



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Date: November 24, 2023
Re: Award of Contract 21896 to Utility Communications to provide On Call Security maintenance support

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	
Vendor Contact Name:	Hamden, CT 06514	
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?	Contract (1 year) two renewal options	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 12/4/2023	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$100,000.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101	
Contract #: <small>(Local or State)</small>	21896	



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Key Questions:

1. What specific service will the contractor provide:

to work on-call security systems maintenance, inspection and repair services under the proposed specifications for the districts Security division. The system the district uses is the Sole sourced Milestone system with the card swipe access readers across the district.

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

- Quotes
- Sealed Bid # 21896
- 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 – The bid was advertised 10/16/2023 and closed 11/16/2023. The bid was extended the additional week for Q&A with interested vendors.

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

N/A – Sealed Bids are awarded to a qualified vendor who .



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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?

This is a new contract has increased by \$25,000.00 than in previous years. This was submitted with the intent to upgrade or repair equipment throughout the district.

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

No this is a specialized service that will be provided by a qualified vetted contractor who has been working with the district for years to perform this service, and the vendor has performed well.



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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 #70190
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.	



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

Malinda Figueroa
Purchasing Agent

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

INVITATION TO BID

Project Summary

Contract Name:	On Call Security System Maintenance						
Solicitation #:	21896		City Project #:	N/A			
Projection Description:	The New Haven Public Schools Security Department seeks to hire a contractor to work on-call security systems maintenance, inspection, and repair services under the proposed specifications for the districts Security division						
Department:	NHPS						
Solicitation/Advertise Date:	October 16, 2023						
Intend to Bid Due Date	November 8, 2023						
Bid Due Date:	November 9, 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	<input checked="" type="checkbox"/>	Service		SCD* - Construction		SCD* - Service
Contract Term:	Construction	(See Specification)	Service	1	year	2	Renewals Option(s) (at the sole discretion of the CONH)
Material Markup Allowed	NO	<input checked="" type="checkbox"/>	YES	If Yes enter percent markup on your Statement of Qualifications form			
System for Award Management (Federal Requirement)	YES	<input checked="" type="checkbox"/>	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			(This Rider is attached)			
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater						
Local Preference:	<input checked="" type="checkbox"/>	YES					NO
Bid Bond:	N/A			Percentage Amount:	N/A	%	
Labor, Material and Performance Bond:	N/A						
Wage Rates:	<input checked="" type="checkbox"/>	Livable Wage \$19.95 FY 23/24		Prevailing Wage State		Davis Bacon Federal	

Department: NHPS – Security Department

Services: On Call Security Systems Maintenance and Repairs

Purpose: The New Haven Public Schools Security Department seeks to hire a vendor to work on-call security systems maintenance, inspection and repair services under the proposed specifications for the districts Security division.

Scope of Services

The Security Department will require at a minimum the following:

- a. The work to be performed by the Testing, Inspection, Preventive Maintenance, On-Call Repairs and Services by the Security Camera Systems Contractor under these Specifications shall consist of furnishing all material, labor, supervision, tools, supplies and other expenses necessary to provide repairs, maintenance, replacement services directed by the Board of Education Facilities for all types of security systems and devices in the New Haven Public School Buildings included but not limited to: servicing cameras, key pads, key cards, card access panels, electronic access doors, motion sensors, door contacts and other devices for both wired and wireless systems.
- b. The Contractor to provide reports or inspections if so requested by the City of New Haven and the Board of Education. All inspection reports are to be delivered to the Facilities Director and Chief of Security (both a hard copy and electronic copy). Email address to be provided after award.
- c. Contractor to maintain certification and necessary licenses for both Milestone and S2 software platforms.
- d. Provide lead time on ordered equipment and materials as requested by the NHPS Executive Director of Facilities, Director of Project Management, and Chief Operating Officer.
- e. The Vendor to provide reports if so requested by the City of New Haven and the Board of Education. All inspection reports are to be delivered to the Chief of Security and Chief Operating Officer (both a hard copy and electronic copy). Email address to be provided after award.

New Haven School Facilities Addresses 2023-2024

High Schools	Addresses
Adult and Continuing Education Center	580 Ella Grass Blvd.
Coop Arts & Humanities High School	177 College St.
Engineering & Science University Magnet School	500 Boston Post Road

High School in the Community	175 Water St.
Hill Regional Career High School	140 Legion Ave.
Hillhouse High School	480 Sherman Parkway
Metropolitan Business Academy	115 Water St.
New Haven Academy	444 -448 Orange St
Riverside Education Academy	103 Hallock Ave
Sound (Anderson)	60 Water St.
Sound (Emerson)	82 South Water St.
Sound Aquaculture Center (Foote)	17 Sea St.
Sound (McNeil)	60 South Water St.
Sound (Thomas)	40 South Water St.
Wilbur Cross High School	181 Mitchell Drive
Elementary and K-8 Schools	Addresses
Barack Obama Magnet School	69 Farnham Ave.
Barnard Magnet School	170 Derby Ave.
Beecher School	100 Jewell St.
Betsy Ross Arts Magnet School	150 Kimberly Ave.
Bishop Woods School	1481 Quinnipiac Ave.
Brennan K. School	199 Wilmont Ave.
Celentano Museum Academy/Polly T. McCabe Center	400 Canner St.
C. Rogers School	200 Wilmont Ave.
Clemente Leadership Academy	360 Columbus Ave.
Clinton Ave. School	293 Clinton Ave.
Conte West Hills Magnet School	511 Chapel St.
Davis Street Magnet School	35 Davis St.
East Rock Magnet School	133 Nash St.
Edgewood Magnet School	737 Edgewood Ave.
Elm City Montessori School	495 Blake St.
Fair haven School	164 Grand Ave.
Family Academy of Multilingual Exploration	255 Blatchley Ave.

Hill Central Music Academy	140 DeWitt St.
W.Hooker Elementary School	180 Canner St.
W. Hooker Middle School	691 Whitney Ave.
Jepson Magnet School	15 Lexington Ave.
John C. Daniels Magnet School	569 Congress Ave.
John S. Martinez Magnet School	100 James St.
King/Robinson Magnet School	150 Fournier St.
Lincoln-Bassett School	130 Bassett St.
Mauro/Sheridan Magnet School	191 Fountain St.
Dr. Reginald Mayo Early Learning Center/ECAT	185 Goffe St.
Nathan Hale School	480 Townsend Ave.
Quinnipiac School	460 Lexington Ave.
Ross/Woodward School	185 Barnes Ave.
Strong School @ Mauro	130 Orchard St.
Troup School	259 Edgewood Ave.
Truman School/Truman Head Start Program	114 Truman St.
West Rock Author's Academy	311 Valley St.
Wexler/Grant School	55 Foote St.
Others	Addresses
Facilities & Maintenance Offices/Old Montessori school	375 Quinnipiac Ave.
Central Kitchen	75 Barnes Ave.
Gateway Center/NHPS BoE Central Offices	54 Meadow St.
Storage/ Conte New Light	21 Wooster Place
Floyd Little Fieldhouse	480 Sherman Parkway
Parish Hall/Betsy Ross	150 Kimberly Ave.
Old Strong/ Storage	69 Grand Ave.