Local Preference:	X			YES					NO			
Bid Bond:	N/A					Percentage Amount:		NO		%		
Labor, Material and Performance Bond:	N/A											
Wage Rates:	X	Livable Wage \$19.95 FY 23/24				Prevailing Wage State				Davis Bacon Federal		

Scope of Work

Introduction:

The purpose of this scope of work is to outline the responsibilities and expectations of an on-call audio-visual contractor for the New Haven Public School district. The contractor will be responsible for providing audio-visual services for various events and activities throughout the school year.

Responsibilities & Duties:

1. Provide audio-visual equipment and support for school events such as assemblies, concerts, meetings, performances, and presentations.
2. Set up and operate audio-visual equipment including projectors, sound systems, microphones, and lighting.
3. Troubleshoot and resolve any technical issues that may arise during events.
4. Provide training and support to school staff on the use of audio-visual equipment.
5. Maintain and repair audio-visual equipment as needed.
6. Provide recommendations for upgrades and improvements to audio-visual equipment.
7. Cover audio and video needs for school productions, music performances, and ceremonies such as graduations.
8. Maintaining and updating inventory of equipment
9. Support the training of technicians to operate equipment in a safe and effective manner
10. Support theater staff and vendors where applicable

Expectations:

1. The contractor will be available on an on-call basis to provide audio-visual services for school events.
2. The contractor will respond to service requests within a reasonable timeframe.
3. The contractor will provide high-quality audio-visual services that meet the needs of the school district.
4. The contractor will maintain a professional and courteous demeanor when working with school staff and students.
5. The contractor will adhere to all school district policies and procedures.
6. The contractor will make every effort to provide coverage for any late-notice events
7. Ability to live stream district events such as board meetings, athletics
8. Set up and operate sound, music and mixer for Athletics events
9. The contractor must provide own lift equipment when needed and the proper lift operation training documentation.
10. Must possess personal maturity, patience and dependability.
11. Must possess the ability to work a flexible schedule including weekends and evenings. Available in the afternoon, evening and weekends for event coverage.
12. Must possess the industry connections to source replacement parts for dated equipment.

13. "Vendor must provide apparatus and licensed operator for all equipment needed to perform work. This includes but is not limited to lifts, scaffolding, ladders etc..."

Qualifications:

1. CTS Certification required
2. Must have experience in the classroom, library, cafeteria, auditorium and theater function
3. Must have knowledge of Yamaha, Heath & Allen, etc.
4. Must be experienced in managing audio boards of up to 24 channels
5. Background in video and audio recording, projection, broadcast, stage lighting and audio systems is required
6. Must have knowledge of ADA compliance for the auditorium and classroom sound and audio equipment.
7. Knowledge of ADA compliance for Auditorium and classroom sound pin electrical systems
8. Knowledge of all lighting systems, ETC, Strand, Color Tran, dimmer packs, three-pin electrical systems
9. Must have knowledge of YouTube and Facebook posting, streaming and editing
10. Ability to troubleshoot and make routine repairs to auditorium systems in-house
11. The contractor must have experience in providing audio-visual services for schools or similar organizations.
12. The contractor must have a thorough understanding of audio-visual equipment and technology.
13. The contractor must have excellent communication and customer service skills.
14. The contractor must be able to work independently and as part of a team.
15. The contractor must have a valid driver's license and reliable transportation and maintain a valid driver license for CT.
16. The contractor must have a reasonable inventory of equipment readily available to be utilized in covering our events.
17. Demonstrated ability to take initiative and work independently without direct supervision
18. Ability to set, manage, and coordinate multiple priorities
19. Demonstrated ability to establish and maintain effective working relationships with students, staff and community groups
20. Thorough knowledge of compliant wireless systems conversion to digital audio.

Conclusion:

The on-call audio-visual contractor will play a critical role in ensuring the success of school, city, and community events and activities. The contractor will be responsible for providing high-quality audio-visual services that meet the needs of the school district. The contractor must have the necessary qualifications and experience to perform the required tasks and must adhere to all school district policies and procedures.

It is intended that the successful low bidder have the expertise to service all equipment as required however in certain instances proprietary manufacturers' repairs will be required. In these instances,

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City of New Haven Risk Template (rev. 04/2022)

Construction / Service / Repair & On Calls | Basic

Standard Construction Service On Call work, no Professional or Pollution

Contractor/Vendor shall agree to maintain in force at all times during the contract the following minimum coverage and shall name the City of New Haven as an Additional Insured (1) on a primary and non-contributory basis to all policies except Workers Compensation and Professional Liability. All policies, except Professional Liability, should also include a Waiver of Subrogation. (1). Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A-VIII".

		Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicates required)
General Liability				
	Each Occurrence	\$1,000,000	Y	Y
	Combined Aggregate	\$2,000,000	Y	Y
	Products/Completed Operations Aggregate	\$2,000,000	Y	Y
	Abuse & Molestation	---	---	---
Auto Liability (includes all owned, hired & non-owned autos)	Combined Single Limit Each accident including endorsements	\$1,000,000	Y	Y
Excess/Umbrella Liability				
	Each Occurrence	---	---	---
	Combined Aggregate	---	---	---
Workers' Compensation & Employers' Liability (EL)	Statutory Limits			
	EL EACH	\$500,000	---	Y
	EL DISEASE	\$500,000	---	Y
	EL POLICY	\$500,000	---	Y
Professional Liability		---	---	---
Pollution Liability		---	---	---
Cyber Liability		---	---	---
Medical Malpractice		---	---	---
Garage Keepers Liability		---	---	---
Drone Liability		---	---	---

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two) years from the completion date.

Original, completed Certificates of Insurance must be presented to the City of New Haven via CTRAXX prior to contract issuance. Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the policies be cancelled, limits reduced, or coverage altered, 30 days written notice must be given to the City.

Notes

- (1) Additional Insured & Waiver of Subrogation boxes must be checked off on the COI.
- (2) If contractor/vendor will be working with children or serving youth under the age of 21, Abuse and Molestation coverage must be included.
- (3) City of New Haven is the Certificate holder and the additional insured.

City of New Haven
200 Orange Street Rm 301
New Haven, CT 06510