

CITY OF DANBURY  
PURCHASING DEPT.  
155 DEER HILL AVE.  
DANBURY, CT 06810

Board of Awards – Hybrid Meeting

Date: January 16, 2024

To: D. Garrick, J. Kleinhans, R. Edwards, N. Ballwig, D. Petrovich, V. Karukonda, T. Nolan, M. Safranek, D. Day, D. Natale

From: C.J. Volpe, Jr., Purchasing Agent

A Board of Awards has been scheduled as follows for the item(s) listed below:

Place: Purchasing Dept. (In-Person/Video/Telephone Conference)

Date: Wednesday, January 17, 2024

Time: 10:00 A.M.

If you are unable to attend, please contact the Purchasing Department as soon as possible.

Item

- 1 "Purchase Miovision Technologies Traffic Video Detection System for 1 Sugar Hollow Road – Engineering Dept."
- 2 "Purchase New 2023 Ford Transit MR Cargo Van with Shelving Package – Highway Dept."
- 3 "Purchase of Heavy Duty Truck & Diesel Engine Replacement Parts – Equipment Maintenance Dept."
- 4 "Emergency Upgrade of the Building Management System (BMS) Front End at the Public Library – Public Buildings Dept."
- 5 "Replacement of Air Traffic Control Tower Access Control System - Airport"
- 6 "Engineering Services to Digitize Operations & Maintenance Literature for Water Facilities – Public Utilities Dept."
- 7 "Engineering Services to Close Out the West Lake Water Treatment Plant Filter Rehabilitation Project – Public Utilities Dept."

PLEASE NOTE THAT PURSUANT TO CITY ORDINANCE, ATTENDANCE BY THE DEPARTMENT HEAD OR IMMEDIATE ASSISTANT IS REQUIRED

Public may view or listen to this meeting – details on the following page

Join Zoom Meeting

<https://us02web.zoom.us/j/82044599545?pwd=b1BDbEVkZUIUS004bEx6Y0pTRGJ4Zz09>

Meeting ID: 820 4459 9545

Passcode: 323404

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One tap mobile

+19294362866,,82044599545#,,,,\*323404# US (New York)

+13017158592,,82044599545#,,,,\*323404# US (Washington DC)

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Dial by your location

- +1 929 436 2866 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US

Meeting ID: 820 4459 9545

Passcode: 323404

Find your local number: <https://us02web.zoom.us/u/kXPgiDUjX>

Ship To

ENGINEERING  
CITY OF DANBURY  
155 DEER HILL AVE  
DANBURY, Connecticut 06810

Bill To

FINANCE  
CITY OF DANBURY  
155 DEER HILL AVE  
DANBURY, Connecticut 06810

Requisition  
No. 2024-00002277

DATE 01/11/2024

VENDOR 12379 - MIOVISION TECHNOLOGIES II

DELIVER BY  
SHIP VIA  
FREIGHT TERMS  
PAGE 1 of 1  
ORIGINATOR Antonio Iadarola



Contact

MIOVISION TECHNOLOGIES INCORPORATED  
137 GLASGOW STREET, SUITE 110  
KITCHENER, ON N2G 4X8

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Lump Sum	Miscellaneous Products - TRAFFIC SUPPLIES - 1 SUGAR HOLLOW ROAD PZREQ.3040-7000.0838 - Capital Projects Traffic Cameras 21,400.95	21,400.9500	21,400.95
<p>* Sole Source - see attached</p> <p>* 1 Sugar Hollow Rd property owner reimbursing City of Danbury for total cost.</p>				
				\$21,400.95

Special Instructions



Quote Q-26985  
Version Q-26985-20231221-0908

Miovision Technologies Incorporated  
137 Glasgow Street, Suite 110 Kitchener, ON N2G 4X8  
Tax ID #831042346  
Account Executive: Carl Puddy  
cpuddy@miovision.com  
Shipping Contact: Veera Karukonda  
v.karukonda@danbury-ct.gov  
Customer Name: City of Danbury (CT)

Date: 12/21/2023  
Valid Until: 3/19/2024  
Currency: U.S. Dollar  
Payment Term: Net 30  
Billing Term: Standard Billing Terms  
Shipping Term: FOB Shipping Point

1-1

**Bill To**

City of Danbury (CT)  
53 Newtown Road  
Danbury, Connecticut 06810  
United States

**Ship To**

Engineering, City of Danbury  
155 DEER HILL AVE  
Danbury, Connecticut 06810  
United States

