

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

Board of Awards – Hybrid Meeting

Date: January 24, 2023

To: D. Garrick, R. Edwards, T. Nolan, S. Hanley, D. Murphy, F. Gentile, S. Stillman, 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 25, 2023

Time: 10:00 A.M.

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

Item

- 1 "OEM John Deere Construction Equipment Parts & Service – Equipment Maintenance Dept."
- 2 "Heavy Duty Truck & Diesel Engine Replacement Parts – Equipment Maintenance Dept."
- 3 Bid #11-19-20-03 "RFP – On-Call Services for Construction, Replacement & Repair of Sidewalks, Ramps for the Handicapped, Driveway Ramps & Curbing"
- 4 Bid #02-21-22-02 "Utility Trench/Road Opening Bituminous Paving"
- 5 "School Boiler Repairs – Public Buildings Dept."
- 6 "Motor Vehicle Grand List Processing Services – Assessor"
- 7 "Payroll & Financial Systems Integration Manager Services – IT Dept."
- 8 "Tyler Technologies MUNIS ERP & Payroll-Human Resources Upgrade Project Change Order – Additional Implementation Hours & Addition of MUNIS Staff Recruitment Module – IT Dept."
- 9 "Request for Payment of Services Performed to Clean Exterior of Property located at 22 Gregory Street – Office of Neighborhood Assistance"

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

Back-up information for each item attached

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84611410113?pwd=ZG1KOGpneUQ1Q1dPQkloY2k0SmFvUT09>

Meeting ID: 846 1141 0113

Passcode: 819893

One tap mobile

+13126266799,,84611410113#,,,,*819893# US (Chicago)

+16469313860,,84611410113#,,,,*819893# US

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 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

Meeting ID: 846 1141 0113

Passcode: 819893

Find your local number: <https://us02web.zoom.us/j/84611410113?pwd=ZG1KOGpneUQ1Q1dPQkloY2k0SmFvUT09>



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. 2023-00000487

DATE 01/19/2023

VENDOR NO.100163

Changed Purchase Order

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

Vendor

W I CLARK CO
17 EAGLE RD
DANBURY, CT 06810

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	OEM JOHN DEERE PARTS AND SUPPLIES AS NEEDED CONSTRUCTION & FORESTRY EQUIPMENT * TOTAL COST NOT TO EXCEED STATED AMOUNT 002.3020-5500.2415 - Maintenance & Repair Automotive Equipment 17,000.00	Item Changed	17,000.0000	\$17,000.00
TOTAL DUE					\$17,000.00

*Change order
\$15,000 → \$17,000
sole source
OEM John Deere
Construction Equip*

[Signature]
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

Find a Dealer

Danbury, CT 06810, USA

X Go

Showing results for Construction (Change)

1 The W. I. Clark Company

Parts Service Sales -3.10 mi away
17 Eagle Road
Danbury CT 06810



2 The W. I. Clark Company

Parts Service Sales -34.35 mi away
30 Barnes Industrial Road S
Wallingford CT 06492-0300



3 The W. I. Clark Company

Parts Service Sales -82.28 mi away
80 Pratt Road
Plainfield CT 06374



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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. 2023-00000206
DATE 01/19/2023

2

VENDOR NO.129899

Changed Purchase Order

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

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

Vendor

ALLEGIANCE TRUCKS/NUTMEG INTERNATIONAL TRUCKS, INC.
130 BRAINARD ROAD
HARTFORD, CT 06114

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 002.3020-5500.2415 - Maintenance & Repair Automotive Equipment 20,000.00	Item Changed	20,000.0000	\$20,000.00
<i>\$15,000 → \$20,000 per State of CT contract</i>					
TOTAL DUE					\$20,000.00

[Signature]
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

RELIABLE EXCAVATING CO, INC.

