



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Mr. Thomas Lamb, Chief Operating Officer
Date: December 12, 2023
Re: Purchase Order under State Contract 19PSX0088 with Utility Communications to install a bidirectional amplifier system at Hillhouse High School

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		
Doing Business as: (DBA)			
Vendor Address:	920 Sherman Ave Hamden, CT 06514		
Vendor Contact Name:	Shioband		
Vendor Contact Email:	SHIOBAND@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	01/02/2024	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$105,815.50		
Funding Source Name: Acct. #:	2023-2024 Operating Budget 3079-MB01-54411		
Contract #: <small>(Local or State)</small>	19PSX0088		



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Key Questions:

1. What specific service will the contractor provide:

To provide bidirectional amplifier system to amplify the NHPD and NHFD frequencies at the High School

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

- Quotes
- Sealed Bid # _____
- Sole Source # _____
- RFP# _____
- State Contract #19PSX0088
- 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 has met all obligations under the existing agreement/contract?

n/a

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

n/a

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

New there is no fiscal comparison for this purchase.

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

No this is a specialized service that will be utilized with a vendor off of state contract who currently is familiar and has worked with NHPS system in past years.



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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.	

Utility Communications, Inc.

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

November 16, 2023

New Haven Board of Education
54 Meadow Street
New Haven, CT 06519

Re: James Hillhouse High School Bidirectional Amplifier System

We are pleased to submit a quote for a Bidirectional Amplifier System to amplify the New Haven Police and Fire Departments frequencies at the James Hillhouse High School in New Haven CT.

This quote will be in lieu of the specifications provided to us and designed based upon the drawings to provide 95% coverage with a DAQ of 3.0 for the First Responders mentioned previously in the entire facility. Coverage in elevators is not included.

Utility Communications, Inc. (UCI) will provide the NFPA Bidirectional Amplifier (BDA) and related 12-hour battery back-up system. UCI is to install the unit on a wall in the designated area and will hardwire the BDA to the electrical system per electrical code requirements.

UCI will provide approximately 2,600 feet of ½” Heliac plenum rated cable. UCI will install the cabling along the ceiling per code following our drawings and leaving a service loop at each designated area to accommodate the antennas and couplers. UCI will supply all hardware required to mount the cable per electrical code. UCI will supply the splitters, connectors and terminate the cables, as well as install the jumpers and 19 ceiling antennas.

UCI will provide the donor antenna, coaxial cable, and non-penetrating roof mount (sled) at a location designated by the customer and approved as workable by us. UCI will run approximately 150 feet of cable from the amplifier to the donor antenna location on the roof. UCI will provide connectors and complete the final terminations.

A walk through to determine final equipment locations is required. If fire rated cable is required (per AHJ) UCI will adjust pricing to reflect this change.

UCI will coordinate and perform acceptance testing with the New Haven Police and Fire Department.

Labor pricing is at standard wage rates and normal working hours. Tax (if applicable) is not included. Permits and performance bonds (if required) are not included.

UCI will warranty this system for a period of one year after system acceptance for materials and workmanship.

The system as described will cost \$105,815.50 for the first responders mentioned in the opening paragraph. Due to volatility and part availability this quote is valid for 30 Days.

To ensure that the parts will not go up in price Utility Communications will order the parts from the suppliers and expect payment upon delivery to a location specified by you.

The remaining amount of the contract will be paid within 10 days upon completion of the system and acceptance from the AHJ.

The system will be priced with the stipulations stated in this document. Outstanding invoices over 30 days will be charged an additional 1.25% on the balance per month.

Please contact me if you have any questions.

Thank You for considering Utility Communications for this project.

Brooks Gianakos
System Engineer / Project Manager
Utility Communications Inc.
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brooksg@utilitycommunications.com