Product Name	Price	Qty	Total
Core DCM	\$11,650.00	1	\$11,650 00
SmartView 360 Camera (Heated, Bell Only, Gray)	\$2,000.00	3	\$6,000 00
Miovision Detection	\$3,000.00	1	\$3,000 00
PoE Switch (TrendNet TI-PG541i)	\$619.95	1	\$619 95

UPS - UPS Standard \$131 00  
Subtotal (Net) : USD 21,400 95  
Tax : USD 0 00  
Total : USD 21,400 95

The Customer hereby agrees to order the products outlined above at the prices indicated, and acknowledges it has read, understands and agrees to be bound by the terms and conditions outlined at:

<https://miovision.com/legal/msa>

For customers paying by credit card, a Miovision accounts receivable representative will contact you by phone to obtain credit card details. Please note that in order to complete payment the Miovision representative will require you to provide the applicable Quotation reference number.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Canada remit to:** Miovision Technologies Incorporated  
137 Glasgow St., Suite 110, Kitchener, Ontario, N2G 4X8, Canada  
GST# 831042346 QST# 122032762 TIN# 98-0588774

**United States remit to:** Miovision Technologies Incorporated  
PO Box 675431, Detroit, Michigan, 48267-5431, United States

**Bank Details CDN**

Royal Bank of Canada, 180 Wellington Street West, Toronto, Ontario, M5J 1J1  
BankID, Transit # 003,06019 Swift: ROYCCAT2 Account: 1025444 Routing #:000306019

**Bank Details USD**

Comerica Bank, 226 Airport Parkway, Suite 100, San Jose, California, 95110  
ABA/Routing Number: 121-137-522, Account Number 1895-73030-5, Account Type: Commercial Checking, Swift Code: MNBDUS33

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CITY OF DANBURY, CT  
SOLE SOURCE JUSTIFICATION

(Requester please complete Section A and B)

**SECTION A - SOLE SOURCE PURCHASE:**

Complete if sole source purchase is \$500 or over, and competition is not available. Sole Source approvals are valid for the fiscal year during which they are approved

Requisition # (if applicable): 2024-2277 Amount: 21,400.95 Date: 1/11/2024

Supplies/Services Required (be specific):

Proposed Vendor: MIVISION TECHNOLOGIES INC.

Requested by: VEERA KARUKONDA Dept: TRAFFIC Ext: 7398

Check One: The requested supply/service is a sole source procurement due to:

**AVAILABILITY/ONE OF A KIND -**

No competitive product exists or is available from another vendor.

**COMPATIBILITY -**

Must match existing piece or brand of equipment and is available from only one vendor.

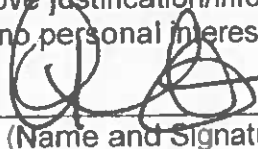
**REPLACEMENT/MAINTENANCE -**

Repair or maintenance for specific brand of existing equipment and is available from only original equipment manufacturer or designated service dealer.

**OTHER -** Provide below full explanations, details, complete descriptions, and relevant reasons to support the sole source justification:

THESE ARE OUR STANDARD CITY UNITS AND ALL DEVICES MUST MATCH FOR RELIABLE COMPATIBILITY FROM THIS TRUSTED VENDOR.

**SECTION B - DEPARTMENT HEAD CERTIFICATION:** By submitting this request, I certify that the above justification/information is accurate and complete to the best of my knowledge and that I have no personal interests relative to this request.



(Name and Signature of Dept. Head)

1/11/2024

(Date)

**SECTION C - TO BE COMPLETED BY PURCHASING AGENT:**

Based on the information provided in Section A and attached supporting documents,

I concur  / do not concur  (see below) with purchase to be a Sole Source.