15 Bates Place ♦ Danbury, CT 06810
Ph: 203-743-4856 ♦ Fax: 203-743-7316
Email: reliableco@sbcglobal.net

3

January 19th, 2023

*Attn: Deborah Natale
City of Danbury – Purchasing Dept.
155 Deer Hill Ave
Danbury, CT 06810*

Re: Bid No: 11-19-20-03 - On Call Services for Construction, Replacement & Repair of Sidewalks, Ramps for Handicapped, Driveway Ramps & Curbing - Extension

Dear Deborah:

As per your request, we are sending this letter as confirmation that Reliable Excavating Co., Inc. will be extending the above bid for an additional year, with a new expiration date of March 31st, 2024. Please advise if you need anything further from us in order to do so.

Sincerely,

Angelo W. Grossi Sr.

President

*B: ✓ renewed
1-year*

RELIABLE EXCAVATING CO, INC.

15 Bates Place ♦ Danbury, CT 06810
Ph: 203-743-4856 ♦ Fax: 203-743-7316
Email: reliableco@sbcglobal.net

4

January 19th, 2023

*Attn: Deborah Natale
City of Danbury – Purchasing Dept.
155 Deer Hill Ave
Danbury, CT 06810*

Re: Bid No: 02-21-22-02 – Utility Trench/Road Opening Bituminous Paving - Extension

Dear Deborah:

As per your request, we are sending this letter as confirmation that Reliable Excavating Co., Inc. will be extending the above bid for an additional year, with a new expiration date of July 5th, 2024. Please advise if you need anything further from us in order to do so.

Sincerely,

Angelo W. Grossi Sr.

President

Bid renewal

1-year

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. 2023-00002037
DATE 01/04/2023

5

VENDOR 100935 - MC KENNEY MECHANICAL

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



Contact

MC KENNEY MECHANICAL CONTRACTORS
15 COMMERCE RD
NEWTOWN, CT 06470

REFERENCE # 30102405 2037

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Building Maint, Repair Service - ROGERS PARK BOILER #2 REPAIR PER ATTACHED PROPOSAL FOR ROGERS PARK BOILER #2 GASKET AND RELIEF VALVE REPAIR 002.3010-5500.2405 - Maintenance & Repair Buildings & Structures 18,912.00	18,912.0000	18,912.00
				\$18,912.00

*time & material
b.d award
repairs*

Special Instructions

5-1



McKENNEY MECHANICAL

Comprehensive HVAC/R Solutions

15 Commerce Road
Newtown, CT 06470

P (800) 853-3450
F (203) 364-1035

www.McKenneyMechanical.com

To: Sean Hanley
Company: Danbury Schools
Email: s.hanley@danbury-ct.gov
Re: Rogers Park Middle School
Boiler 2 Gaskets & Relief Valve

From: Shilo Hunt
Date: 8/25/2022

Dear Sean,

The following is a proposal for the work associated with the replacements of gaskets and roping on Boiler 2, as well as a new relief valve, at Rogers Park School, as described below.

- 1) Drain down Boiler 2. Disconnect piping.
- 2) Separate boiler sections to allow for gasket replacement.
- 3) Remove old gaskets and rope. Clean faces of each section.
- 4) Furnish and install new gaskets and rope.
- 5) Re-assemble boiler. Torque each section to manufacturer specification. Fill boiler.
- 6) Caulk cleanouts on boiler.
- 7) Remove existing relief valve on Boiler 2 and replace with new valve.
- 8) Check for proper operation.

Our price for this work is NOT TO EXCEED \$18,912.00 tax exempt.

This proposal excludes:

- 1) Testing or removal of hazardous materials
- 2) Replacement of sections if found to be cracked or damaged.
- 3) Overtime
- 4) Any work not specifically mentioned in this proposal

Pricing is valid for fifteen (15) days

This proposal is subject to your acceptance of the attached McKenney Mechanical Contractors, Inc. Terms and Conditions.

Please feel free to contact me with questions, or if I can be of further assistance.

