



NEW HAVEN PUBLIC SCHOOLS

## Operations Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Thomas Lamb, Chief Operating Officer Office  
**Date:** June 16, 2023  
**Re:** Purchase Order with Valley Communications Systems Inc. for Audio Equipment for district

**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:	Valley Communications Systems, Inc.
Doing Business as: (DBA)	
Vendor Address:	20 1 <sup>st</sup> Avenue, Chicopee, MA 01020
Vendor Contact Name:	Kennon Fisher
Vendor Contact Email:	KenF@valleycommunications.com
Is the contractor a minority or women owned small business?	No
Agreement/Contract Information	
New or Renewal Agreement/Contract?	New – State Contract
Effective Dates: (mm/dd/yy) <small>Multi-yrs. 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>	\$7,800.50
Funding Source Name: Acct. #:	
Contract #: <small>(Local or State)</small>	State 19PSX0015



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**Key Questions:**

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

The vendor will provide the hardware Anchor Audio Beacon Systems x2, including 2 wireless microphones.

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

- Quotes
- Sealed Bid # \_\_\_\_\_
- Sole Source # \_\_\_\_\_
- RFP# \_\_\_\_\_
- State Contract #19PSX0015**
- 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***

Quote – State Contract

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

N/A – State Contract



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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 - New

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

N/A – New

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

New – No previous contract similar for comparison.

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

No this is a purchase order request for the equipment only.



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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 #70230
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.	



**VALLEY**  
COMMUNICATIONS SYSTEMS

101477-0  
5/30/2023

**EQUIPMENT ONLY  
QUOTE**

New Haven CT PS - Anchor Audio Portable Speakers (2) - 101477

This Agreement is between

**New Haven CT Public Schools**

375 Quinnipiac Ave.  
New Haven, CT 06513 USA  
(475) 220 1647

**State Contract: CT 19PSX0015**

**Valley Communications Systems, Inc.**

20 1st Ave.  
Chicopee, MA 01020-4619  
800-522-4136  
www.valleycommunications.com  
Contact: Kennon Fisher

**Grand Total            \$ 7,800.50**

**DESCRIPTION**

Pricing is for equipment only. Labor for installation is not included.

**QUOTE VALIDITY**

Quote is Valid for 30 Days Unless Another Agreement is Made - Expires On :

Jun 30, 2023

1. For correspondence, please refer to Quote # **101477-0**
2. Please include a copy of this quote with your purchase order
3. Quote does not include taxes (if not listed in the Pricing Summary)

## LINE ITEM DETAILS

### School

		Unit Price	Price
2	<b>Anchor Audio Beacon System X2</b> Beacon (XU2), Anchor-Air & 2 wireless mics: Handheld WH-LINK, same as BEA-DUAL-HH	3,744.00	7,488.00
1	<b>Valley Incoming Freight</b> Incoming Freight	312.50	312.50

## PRICING SUMMARY

Equipment: \$7,800.50

**Grand Total: \$7,800.50**

## Payment Terms

Description	Amount	Due Date
Pay Upon Receipt of Item(s)	7,800.50	

## Signatures

Client: Heather Barbarotta

Date

Contractor: Valley Communications Systems, Inc.  
State Licenses: 7189-C (MA) • C5-192407 (CT) • TSC-464 (RI)  
Equal Opportunity Employer

Date