Do not concur for the following reason(s):

(Name and Signature of Purchasing Agent or Other)

(Date)

Ship To

HIGHWAY DEPT  
CITY OF DANBURY  
53 NEWTOWN RD - BLDG #1  
DANBURY, Connecticut 06810

Bill To

FINANCE  
CITY OF DANBURY  
155 DEER HILL AVE  
DANBURY, Connecticut 06810

Requisition  
No. 2024-00002248

DATE 01/09/2024

2

VENDOR 11568 - GENGRAS FORD LLC

DELIVER BY  
SHIP VIA  
FREIGHT TERMS  
PAGE 1 of 1  
ORIGINATOR Dawn Cooney



Contact

GENGRAS FORD LLC  
225 NEW BRITAIN AVE  
PLAINVILLE, CT 06062

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Automotive Vehicles - 2023 TRANSIT MR CARGO RWD VAN CP2223.3001-7000.0549 - Capital Projects Equipment Maint - Pool Cars 5	5,583.0900	5,583.09
1.0000	Each	Automotive Vehicles - 2023 TRANSIT MR CARGO RWD VAN CP2324.3001-7000.0549 - Capital Projects Equipment Maint - Pool Cars 3	33,401.7000	33,401.70
1.0000	Each	Automotive Vehicles - 2023 TRANSIT MR CARGO RWD VAN CP2324BND.3001-7000.0291 - Capital Projects Public Works Equipment F	12,194.6100	12,194.61
				\$51,179.40

Special Instructions

2-1

**Gengras Ford, LLC**

225 New Britain Avenue  
 Plainville, CT 06062  
 Phone: 860.727.6302  
 www.gengras.com



Quote Number: 240109002


**State Contract Nr 19PSX0161**

Make	MY	Model	Contract Price
Ford	2023	Transit MR CARGO RWD (R1C) - 130" wheelbase	\$ 41,117.00

All specifications are subject to verification of manufacturer's published standard and optional equipment. Vehicle to include all manufacturer's standard equipment plus the following options:

	Option Code	Description	List Price
1	YZ	Oxford White	\$ -
2	VK	Palazzo Gray	\$ -
3	998	3.5L PFDI V6 Engine	\$ -
4	44U	Ten speed automatic transmission	\$ -
5	21P	Two way driver/pass seat	\$ 45.00
6	WB	148" Wheelbase vs standard	\$ 1,275.00
7	545	Short Arm power Heated Exterior Mirrors	\$ 160.00
8	58B	SYNC 4 with 4" screen	\$ 930.00
9	86F	Fleet Keys	\$ 75.00
10	17A	Fixed Cargo Door Glass	\$ 250.00
11	16E	Vinyl Floor (front/rear)	\$ 245.00
12	91B	Wiper-activated Headlamps	\$ 30.00
13	90D	Power Outlet 400 watt	\$ 475.00
14	60C	Cruise Control	\$ 325.00
15	63E	Dual Batteries	\$ -
16	43R	Reverse Sensing	\$ -
17	61D	350 Degree Camera	\$ 1,000.00
18	19X	Auto Start Stop Removal	\$ (50.00)
19			\$ -
20			\$ -
21			\$ -
22			\$ -
23			\$ -
24			\$ -
25			\$ -
<b>Total Options per Contract Price (list price)</b>			<b>\$ 4,760.00</b>
<b>Total Factory Options Discount (6%)</b>			<b>\$ (285.60)</b>
<b>Total Options per Contract Price (net price)</b>			<b>\$ 4,474.40</b>

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<b>Gengras Ford, LLC</b> 225 New Britain Avenue Plainville, CT 06062 Phone: 860.727.6302 www.gengras.com			Page 2		
			Quote Number: 240109002		
Aftermarket Accessories					
	Vendor / Manufacturer	Hours	Description	List Price	
1	Ranger	2.0	Shelving package including partition as described on the following page	\$ 6,660.00	
2		0.0		\$ -	
3		0.0		\$ -	
4		0.0		\$ -	
5		0.0		\$ -	
<b>Total Hours</b>		<b>2.0</b>			
<i>Total Aftermarket Options (list price)</i>				\$ 6,660.00	
<i>Total Aftermarket Options Discount (20%)</i>				\$ (1,332.00)	
<i>Total Hours x \$130 / hour rate</i>				\$ 260.00	
<b>Total Net Aftermarket Options plus Total Labor</b>				<b>\$ 5,588.00</b>	
Trade Allowance					
Year	Make	VIN	Description / Mileage	Allowance	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
<b>Total Trade In Allowance</b>				<b>\$ -</b>	
<b>Comments:</b>  This van is a retail stock order and is quoted subject to prior sale. The fleet order bank is closed for the 2023 MY. No changes can be made to this order at this time.			<b>Additional fees / Charges</b>		
			State of CT Trade in Assessment (Note: Fee is payable to State of CT):		\$ -
			Dealer Conveyance Fee (\$799.00)		\$ -
			Registration Fee (estimated, actual cost will appear on your final invoice)		\$ -
			Retail stock to fleet charge		\$ -
<b>Total Additional Fees</b>		<b>\$ -</b>			
<b>Customer:</b>	City of Danbury				
<b>FIN Code:</b>	QL786				
<b>VIN:</b>	1FTBR1C85PKB71749				
<b>Total (per unit)</b>				<b>\$ 51,179.40</b>	
<b>Quantity</b>	1				
<b>Grand Total (all)</b>				<b>\$ 51,179.40</b>	
This quote valid for 30 days from the date created					



