



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Frank Fanelli, Director of Project Management
Date: July 26, 2023
Re: Purchase Order under State Contract 19PSX0002 with Consolidated Electric, Inc. to provide portable PA/AV speaker system for events.

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: | Consolidated Electric, Inc. | |
| Doing Business as: <small>(DBA)</small> | | |
| Vendor Address: | 100 Wheeler St, Unit F New Haven CT 06512 | |
| Vendor Contact Name: | Jane Kerr | |
| Vendor Contact Email: | KerrJ@Conelectricinc.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 08/1/2023 | To 06/30/2023 |
| Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small> | \$26,800.00 | |
| Funding Source Name: Acct. #: | 2023-2024 Capital Projects 3C24-2461-58101 | |
| Contract #: <small>(Local or State)</small> | State Contract 19PSX0002 | |



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Key Questions:

1. What specific service will the contractor provide:

Furnish district with portable PA/AV equipment for events.

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

- Quotes**
- Sealed Bid #** _____
- Sole Source #** _____
- RFP#** _____
- State Contract #19PSX0002**
- 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

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

N/A – State



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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?

This is portable sound system that will be used for events.

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

No this is a service that is provided by a vendor who has the technology and knowledge to perform the services requested.



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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> | |
| Emailed Disclosures are acceptable. | |



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PROPOSAL
CONSOLIDATED ELECTRIC, INC.

Mailing Address
100 Wheeler St., Unit F
New Haven, CT 06512

AA/EOE

Shipping Address
100 Wheeler St., Unit F
New Haven, CT 06512

(203) 468-2111 FAX (203) 468-9830
CT Lic. #E-1 191695

| | | |
|--------------------------------------|---|-------------------------------|
| PROPOSAL SUBMITTED TO: ABM | PHONE | DATE April 25, 2023 |
| STREET | JOB NAME | |
| CITY, STATE AND ZIP CODE | JOB LOCATION Portable PA System | |
| ATTN.: Jeffrey McGrath | FAX | |

We hereby submit the estimate for the above referenced project

Price for PA/AV of \$26,800.00 includes:

1. Furnish (1) Tele-Boom microphone
2. Furnish (1) speaker stand
3. Furnish (4) 25' microphone cables
4. Furnish (6) Jack reel 100' cable reels
5. Furnish (1) SKB rolling case
6. Furnish (2) QSC speakers
7. Furnish (1) Yamaha mixer
8. Furnish (1) Shure handheld transmitter
9. Furnish (1) Surge protector
10. Furnish (2) Shure wireless microphones
11. Furnish (1) Panasonic projector
12. Furnish (1) portable standing platform
13. Assembly, Programming & Training

Price does not include:

1. Taxes

All material is guaranteed to be as specified. All work to be completed in a workmanlike Manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

Note: This proposal may be
Withdrawn by us if not accepted within _____ days.

Date of Acceptance _____

Signature _____