



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Anthony Latella, Director of Print Services

Date: June 20, 2023

Re: Award of Contract 70205058 to MGD Graphics, Inc. - Graphic Supplies

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:	MGD Graphics, Inc	
Doing Business as: (DBA)		
Vendor Address:	95 Erna Ave., Milford, CT 06461	
Vendor Contact Name:	Mary D’Amora	
Vendor Contact Email:	MGDCougar@aol.com	
Is the contractor a minority or women owned small business?	Yes	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	New Contract	
Effective Dates: (mm/dd/yy) <small>Multi-yr. require Board of Aldermen approval</small>	From July 1, 2023	To June 30, 2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$360,134.60	
Funding Source Name: Acct. #:	2023-2024 Operating Budget 190-47800-55520	
Contract #: <small>(Local or State)</small>	70205058	



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Key Questions:

1. What specific service will the contractor provide:

Vendor guarantees deliveries of all merchandise to Wilbur Cross High School. Quantities delivered will be initiated by the New Haven Public Schools and will be delivered within five (5) working days of the request. Skids should contain all same paper. No mixed skids. Quantities listed for each item are estimated based on historical usage. The New Haven Public Schools will only pay for quantities ordered and delivered.

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

- Quotes
- Sealed Bid # 70205058
- 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*

Sealed Bid

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

N/A – Sealed Bid



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Key Questions: - Continued

4. If this is a renewal with a current vendor, has the vendor met all obligations under the existing agreement/contract?

The vendor has provided the print shop with its graphic supplies for the past few years and have met the obligations of the contract.

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

N/A - New Contract

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

The new contract is close to the same not to exceed amount as the previous year. An increase of \$3655.36 due to global increased cost of commodities.

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

No, this is a service that the supplier has access to products and services the district of its graphic supply needs.



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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.	



City of New Haven

Bureau of Purchases

200 Orange Street, Room 301

New Haven, CT 06510

Tel: 203-946-8201 Fax: 203-946-8206

Honorable Justin Elicker
Mayor

Michael V. Fumiatti, Sr
Purchasing Agent

The City of New Haven is accepting sealed Bids for the following Commodity(ies):

INVITATION TO BID Commodity Services

Project Summary

Commodity Name:	Color & Specialty Paper NHPS			
Solicitation #:	70205041			
Projection Description:	Color and Specialty Paper for printed material for the Board of Education and the Mayor's Office			
Solicitation/Advertise Date:	June 5, 2022			
Bid Due Date:	June 23, 2022	Bid Closing Time:	3:00	PM
Department:	BOE			
Contract Term:	One year	1	Renewal(s)	
Insurance Requirements:	Proof of General Liability must be provided with your bid submission.			
Local Preference:		YES		NO