



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From:

Date:

Re:

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:		
Doing Business as: (DBA)		
Vendor Address:		
Vendor Contact Name:		
Vendor Contact Email:		
Is the contractor a minority or women owned small business?		
Agreement/Contract Information		
New or Renewal Agreement/Contract?		
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From	To
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>		
Funding Source Name: Acct. #:		
Contract #: <small>(Local or State)</small>		



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Key Questions:

1. What specific service will the contractor provide:

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 RFP process; answer the following:

a. Please explain how the vendor was chosen? **Attach Vendor Proposal*

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



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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?

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

6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?

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



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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 letter/proposal outlining the Scope of Services the agreement/contract will entail.	
If RFP	Attach Vendor Submitted
Other	Attach Letter outlining the scope.
<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.	



From | **Encore Fire Protection**
 35 Philmack Drive
 Middletown CT 06457
 800-966-0000
<https://www.encorefireprotection.com/>
 If you have any questions or concerns
 please reach us at
 servicelocation5@encorefireprotection.com

Quote No. | **2032684**
 Type | Repair
 Prepared By | Mark Ribera
 Created On | 01/03/2023
 Valid Until | 02/03/2023

Quote For | **New Haven Public Schools**
 NHS Lincoln Bassett School
 130 Bassett St.
 New Haven CT 06510
 475-220-1637

Description of Work

Encore will replace the existing obsolete fire alarm panel that is not functional.
 Reprogram addressable data base.
 All existing field devices will remain as is.
 100% test with NFPA 72 form.
 Work to be performed during normal business hours 7am - 3:30pm.

Services to be completed

[Alarm Systems] Alarm System - Notifier AFP -400 Hall by Main Office
 Replace FACP
 100% test with NFPA 72

Parts, labor, and fees	Quantity	Unit Price	Total
Subcontractor: Notifier Distributor (Parts & Programming)	1	\$40,950.00	\$40,950.00
Subcontractor Mark-Up 10%	1	\$4,550.00	\$4,550.00
FA Service Labor - CT	24	\$108.00	\$2,592.00
		GRAND TOTAL	\$48,092.00

Terms and Conditions

Upon acceptance, Encore Fire Protection and/or any of its affiliates will perform work and/or furnish materials for the install, repair, or other modification to your fire protection system at the above noted property as referenced in this contract. This is a notice that Encore Fire Protection and/or any of its related affiliates who provide labor and/or materials for the install, repair, or other modification to your fire protection system for the scope of work referenced in this contract with the above-signed, may file a mechanic's lien on the property referenced above in the event of nonpayment by you to Encore Fire Protection and/or any of its affiliates.

At Encore, our mission is providing the best possible experience for our customers. With the recent increases in material costs across the global market, we have established a 7-day approval period for all proposals that include materials. After the initial 7-day period, Encore reserves the right to adjust the proposal to reflect any applicable material increases. This will serve to help us ensure you get an accurate and timely proposal without any delay in service while keeping your systems operating properly and in compliance.

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: _____ Date: _____

Signature: _____