Thank you,

Shilo C Hunt

Director of Operations

PROPOSAL ACCEPTED BY:

SIGNATURE

DATE

PRINT NAME

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. 2023-00002062

DATE 01/10/2023

5-2

VENDOR 100935 - MC KENNEY MECHANICAL

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



Contact

MC KENNEY MECHANICAL CONTRACTORS
15 COMMERCE RD
NEWTOWN, CT 06470

REFERENCE # 30102405 2062

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Building Maint, Repair Service - CONDENSATE LINE PIPING PARK AVE PER ATTACHED PROPOSAL REPLACE CONDENSATE LINE PIPING AT PARK AVE SCHOOL 002.3010-5500 2405 - Maintenance & Repair Buildings & Structures 21,94	21,940.0000	21,940.00
				\$21,940.00

Special Instructions

5-3



McKENNEY MECHANICAL

Comprehensive HVAC/R Solutions

15 Commerce Road
Newtown, CT 06470

P (800) 853-3450
F (203) 364-1035

www.McKenneyMechanical.com

To: Sean Hanley
Company: Danbury Schools
Email: s.hanley@danbury-ct.gov
Re: Park Avenue School
Condensate Line Piping

From: Shilo Hunt
Date: 8/29/2022

Dear Sean,

The following is a proposal for the work associated with the replacements of condensate line piping at Park Avenue School, as described below.

- 1) Remove desks and furniture from classroom.
- 2) Remove floor covers to expose all pipe.
- 3) Cut out existing 2" condensate line from stairwell to classroom.
- 4) Vacuum out pipe chase.
- 5) Furnish and install new 2" Schedule 80 carbon steel pipe and fittings. Connect to existing system.
- 6) Run boilers and test.
- 7) Pricing is based on all work being performed on Saturday / Overtime hours.

Our price for this work is NOT TO EXCEED \$21,940.00 tax exempt.

This proposal excludes:

- 1) Testing or removal of hazardous materials
- 2) Overtime
- 3) Any work not specifically mentioned in this proposal

Pricing is valid for fifteen (15) days

This proposal is subject to your acceptance of the attached McKenney Mechanical Contractors, Inc. Terms and Conditions.

Please feel free to contact me with questions, or if I can be of further assistance.

Thank you,

PROPOSAL ACCEPTED BY:

Shilo C Hunt

Director of Operations

SIGNATURE

DATE

PRINT NAME

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. 2023-00002000

DATE 01/03/2023

5-4

VENDOR 100935 - MC KENNEY MECHANICAL

DELIVER BY
SHIP VIA
FREIGHT TERMS
PAGE 1 of 1

ORIGINATOR Carol Goncalves

REFERENCE # 30102405 2000



Contact

MC KENNEY MECHANICAL CONTRACTORS
15 COMMERCE RD
NEWTOWN, CT 06470

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Building Maint, Repair Service - MAGNET SCHOOL BOILER #1 REPAIR PER QUOTE ATTACHED BOILER #1 REPAIR AT MAGNET SCHOOL 002.3010-5500.2405 - Maintenance & Repair Buildings & Structures 16,274	16,274.0000	16,274.00
				\$16,274.00

Special Instructions

5-5



McKENNEY MECHANICAL

Comprehensive HVAC/R Solutions

15 Commerce Road
Newtown, CT 06470

P (800) 853-3450
F (203) 384-1035

www.McKenneyMechanical.com

To: Sean Hanley
Company: Danbury Schools
Email: s.hanley@danbury-ct.gov
Re: Magnet School
Boiler 1 Gaskets

From: Shilo Hunt
Date: 8/25/2022

Dear Sean,

The following is a proposal for the work associated with the replacements of gaskets and roping on Boiler 1 at the Magnet School, as described below.

- 1) Drain down Boiler 1.
- 2) Separate boiler sections to allow for gasket replacement.
- 3) Remove old gaskets and rope. Clean faces of each section.
- 4) Furnish and install new gaskets and rope.
- 5) Re-assemble boiler. Torque each section to manufacturer specification.
- 6) Fill boiler and check for proper operation.