2-3

- 1 6070 6" Hook, painted yellow, 3" opening
- 1 C20-FTM Straight partitio 2E+08
- 1 N5-RS60-4 Steel Shelving Unit for High Roof Van, 14" x 62" x 60"
- 1 N5-RS96-4 Steel Shelving Unit for High Roof Van, 14" x 62" x 96"
- 1 6555-FTL Shelving install kit, passenger side, Ford Transit 148" Wheelbase
- 1 6550-FTL Shelving install kit, driver side, Ford Transit 148" Wheelbase

**COMPLETE & INSTALLED**

**\$ 6,660.00**



Ship To

EQUIPMENT MAINTENANCE BLDG#4  
CITY OF DANBURY  
53 NEWTOWN RD - BLDG#4  
DANBURY, CT 06810

Bill To

FINANCE  
CITY OF DANBURY  
155 DEER HILL AVE  
DANBURY, CT 06810

Purchase Order  
No. 2024-00000501

DATE 01/10/2024

3

VENDOR NO.129899

### Changed Purchase Order

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

Vendor

ALLEGIANCE TRUCKS  
130 BRAINARD ROAD  
HARTFORD, CT 06114

DELIVER BY  
SHIP VIA  
FREIGHT TERMS  
PAGE 1 of 1  
ORIGINATOR: Dawn Cooney  
PHONE: 203-797-4571

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	STATUS	UNIT COST	TOTAL COST
1.0000	Lump Sum	HEAVY DUTY TRUCK & DIESEL ENGINE REPLACEMENT PARTS AS REQ'D * PER STATE OF CT CONTRACT #21PSX0108 * TOTAL COST NOT TO EXCEED STATED AMOUNT	Item Changed	17,000.0000	\$17,000.00
<p><i>state of CT contract</i></p> <p><i>change order</i></p> <p><i>\$15,000 -&gt; \$17,000</i></p> <p><i>expire thru 6/30/24</i></p>					
TOTAL DUE					\$17,000.00

Purchasing Agent

Special Instructions

Transportation charges to be prepaid

Tax Exempt per Connecticut State Statutes 12-412 (1)

This order subject to terms and conditions set forth on the reverse side of this form.

Terms 45 days

Ship To

PUBLIC BUILDINGS  
CITY OF DANBURY  
53 NEWTOWN RD - BLDG 5  
DANBURY, Connecticut 06810

Bill To

FINANCE  
CITY OF DANBURY  
155 DEER HILL AVE  
DANBURY, Connecticut 06810

Requisition  
No. 2024-00002281  
DATE 01/12/2024

4

VENDOR 101522 - SNE BUILDING SYSTEMS

DELIVER BY  
SHIP VIA  
FREIGHT TERMS  
PAGE 1 of 1  
ORIGINATOR Carol Goncalves



Contact

SNE BUILDING SYSTEMS  
PO BOX 575  
EAST GRANBY, CT 06026

REFERENCE # CP1819134070000560 2281

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Building Maint, Repair Service - *** EMERGENCY *** LIBRARY BMS UPGRADE PER ATTACHED PROPOSAL *** EMERGENCY *** LIBRARY BMS FRONT END UPGRADE CP1819.1340-7000.0560 - Capital Projects HVAC Replacement - City Bldg	21,190.0000	21,190.00
<i>Sole Source - see attached</i>				
				\$21,190.00

Special Instructions



CP1819  
1340-7000.0560

*Emergency*

4-1

January 10, 2024

Attention: Sean Hanley  
City of Danbury  
Public Works Complex  
53 Newtown Road, Bldg. 5  
Danbury CT, 06810

Email: [s.hanley@danbury-ct.gov](mailto:s.hanley@danbury-ct.gov)

Job Name: Danbury Library- BMS Front End Upgrade

Sean:

We are pleased to confirm to you our price of **\$21,190.00 (Twenty One Thousand - One Hundred Ninety Dollars)** for the following.

