



NEW HAVEN PUBLIC SCHOOLS

### Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee

**From:** Thomas Lamb, Chief Operating Officer

**Date:** January 5, 2024

**Re:** Purchase Order under State Contract 19PSX0088with Utility Communications to provide security enhancements for MBA 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, Inc.	
Doing Business as: (DBA)		
Vendor Address:	920 Sherman Ave. Hamden, CT 06514	
Vendor Contact Name:		
Vendor Contact Email:		
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 01/23/2024	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$43,301.16	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101	
Contract #: <small>(Local or State)</small>	State Contract 19PSX0088	



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**Key Questions:**

**1. What specific service will the contractor provide:**

To provide repair services to several locations in the district, see attached list of locations and description of services at each location.

**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 – State Contract

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

N/A – State Contract



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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?**

Not renewal

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

Not renewal

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

This is a security enhancement that will be taking place at MBA school, there is no fiscal comparison.

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

No, this is a service that is provided by our established security system vendor.



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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**

<b>1. Has this vendor performed service(s) in prior fiscal years?</b>	
If Yes,	Vendor # <u>70190</u>
If No or New,	Vendor must provide completed W9
<b>2. A quotes or proposal submitting regarding the agreement/contract.</b>	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p><b>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></b></p> <p><b>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></b></p> <p><b>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</b></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><b>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.</b></p>	
Emailed Disclosures are acceptable.	



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**City of New Haven Public Schools**  
**MBA School Building Security Enhancements**

Qty.	Description	Part Number	Contract	Extended
2	Access control application extension blade, 4 inputs/4 out	S2-ACM	\$ 732.00	\$ 1,464.00
4	HID Prox II Access control reader iclass	5455AGKN00	\$ 249.00	\$ 996.00
500	General Plenum CAT6 Ethernet cable	45893	\$ 0.39	\$ 195.00
1	Project management and engineering	PMENG	\$ 225.00	\$ 225.00
1	Miscellaneous parts, equipment and conduit for site install	MISC	\$ 157.00	\$ 157.00
1	Cable installation to four floors and Elevator controller	CABLING	\$ 1,625.00	\$ 1,625.00
1	Installation and setup of S2 system for elevator output	INSTALL	\$ 1,980.00	\$ 1,980.00

**Total Project Price: \$ 6,642.00**

- Add S2 access control reader to four floors for elevator call. Program S2 system.
- Install cable runs to readers and elevator controller room (elevator connections by others).
- “Connecticut State Contract” Pricing utilized #19PSX0088 where applicable.
- All parts and labor to complete configuration.
- One-year warranty parts & labor.
- Allow three-four weeks delivery ARO.
- Pricing valid for 30 days.

January 08, 2024