Our price for this work is NOT TO EXCEED \$16,274.00 tax exempt.

This proposal excludes:

- 1) Testing or removal of hazardous materials
- 2) Overtime
- 3) Any work not specifically mentioned in this proposal

Pricing is valid for fifteen (15) days

This proposal is subject to your acceptance of the attached McKenney Mechanical Contractors, Inc. Terms and Conditions.

Please feel free to contact me with questions, or if I can be of further assistance.

Thank you,

PROPOSAL ACCEPTED BY:

Shilo C Hunt

Director of Operations

SIGNATURE

DATE

PRINT NAME

5-6

CITY OF DANBURY
Purchasing Department
155 Deer Hill Ave.
Danbury, CT. 06810
(203) 797-4571

REQUEST FOR QUOTATION
"Emergency HVAC and Welding Repair Rates - Public Buildings"

RFQ #20-21-06-05

DATE: 06/29/2021

RETURN TO: D. NATALE

RETURN BY: 4 pm on July 8th, 2021

SCOPE

Provide emergency HVAC and welding repair services, to supplement the Public Buildings Department, on an "as required" basis.
The City will only pay for actual hours worked. The City will not pay for travel time.

PROPOSAL

	<u>HVAC</u>	<u>WELDER</u>
REGULAR RATE	\$ <u>135.00</u> /HR.	\$ <u>135.00</u> /HR.
OVERTIME RATE	\$ <u>OT - \$165.00 PT - \$195.00</u> /HR.	\$ <u>OT - \$165.00 PT - \$195.00</u> /HR.

MATERIALS @ COST PLUS 25 %
** OVERTIME/PREMIUM TIME
Overtime - 9th & 10th Hour (weekdays) & 1st 10 Hours (Saturday)
Premium Time - 11th Hour & Over (Weekdays & Saturday, All Day Sunday)

MINIMUM CHARGE, IF ANY, PER SERVICE CALL: \$ 135.00

NORMAL RESPONSE TIME TO BE WITHIN TWO (2) HOURS.

NOTES

1. Rates to be effective from date of award through 6/30/2022 with an option to renew for two (2) additional years, one (1) year at a time, by mutual consent.
2. Certificate of Insurance, per attached requirements, shall accompany this quotation.
3. Quotes received subsequent to the return date indicated above will be considered to be non-responsive.
4. Quotes may be emailed to: d.natale@danbury-ct.gov

VENDOR: McKenney Mechanical Contractors Inc.

PHONE: 203-364-1000

ADDRESS: 15 Commerce Road
Newtown, CT 06470

EMAIL: shunt@mckenneymechnical.com

QUOTE PREPARED BY: Shilo C Hunt, Director of Operations

TERMS: Net 30

Ship To

ASSESSOR
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. 2023-00001915

DATE 01/10/2023

6

VENDOR 11163 - CRUDELE-GRAYBOSCH

DELIVER BY
SHIP VIA
FREIGHT TERMS
PAGE 1 of 1
ORIGINATOR Donna Murphy
REFERENCE #



Contact

IVANA CRUDEL-GRAYBOSCH
159 WOLF HILL RD
WATERTOWN, CT 06795

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Other - Motor Vehicle Processing 002.1110-5300.2040 - Purch Svcs Outside Svcs 5,000.00	5,000.0000	5,000.00
				\$5,000.00

Special Instructions

6-1

Donna Murphy

Assessor, City of Danbury

Ivana Crudele

81 Joy Rd.

Middlebury, CT 06762

COST OF SERVICES:

2022 MV Regular processing to include

Pricing

Exemptions (such as Veterans, and Exempt Organizations)

Removal of Vehicles

Vin Decoder

Balance and finalize GL


Ivana Crudele-Grybosch

of estimated hours 50 at \$100.00 = \$5,000.00

6-2

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): _____ Amount: \$5000.00 Date: 1/9/23

Supplies/Services Required (be specific): Motor Vehicle Grand List Courtesy

Proposed Vendor: Ivana Crudele

Requested by: Donna Murphy Dept: Assr Ext: 7245

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. X

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:

The Assessor's Office is currently down two full time employees. There are no private firms or vendors familiar w/ our software or the process of pricing & applying exemptions to our Grand List. Ivana has previously performed similar work for city.