- (1) Jace 8100 network controller
- Electrical material and labor
- Programming including scheduling and setpoint change capabilities.
- Creation of HTML graphics to avoid Java Script issues.
- Asbuilt drawings

**Clarifications:** All Existing Local controllers, ASD, Network 8000 and LON shall remain in place.

If you have any questions concerning this quote, please contact me.  
Sincerely,

*Michael Girard*

Michael Girard  
[michael.girard@snebuildingsystems.com](mailto:michael.girard@snebuildingsystems.com)  
Account Manager

Accepted By \_\_\_\_\_  
Date \_\_\_\_\_  
PO# \_\_\_\_\_

Please Sign Date and Return with order to proceed\*\* (Price valid until 6-25-24)

SNE Building Systems, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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CITY OF DANBURY, CT

SOLE SOURCE JUSTIFICATION

(Requester please complete Section A and B)

SECTION A - SOLE SOURCE PURCHASE:

Complete if sole source purchase is \$1,000 or over, and competition is not available. Sole Source approvals are valid for the fiscal year during which they are approved

Requisition # (if applicable): 2024-2281 Amount: 21,190.00 Date: 1/12/2024

Supplies/Services Required (be specific): BMS system update w/ controller

Proposed Vendor: SNE

Requested by: S. Nancy Dept: PBS Ext: 4584

Check One: The requested supply/service is a sole source procurement due to:

AVAILABILITY/ONE OF A KIND -

No competitive product exists or is available from another vendor.

COMPATIBILITY -

Must match existing piece or brand of equipment and is available from only one vendor.

REPLACEMENT/MAINTENANCE -

Repair or maintenance for specific brand of existing equipment and is available from only original equipment manufacturer or designated service dealer.

OTHER - Provide below full explanations, details, complete descriptions, and relevant reasons to support the sole source justification:

SECTION B - DEPARTMENT HEAD CERTIFICATION: By submitting this request, I certify that the above justification/information is accurate and complete to the best of my knowledge and that I have no personal interests relative to this request.

SEAN PHAWKEY (Name and Signature of Dept. Head)

1/12/24 (Date)

SECTION C - TO BE COMPLETED BY PURCHASING AGENT:

Based on the information provided in Section A and attached supporting documents,

I concur [ ] / do not concur [ ] (see below) with purchase to be a Sole Source.

Do not concur for the following reason(s):

(Name and Signature of Purchasing Agent or Other)

(Date)



### Airport Tower Access replacement

1 message

Michael Safranek <m.safranek@danbury-ct.gov>  
To: Chick Volpe <c.volpe@danbury-ct.gov>

Thu, Jan 11, 2024 at 3:21 PM

Chick,

Attached are the 2 quotes for the access control system for the Air Traffic Control Tower. The funds will be coming from AIP 47, a CRRSA grant.

I am attaching 2 quotes. One from United Alarm which was higher than Alarm King. The United Alarm bid did not certify that they would adhere to - By America and Davis Bacon (prevailing wage). Both of these are requirements for the grant.

The third company, Silent Watchman inspected the job but chose not to bid on the project.

Attached:

- Email from the FAA acknowledging this project is allowed under the terms of the grant.
- Alarm King bid
- Alarm King statement attesting to By American and Davis - Beacon
- Email to Silent Watchman requesting them to submit a bid.

THANKS

mike

DXR - ATCT - access control system.pdf  
190K



# United Alarm Services Inc.

5-1

1087 Federal Road, Unit 5  
 Brookfield, Connecticut 06804  
 PHONE: (203) 775-8788  
 FAX: (203) 775-8222  
 CT. LICENSE # L5-106055

## VIDEO INTERCOM PROPOSAL

DATE: December 14, 2023  
 PROPOSAL NO.: BR121423

BILLING INFORMATION	
CUSTOMER:	Danbury Municipal Airport
ADDRESS:	1 Wibling Rd
CITY/STATE:	Danbury, CT
TELEPHONE NO.:	
FAX TELEPHONE NO.:	
E-MAIL ADDRESS:	<a href="mailto:m.safranek@danbury-ct.gov">m.safranek@danbury-ct.gov</a>
CONTACT:	
SALESMAN:	Bob Rossman

SITE INFORMATION	
CUSTOMER:	
ADDRESS:	
CITY/STATE:	
TELEPHONE NO.:	
CONTACT:	

