



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Frank Fanelli, Director of Project Management  
**Date:** August 11, 2023  
**Re:** Purchase Order with Varsity Brands Holding Co. Inc. provide and install Basketball Shot Clock at Cross 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:	Varsity Brands Holding Co. Inc
Doing Business as: (DBA)	BSN Sports
Vendor Address:	6745 Lenox Center Crt. Suite 300 Memphis TN 38115
Vendor Contact Name:	Zach Bartlett
Vendor Contact Email:	Zbartlett@bsnsports.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 08/21/2023 To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$9,750.00
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C22-2261-58101
Contract #: <small>(Local or State)</small>	State Contract 18PSX0319AD



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**Key Questions:**

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

To provide and install Basketball Shot Clock at Cross High School

**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

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

No this vendor that has access to materials supplies and expertise in installation of this nature.



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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 # _____
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.	



PO Box 841393  
 Dallas, TX 75284-1393  
 Phone: 800-527-7510 Fax: 800-899-0149  
 Visit us at www.bsnsports.com

Quote	
Cart #:	10281235
Purchase Order #:	Shot Clocks
Cart Name:	Shot Clocks
Quote Date:	07/19/2023
Quote Valid-to:	08/31/2023
Payment Terms:	NT30
Ship Via:	
Ordered By:	Zach

Contact Your Rep

Zach Bartlett Email: zbartlett@bsnsports.com | Phone: 860-460-0784

**Sold to**  
**1419083**  
**WILBUR CROSS HIGH SCHOOL**  
 181 MITCHELL DR  
 NEW HAVEN CT 06511-2515  
 USA

**Ship To**  
**1419083**  
**WILBUR CROSS HIGH SCHOOL**  
 181 MITCHELL DR  
 NEW HAVEN CT 06511-2515  
 USA

**Payer**  
**1477910**  
**CITY OF NEW HAVEN BOE ATHLETIC**  
 480 SHERMAN PARKWAY  
 NEW HAVEN CT 06511  
 USA

Item Description	Qty	Unit Price	Total
<b>Basketball Shot Clock</b> Item # - 1459569	1 EA	\$ 3,000.00	\$ 3,000.00
<b>Wireless Controller for Stand Alone Ise</b> Item # - 1459546	1 EA	\$ 1,000.00	\$ 1,000.00
<b>Installation (Non-Prevailing/Union Wage)</b> Item # - NSPINSTALL	1 EA	\$ 5,500.00	\$ 5,500.00

Subtotal:	\$9,500.00
Other:	\$0.00
Freight:	\$250.00
Sales Tax:	\$0.00
Order Total:	\$9,750.00
Payment/Credit Applied:	\$0.00
<b>Order Total:</b>	<b>\$9,750.00</b>

Installation of Above

Court Protection (10)

EQUIPMENT

MANAGE DEBRIS ONSITE ONLY (NO DUMPSTER)

Price is subject to change should there be prevailing wage or union wage requirements.

No electrical, licensing, bonding or permits on this scope of work.

Quote based solely upon information and pictures provided in request, if installation crew arrives on site and conditions and details provided

deviate from original request, additional charges may apply.

Electrical work is not included in this scope and must be provided by the customer prior to install so equipment can be tested. BSN Sports does not provide electrical services.

Customer responsible for Unloading Truck