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.

Knobel

(Name and Signature of Dept. Head) Donna Murphy

1/9/23

(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)



7

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

FRANK L. GENTILE

(203) 797-4561 PHONE

Manager of Information Technology

www.danbury-ct.gov

(203) 797-4628 FAX

f.gentile@danbury-ct.gov

To: Dan Garrick – Director of Finance

Cc: Chick Volpe – Purchasing Agent

DATE: 1/17/2023

Subject: Payroll & Financial Systems Integration Manager (Contractor) - CFS

Dan,

For your approval I have entered a purchase request to purchase an additional 740 hours of Payroll & Financial Systems Integration services at \$120/hr from Creative Financial Staffing (CFS) based at 2 Enterprise Dive, Suite 302, Shelton, CT 06484. In March 2021 CFS presented a contractor resource that is a fair cost per hour and is the most qualified when compared to other resources reviewed for this project. The CFS resource selected has over 11 years of Payroll Systems Integration Enterprise and nearly 17 years of general Payroll experience.

This is an extension of this resources services to complete the MUNIS Payroll-HRIMS project during the 2022-23 – FY and thus a sole source since the CFS resource are familiar with the city's environment and MUNIS implementation plan.

It should be noted that this project was delayed due to city side staffing issues, including flu/covid which were beyond our control. However, our CFS project contractor was able to successfully upgrade the project environments to the latest version of the MUNIS software.

The CFS contractor for this project will engage in the following activities, working closely under the direction of Finance and IT:

- Coordinate the Integration of the new MUNIS Payroll/HRIMS Software, act as the City's PM for this project.
- Assist, in a hands-on capacity, with Data Conversion activities related to the MUNIS Payroll/HRIMS Integration
- Data Cleaning activities using Microsoft Excel
- Provide Customized MUNIS Training and System End User Documentation to City Staff
- Assist the city's key stakeholders in learning the new Payroll/HRIMS system
- As needed, act as a backup and Application support resource to the City's Payroll group

Cost Compare against other vendors/Candidates: CFS Candidate 2: \$102/hr, TEKSystems: \$50/hr (Not Qualified), Slalom LLC under CT State Contract: \$168/hr.

The total cost for this extension will be \$88,920, paid out of CRM II CIP funds, and may be subject to change order/renewal to extend as needed.

7-1

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): _____ Amount: \$88,920 Date: 1/17/2023

Supplies/Services Required (be specific): Payroll & Financial Systems Integration services

Proposed Vendor: Creative Financial Staffing (CFS) based at 2 Enterprise Dive, Suite 302, Shelton, CT 06484

Requested by: Frank Gentile, Manager Dept: IT Ext: 4561

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:

CFS through the qualified resource that has been assigned to the project is now just over 50% complete in the management and coordination of the integration of the new MUNIS based Payroll/HRIMS and Financial Management system. The CFS contracted resource is the best resource to complete the project on time and within budget.

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.

Frank Gentile  _____
(Name and Signature of Dept. Head) 1/17/2023 (Date)



8

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

FRANK L. GENTILE

(203) 797-4561 PHONE

Manager of Information Technology

www.danbury-ct.gov

(203) 797-4628 FAX

f.gentile@danbury-ct.gov

To: Dan Garrick - Director of Finance

Cc: Chick Volpe – Purchasing Agent

DATE: 1/21/2023

Subject: Tyler-MUNIS Upgrade Project – Change Order for Additional Implementation Hours and to add the MUNIS Recruitment Module

For your approval I am submitting a request to approve a change order to the agreement with Tyler Technologies to upgrade the City's ERP & Payroll-HR System to the Tyler-MUNIS Software as a Service (SaaS) hosted ERP & Payroll-HR solution.

