



Bureau of Purchases
Office of Policy, Management, and Grants
City of New Haven
200 Orange Street, Rm 301
New Haven, CT 06510
newhavenct.gov

Justin Elicker
Mayor

Malinda M. Figueroa
Purchasing Agent

SLSRC #30022

DATE: May 10, 2024

TO: Mark Wilson, Manager, Neighborhood & Commercial Development

FROM: Malinda M. Figueroa, Purchasing Agent

RE: Sole Source – The Connecticut Association for the Performing Arts (CAPA) d/b/a Shubert Theatre, Vendor No. 33174

I have received your sole source request with supportive documentation for the above-referenced vendor to be designated as a sole source vendor for the purposes of procuring a three-year advertising agreement for advertising campaign utilizing their digital displays, digital and print playbills, and educational materials. Said vendor is the owner/operator of 247 College Street in New Haven.

Therefore, pursuant to Section 74(d)(i) of the City Charter, I hereby designate the above referenced vendor as the "Sole Source" for the above referenced purpose. This Sole Source letter shall be referenced for all future transactions associated with this vendor.

While all else remains the same this Sole Source designation expires 3 years from the date of issuance.

Please note any non-competitively bid contract which is \$150,000.00 or greater may require Board of Alder approval.

Any questions, please feel free to contact me @ x8201.

c: Arlevia Samuels/John Leahy, LCI
Ron Gizzi/Allison Herrington, PMG
Michael Bowler, Corporation Counsel
Accounts Payable
File