INTERCOM			
QTY	PART #	VENDOR	DESCRIPTION

EQUIPMENT			
1	KB-3HRD	Aiphone	Sub Monitor w/Handset
1	KB-DAR	Aiphone	Tilt Video Door Station
1	PS-2420UL	Aiphone	24VDC Power Supply
1	871B0250C	UAS	18/2 Intercom Wire
1	MISC	UAS	Fittings, Connectors, Miscellaneous Hardware

LABOR		
	UAS	Installation Labor
	UAS	Programming and Training

<b>SUB-TOTAL</b>	<b>\$4,624.76</b>
------------------	-------------------

STATE SALES TAX		
DESCRIPTION	RATE	TOTAL
TAX RATE	6.35%	\$293.67

<b>TOTAL COST</b>	<b>\$4,918.43</b>
-------------------	-------------------







Chick Volpe <c.volpe@danbury-ct.gov>

### Fwd: Digitize O&M Manuals for Water Facilities

1 message

David Day <d.day@danbury-ct.gov>

To: Volpe Chick <c.volpe@danbury-ct.gov>, Susan McClain <s.mcclain@danbury-ct.gov>

Cc: David Lombardo <dlombardo@tataandhoward.com>, James Rosenberg <j.rosenberg@danbury-ct.gov>, Gardner Chris <c.gardner@danbury-ct.gov>, Dave Scalzo <d.scalzo@danbury-ct.gov>

Fri, Jan 12, 2024 at 5:48 PM

Chick,

Request for BOA. See proposal from T&H to Digitize O&M Manuals for Water Facilities (\$22,000)

Thanks,

Dave

Sue - please prepare a req - to be paid out of Water 003.9804 - 5300.2125. Thanks

Dave Lombardo - Provide a separate proposal to confirm O&M information. Thanks,

----- Forwarded message -----

From: David Lombardo <dlombardo@tataandhoward.com>

Date: Wed, Jan 10, 2024 at 3:06 PM

Subject: Digitize O&M Manuals for Water Facilities

To: David Day <d.day@danbury-ct.gov>

Cc: William Grant <wgrant@tataandhoward.com>

David,

Attached is a proposal for digitizing the O&M's T&H has on file for Water Pumping Stations, Tanks and Pressure Regulators. The proposal does not include site visits to verify the O&M information is still valid. If you wish to have the O&M information confirmed, we can provide another proposal to add it as a new phase. It is likely that the Pressure Regulators and Tanks will not need verification of equipment only the Pumping Stations.

We can work on this as soon as a PO is provided.

Sincerely,

*For on-call contract w/city of Danbury*

6

6-1



**TATA & HOWARD**

January 10, 2024

Mr. David Day, P.E.  
Superintendent of Public Utilities  
City of Danbury  
53 Newtown Road  
Bldg #3  
Danbury, Connecticut 06810

Subject: Digitize Operations and Maintenance Literature  
Water Facilities

Dear Mr. Day:

In response to your request, Tata & Howard, Inc. (T&H) is pleased to present this proposal to the City of Danbury (City) to provide digital copies of Operation and Maintenance Manuals (O&M) currently in T&H's files. A list of the facilities is attached at the back of this proposal.

Our proposed Scope of Services is as follows:

**Scope of Services**

**A. Provide Existing Digital Files:**

1. Research T&H files, which include files from Roald Haestad, Inc., to find all available digital copies of O&M Manuals for water pumping stations, water storage tanks, and pressure regulating facilities constructed for the City of Danbury, including those prepared for facilities constructed by developers and turned over to the City.
2. Digital files of O&M literature currently in multiple files will be compiled into a single document containing all the available O&M literature for that facility.
3. T&H will provide a link to a file transfer from One Drive for each facility's O&M file.

**B. Create Digital Files From Paper Copies**

1. Research T&H files, which include files from Roald Haestad, Inc., to find all available physical copies of O&M Manuals for water pumping stations, water storage tanks, and pressure regulating facilities constructed for the City of Danbury, including those prepared for facilities constructed by developers and turned over to the City.

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2. T&H will scan O&Ms that exist only in hard copy form into a digital file format such as PDF, to the best quality achievable by scanning of the physical documents using the equipment currently possessed by T&H's Waterbury Office.
3. Professionally bound manuals such as those provided by generator manufacturers and other large page count documents not able to be auto fed into our scanner, will have only the cover scanned and provided for record.
4. Scanned copies will not be adjusted to remove blank pages, such as those that occur when pages are single sided or if a document ends on an odd page number.
5. T&H will provide a link to a file transfer from One Drive for each facility's O&M file.

