



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thaddeus Reddish, Security Division
Date: 09/11/2023
Re: Purchase Order under State Contract 19PSX0088with Utility Communications to provide repair services to several locations in the district

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:	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 9/25/2023 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 met all obligations under the existing agreement/contract?

N/A – State Contract

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

These services are not new and the repairs are needed at each of the locations.

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 this vendor has provided the district under State contract for many years. They are the only vendor to work on the district 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 #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.	

<u>Utility Communications</u>		<u>State Contract</u> <u>19PSX0088</u>
<u>School</u>	<u>Description of Repair</u>	<u>Amount</u>
Coop	Fixed Crash bar for access control system	\$ 105.00
Rogers	Front door intercom repair, due to loose connector	\$ 105.00
Career	3 Doors not working, need of repair	\$ 210.00
Career	new request s2 repair	\$ 210.00
Career	New request airphone not working	\$ 210.00
Davis	new request S2 problems throughout the day not working	\$ 210.00
Hill Central	new request main door not working S2	\$ 210.00
Hooker	Test fire and burglar alarm dialer	\$ 210.00
King Robinson	new request S2 repair	\$ 210.00
Obama	new request room 131S2 not working	\$ 210.00
Ross Woodward	new request front door not working through intercom	\$ 210.00
Adult Ed	new request front door not releasing	\$ 250.00
Nathan Hale	new request codes for alarm panel	\$ 250.00
Ross Woodward	new request alarm zone troubles	\$ 250.00
Cross	Pool door not staying locked repair	\$ 296.00
Cross	Front door of staff entrance needs repair	\$ 315.00
HSC	new request alarm low battery	\$ 350.00
Sound	new request Foote Bldg has low battery	\$ 350.00

Jepson	new request front door card reader down	\$	405.00
Mauro Sheridan	Replace 2 alarm contacts and battery	\$	420.00
Rogers	Repair alarm system at school	\$	420.00
Jepson	replace defective alarm dialer	\$	654.00
Coop	Crash bar repair and broken wire repair in intercom	\$	735.00
Hillhouse	Repair alarm system at school	\$	840.00
NH PSAP Center	Phone line hook ups and move server per ed connelly	\$	950.00
Career	Replace Airphone desk unit and door station intercom	\$	4,540.00
Cross	Two quad cameras for outdoor camera replacements needed	\$	4,739.40
Lincoln Bassett	Replace Two Outdoor Quad Cams	\$	4,739.40
NH PSAP Center	Support plan from Micro key for the alarm monitoring software	\$	6,690.00
Cross	Repairs to several cameras outdoor/indoor including install of new cameras	\$	7,402.36
Central Kitchen	Repair doors sensors and the cameras that need repair	\$	6,500.00
Coop	External Door repair	\$	105.00
	Total	\$	43,301.16