This change order is comprised of two Purchase Order requests (see attached Tyler quotes):

1. Extension of Tyler integration services to include 5 more months of a (50%) dedicated MUNIS PM/Integrator. This will include 200 additional hours of Financial Module integration and 112 additional hours of Payroll/HRIMS Module integration. **Cost: \$139,400 (non-reoccurring)**
2. Purchase of the MUNIS Recruitment Module. This includes: Software licensee - \$14,200 (one time), Data Conversion cost - \$3,500 (one time), Software Support/Maintenance - \$2,455 (Annual/Reoccurring). **Cost: \$20,155 (\$2,455 will be reoccurring)**

This change order will provide the following:

- **Allow the city to continue the Tyler MUNIS integration:** Continuation of the MUNIS integration project will require additional integration services from Tyler. These services will include a more dedicated Tyler integration resource for the HRIMS module who will more closely assist with Tyler MUNIS best practice implementation for this module.
- **Provide a more functional Staff Recruitment system:** The MUNIS HRIMS Staff Recruitment solution is fully integrated with the MUNIS ERP which will make it much easier to use than the current system. This solution is priced at a much lower annual support cost compared to the current Neogov recruitment system, the estimated annual savings of switching will be \$13,500.

Total Cost of this Change Order: \$159,555

**This project will be paid for out of 22-21FY, 22-23FY CIP CRM Phase 2 and other associated CIP Funds.
This project is funded.**

Frank L. Gentile



Quoted By: Christine Menard
 Quote Expiration: 01/18/23
 Quote Name: City of Danbury - EERP - Add On
 PM and Impl Services
 Quote Description: Additional PM Services Oct. 2022
 - Feb. 2023 and Implementation
 Services

Sales Quotation For:
 City of Danbury
 155 Deer Hill Ave
 Danbury CT 06810-7726
 Phone: +1 (203) 797-4500

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
50% of Dedicated Project Manager (Monthly)	5	\$ 14,800.00	\$ 0.00	\$ 74,000.00	\$ 0.00
Additional Financials Implementation Hrs - On-Site	120	\$ 225.00	\$ 0.00	\$ 27,000.00	\$ 0.00
Post Go-Live Financials Implementation Hrs - Remote	80	\$ 200.00	\$ 0.00	\$ 16,000.00	\$ 0.00
Post Go-Live HCM Implementation Hrs - Remote	112	\$ 200.00	\$ 0.00	\$ 22,400.00	\$ 0.00
TOTAL				\$ 139,400.00	\$ 0.00

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 0.00	\$ 0.00
Total Annual	\$ 0.00	\$ 0.00

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Total Tyler Services	\$ 139,400.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 139,400.00	\$ 0.00
Contract Total	\$ 139,400.00	
Estimated Travel Expenses excl in Contract Total	\$ 6,850.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____
 Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting,

and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.

- Fees for services included in this sales quotation shall be invoiced as indicated below.
- Implementation and other professional services fees shall be invoiced as delivered.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.

- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by

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8.3

Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

8-4



Quoted By: Christine Menard
 Quote Expiration: 01/18/23
 Quote Name: City of Danbury - ERP-Munis Recruiting Add-On
 Quote Description: Recruiting add on module
 SaaS Term: 1.00

Sales Quotation For:

City of Danbury
 155 Deer Hill Ave
 Danbury CT 06810-7726
 Phone: +1 (203) 797-4500

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Human Resources Management Recruiting	1	56	\$ 2,455.00
TOTAL	56		\$ 2,455.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Project Management	8	\$ 200.00	\$ 0.00	\$ 1,600.00	\$ 0.00
Conversions – See Detailed Breakdown Below				\$ 1,400.00	\$ 0.00
Remote Implementation	56	\$ 200.00	\$ 0.00	\$ 11,200.00	\$ 0.00
TOTAL				\$ 14,200.00	\$ 0.00