### **Supplemental Services**

The following special services are not included, as it is not possible to determine in advance the extent of, or need for, such services:

- 1) O&Ms for facilities not listed in the table at the end of this proposal.
- 2) Visits to the sites to confirm the information is current.
- 3) Printed copies of any documents.
- 4) Revision of any documents to include information not present in the currently available copy.
- 5) Preparation of testimony, appearance in or for litigation, hearings, or any other court or legal proceedings.

### **Cooperation of the City**

The City of Danbury will cooperate by prioritizing the list of facilities and denoting if there are facilities for which the City already has digital copies of the O&M Manuals.

### **Time Schedule & Fee**

We will endeavor to provide digital copies of the O&M's on the attached list within one (1) month of authorization to proceed.

The above scope of services will be billed monthly based on actual time spent plus any materials and expenses. Time spent on this project will be billed at our current hourly billing rates, and any materials and expenses will be billed at 1.1 times actual cost.

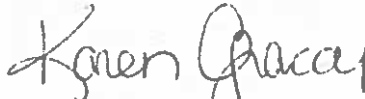
6-3

Facilities Group	Description	Suggested Budgetary Figure
A.	Provide Existing Digital Files	\$1,000
B.	Create Digital Files From Paper Copies	\$21,000
<b>Total:</b>		<b>\$22,000</b>

We appreciate the opportunity to assist you with this important project. If the proposal is acceptable, please issue a purchase order for the work.

Sincerely,

TATA & HOWARD, INC.



Karen L. Gracey, P.E.  
Co-President

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### List of Facilities

Facilities Group	Description
<b>A.</b>	<b>Provide Existing Digital Files</b>
A1.	Rivington Phase 4A PRF
A2.	Rivington Phase 4B PRF
A3.	Rivington Phase 4C PRF
<b>B.</b>	<b>Create Digital Files From Paper Copies</b>
B1.	Ridgeview Gardens PS
B2.	Shelter Rock PS and Crows Nest Tanks
B3.	Margerie PS
B4.	Kenosia Wells and Booster PS
B5.	West Lake PS
B6.	Pleasant Acres PS
B7.	Harvest Hill Road PS
B8.	Park Ave PS
B9.	Tarrywile Mansion Water Supply
B10.	Nabby Road PS & Sterling Woods Tank
B11.	Birch Road PS
B12.	Woodland Road X-High SA PS and Tank
B13.	Spruce Mountain Tank
B14.	Woodland Road Tank
B15.	Stetson Place PRF
B16.	Sunbelt Management Corporate Center PRF
B17.	The Reserve Phase 6 PRF
B18.	Kenosia Flood Skimming PS

Chick Volpe <c.volpe@danbury-ct.gov>



### Fwd: Amendment 34 Filter Project Closeout

1 message

David Day <d.day@danbury-ct.gov>

To: Volpe Chick <c.volpe@danbury-ct.gov>

Cc: Susan McClain <s.mcclain@danbury-ct.gov>, James Rosenberg <j.rosenberg@danbury-ct.gov>, Richard Walker <Richard.Walker@ghd.com>, Kevin Castro <Kevin.Castro@ghd.com>, Colleen Meehan <Colleen.Meehan@ghd.com>

Fri, Jan 12, 2024 at 5:52 PM

Chick,

Request for BOA. See GHD proposed Auth #34 to provide engineering services through the remainder of the West Lake Filter Rehab Project (\$20,000)

Sue - Please prepare a req - to be paid out of Water 003.9804 - 5300.2125. Thanks

Dave

----- Forwarded message -----

From: Richard Walker <Richard.Walker@ghd.com>

Date: Fri, Jan 12, 2024 at 3:41 PM

Subject: Amendment 34 Filter Project Closeout

To: David Day (In Touch) <d.day@danbury-ct.gov>

Cc: Kevin Castro <Kevin.Castro@ghd.com>, Colleen Meehan <Colleen.Meehan@ghd.com>

*Contract w/city of Danbury on-call*

Dave,

I've attached an hourly amendment for \$20,000 to closeout the filter project. Let me know if you have any concerns or questions. Thanks!

**Richard "Gus" Walker**

E.I.T.  
Engineer

GHD

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5788 Widewaters Parkway, Syracuse NY 13214 USA

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