



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Typhanie Jackson
Date: August 11, 2023
Re: Purchase Order with ARC Sound Stage Lighting LLC, to set up audio/lighting and stage for Convocation

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:	ARC Sound Stage Lighting LLC
Doing Business as: (DBA)	
Vendor Address:	5 Pettom Road Norwalk, CT 06850
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 08/11/2023 To 09/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$17,253.63
Funding Source Name: Acct. #:	2023-2024 Operating Budget 19040500-56694
Contract #: <small>(Local or State)</small>	



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Key Questions:

1. What specific service will the contractor provide:

To set up audio/lighting and stage for Convocation 8/28/23 which is the 1st meeting with teachers and staff in a venue that's conducive to the number of people who will be in attendance.

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

- Quotes**
- Sealed Bid #**
- 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*

N/A

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

N/A



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Key Questions: - Continued

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?

N/A – Purchase Order and meets the City of New Haven Procurement guidelines.

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

No this vendor is to provide the district the audio/light equipment and staging for the Convocation event.



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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> <p>Emailed Disclosures are acceptable.</p>	

Revised 5/2023

For: Office Use Only

PLEASE DO NOT PROCESS WITHOUT A PO NUMBER!

Faxed:	Emailed:
Vendor No.	Date Entered

CITY OF NEW HAVEN
 Department of Education
 54 Meadow St., New Haven, CT 06519
VENDOR PURCHASE ORDER

P.O.
▲
This number must appear on all invoices and package of shipment

Vendor:

General Funds

Fiscal Year: **2023-2024**

PURCHASE ORDERS NOT COMPLETED AND DELIVERED WITHIN 60 DAYS ARE AUTOMATICALLY CANCELLED

Deliver To:

Date Prepared	Agency	Program	Location	Object
	190			

Quantity	Description	Unit Cost	Total Cost
	Shipping Charge		
PLEASE NOTIFY BUSINESS OFFICE IF YOUR TOTAL COST EXCEEDS OUR TOTAL AMOUNT BEFORE SHIPPING			

Authorized Supervisor's Signature	Business Office Approval	Principal's Signature	TOTAL AMOUNT
Click or tap to enter a date.	<i>Karen Barnes</i> Click or tap to enter a date.	Click or tap to enter a date.	

FOR PAYMENT: Send Your Invoice Electronically or By Mail:
 Email: NHInvoice@newhavenct.gov or Email Above
 Mail: **New Haven Public Schools**
Attn: Dept. of General Funds
54 Meadow Street, New Haven, CT 06519
 Fax: **1-203-946-7436**



ARC SOUND.STAGE.LIGHTING

P.O. Box 604 | Norwalk, Connecticut 06852
203-515-9878 | Gene@ARCSSL.com | http://ARCSSL.com

RECIPIENT:

Heather Barbarotta

375 Quinnipiac Avenue
New Haven, Connecticut 06513

Quote #273

Sent on Jul 25, 2023

Total \$17,253.63

PRODUCT / SERVICE	DESCRIPTION	QTY.
RCF PA Sound Package		1
QSC K10.2s	stage monitors	2
Midas Audio Console		1
Wireless Microphone		2
Wireless Mic Rack		1
Overhead Microphone Package		4
Lucite Podium		1
Podium Microphone		1
LED Leko		16
Freedom Par Uplight Pack	6 Lights Per Pack	6
Grand MA Lighting Console		1
Pipe and Drape	60'	1
Audio Cable Package		1
Data Cable Package		1
Power Cable Package		1
Power Distro		1
Socapex Breakout		1
Power Cable Breakouts		1
Box Truss		1
Stage		1
Eventer Lifts		4
Generator		1
Lighting Tech		1
Audio Tech		1



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PRODUCT / SERVICE	DESCRIPTION	QTY.
Load in Crew		3
Load out Crew		3
Trucking		1

* Non-taxable

Approved By: _____

Print: _____

Subtotal	\$30,515.00
Discount	- \$13,261.37
Total	\$17,253.63

Signature: _____ Date: _____