8.6

	One Time Fees	Recurring Fees
Summary		
Total Tyler License Fees	\$ 0.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 2,455.00
Total Tyler Services	\$ 14,200.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 14,200.00	\$ 2,455.00
Contract Total	\$ 16,655.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Payroll				
HR Human Resources - Recruiting	1	\$ 1,400.00	\$ 0.00	\$ 1,400.00
TOTAL				\$ 1,400.00

Optional Tyler SaaS and Related Services

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Description	Qty	Imp. Hours	Annual Fee
Data Insights			
Enterprise ERP Payroll & HR Insights	1	0	\$ 3,500.00

TOTAL: 0 \$ 3,500.00

Comments

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Your rights, and the rights of any of your end users, to use Tyler's Data & Insights SaaS Services, or certain Tyler solutions which include Tyler's Data & Insights data platform, are subject to the Terms of Services, available at <https://www.tylertechnology.com/terms/data-insights-saas-services-terms-of-service>. By signing this sales quotation, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify

that you have reviewed, understand, and agree to said terms.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.

Recruiting Add - On SaaS Term: Oct. 2022 - Dec. 2024 to coincide with existing contract terms.

5.8



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CITY OF DANBURY
Office of Neighborhood Assistance
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810
203-796-8026

Livable Neighborhoods 2023
"Building a Better Danbury"

January 18, 2023

To: Chick Volpe

From: Shawn Stillman

Re: Invoice for payment

Attached, please find an invoice for work already completed for the exterior cleanup of property: 22 Gregory Street, Danbury, CT

The cleanup performed was the result of UNIT enforcement and a court order and represents what is hopefully the conclusion of any further blight enforcement for this property. The result of the work was twelve (12) dumpsters of rubbish/debris, as well as five (5) dump trucks of tree and yard debris completed by a crew of 11 workers. Additionally, the expense of this cleanup will be filed as a lien against this property and recovered at the time of property transfer.

Being the first time of ever completing this level of enforcement, I was not aware of the procurement process required for this work.

Prior to cleanup, upon reviewing this expense with Dan Garrick, I got confirmation that the monies for this expense will come out of the UNIT budget. I have requested for the transfer of funds to be moved from Part Time Salaries to Outside Services. I have also attached the transfer request.

I appreciate your assistance with this request and am available for any questions you may have.

Thanks
Shawn

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D'ANGELO GENERAL CONSTRUCTION, LLC

133 South King Street

Danbury, CT 06811

203-942-8664

CT License # 0651246

INVOICE:

PROPERTY ADDRESS:

22 Gregory Street
Danbury, CT 06810

Labor: Completed on January 11, 2023 in conjunction with City of Danbury
UNIT office and Danbury Police Department

Lawn and tree maintenance and debris removal

Clean up, mow and cut back all grass, brush and overgrowth around the entire property, including leaf pickup. Property has not been maintained, mowed and cleared for many seasons. Five (5) dump truck loads hauled away

Remove all debris from property, including driveway, front and back yard. Include metal and wood debris in the bushes. Cleanup included a crew of 10 workers. Total number of dumpsters filled, Twelve (12)

Extensive tree and multiple large branch removal around property, including tree climbing, wood chipper rental and debris take away. Tree and branch work not included in initial estimate due to not entering private property.

Cost: \$19000.00

9-2

Intra Department Transfer Request

From: Shawn Stillman

To: Finance Department

I hereby request a transfer of funds between line items.

<u>From:</u>	<u>Amount</u>
Account Name: Part time Salaries Account #: 2060-5040-1000	19,000

<u>To:</u>	<u>Amount</u>
Account Name: Purchase Services - Outside Services Account #: 2060-5300-2040	19,000

**Reason for Transfer: to cover the expense for court authorized property cleanup.
Expense will now be placed as a lien on the property.**

Signature _____

Date _____

Department _____