



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Gilda Herrera
Date: 9/29/2022
Re: Total Communication **Purchase Order (district wiring and misc.)**

Contractor Name: Total Communication, Inc.

Contractor Address: 333 Burnham Street, East Hartford, CT 06108

Is the contractor a Minority or Women Owned Small Business? N/A

Renewal or Award of Contract/Agreement? Yes

Total Amount of Contract/Agreement and the Hourly or Service Rate
\$ 50,000

Funding Source & Account #: 19047200 52260

Key Questions: (Please have someone ready to discuss the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education):

1. **What specific service will the contractor provide:** On call Repair and Installation Services, Troubleshooting, repair and labor FY22-23
2. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:** State Contract 18psx0202AB-ST Contract
3. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** Yes
4. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?** N/A
5. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?** No
6. **Is this a service existing staff could provide? Why or why not?** No