

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

Board of Awards – Hybrid Meeting

Date: May 9, 2023

To: D. Garrick, R. Edwards, N. Ballwig, A. Iadarola, D. Petrovich, M. Cassavechia, T. Janesky, D. Day, J. Rosenberg, C. Gardner, F. Gentile, S. Ferguson, T. Hughes, 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, May 10, 2023

Time: 10:00 A.M.

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

Item

- 1 "Architectural Services for Early Childhood Center – State Grant Application and Preparation – Engineering Dept."
- 2 "Engineering Services – FEMA Hazardous Mitigation Grant Assistance – Emergency Generators – Office of Emergency Management"
- 3 Bid #04-22-23-02 "Landscape Trees – Forestry Dept."
- 4 "Injury Prevention and Health and Wellness Program – Fire Dept."
- 5 Bid #03-22-23-02 "Chemicals – Water Dept."
- 6 Bid #05-21-22-03 "Hydrants – Water Dept."
- 7 "Data Entry, Applications Configuration & Administrative Services – IT Dept."
- 8 "Payroll & Financial Systems Integration Manager Services – IT Dept."
- 9 "Online Payment Vendor – Tax Collector"
- 10 "Electrical Supply Agreement – 40 Apple Ridge Road, Danbury, CT"

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/87681333822?pwd=Ry94OUViSTcxcEtKQjRBRDM2K0VhZz09>

Meeting ID: 876 8133 3822

Passcode: 257707

One tap mobile

+13017158592,,87681333822#,,,,*257707# US (Washington DC)

+13052241968,,87681333822#,,,,*257707# US

Dial by your location

+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

+1 929 436 2866 US (New York)

+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

+1 386 347 5053 US

+1 507 473 4847 US

Meeting ID: 876 8133 3822

Passcode: 257707

Find your local number: <https://us02web.zoom.us/j/kz0dkTX3j>



May 8, 2023

Antonio Iadarola, PE
Director of Public Works
City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

*per on-call
contract
w/city*

Re: State Grant Application Assistance and Preparation – Early Childhood Center
Friar Project #: 2023-058A

Dear Antonio:

I am pleased to submit this proposal for services pertaining to the above-referenced project.

We understand your goal is to prepare a grant submission application for the Early Childhood Center to be submitted to the Office of School Construction Grants and Review by not later than June 30, 2023.

Friar is fully committed to assist you in this process. Below is a detailed description of the proposed scope of work:

- Educational Specification Preparation
 - Meetings with the Owner/BOE to confirm the proposed program for the project as required
- Completion of the current OSCGR Compilation of Space Worksheet (SCG-2500)
- Development of conceptual building and site plans for estimating purposes
- Project cost estimate in both Uniformat and CSI format

Our suggested fee for the proposed work described above is as follows:

<u>Task</u>	<u>Billable Fee</u>
• Educational Specification Preparation	\$6,760
• Compilation of Space Worksheet	\$2,720
• Conceptual Building and Site Plans	\$3,240
• <u>Project Cost Estimate</u>	<u>\$9,460</u>
• Total Fee	\$22,180

We will invoice for services completed to date on a monthly basis. Should you have any questions regarding the information provided in this proposal, please feel free to contact me directly. If it is preferred, any of the above-mentioned tasks (with the exception of estimating services) can be conducted and billed on an hourly basis. Work performed will be billed at the billing rates indicated in the attached document "2023 Hourly Billing Rates".

1-1

We look forward to continuing our ongoing relationship with The City of Danbury and assisting in overseeing the successful completion of this project.

If this proposal is acceptable, please sign below and return a copy to our office.

Sincerely,

Accepted by,



Bryce Sens, AIA
Associate Principal
Friar Architecture Inc.

Mr. Antonio Iadarola
Director of Public Works
Date: _____

Enc: 2023 Hourly Billing Rates

2023 Hourly Billing Rates

Architectural Fees:

Principal	\$ 195.00 / hour
Associate Principal	\$ 170.00 / hour
Associate	\$ 150.00 / hour
Senior Project Manager	\$ 135.00 / hour
Project Architect / Project Manager	\$ 120.00 / hour
Architectural Project Leader	\$ 110.00 / hour
Architectural Designer	\$ 100.00 / hour
Intern	\$ 95.00 / hour
AutoCAD Operator	\$ 95.00 / hour

Interior Design Fees:

Senior Interior Designer	\$135.00 / hour
Interior Design Project Manager	\$120.00 / hour
Designer	\$ 95.00 / hour
Intern	\$ 80.00 / hour

Support Personnel Fees:

Administrative	\$ 85.00 / hour
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Note: These rates are subject to change.

there is currently \$28k in the OEM budget outside services. A requisition would need to be submitted before the cut off date of June 6, 2023, and since this probably requires placement on a BOA, it's best to get moving on that requisition soon, probably with a sole source form.

I don't think we can reallocate the \$4k from the hazard mitigation without an official increase to this project anyway so I'm not sure that would help.

Dan - is there an issue with carrying a PO for this work to the next fiscal year if this is acceptable to you?

Sue

*Fuss + O'Neill
on-call
contract
w/ City*

On Thu, May 4, 2023 at 3:02 PM Matthew Cassavechia <m.cassavechia@danbury-ct.gov> wrote:

----- Forwarded message -----
From: **Erik Mas** <EMas@fando.com>
Date: Thu, May 4, 2023 at 11:55 AM
Subject: FEMA HMGP Grant Application, Emergency Generators - Response to RFI
To: Matthew Cassavechia <m.cassavechia@danbury-ct.gov>, Antonio Iadarola <a.iadarola@danbury-ct.gov>

Matt/Antonio -- we developed an estimated hourly budget for our services to respond to the FEMA RFI#1 and some additional time to respond to anticipated additional followup questions from FEMA. See the estimated hourly budget by RFI comments and tasks in the table below.

The largest effort is associated with the requested generator sizing analysis (i.e., justifying the need for larger capacity replacement generators based on electrical load). We've budgeted for one of our electrical engineers to spend up to two days on-site collecting the necessary information to document electrical loads, followed by a sizing analysis and summary of results for the RFI response.

We may not need all the estimated hours, as Antonio's folks may be able to help us pull together some of the information, and we only have a short amount of time to respond to the RFI, which may limit our actual effort. We're also concerned that we won't be able to meet FEMA's new deadline by the time we are authorized for additional work.

Note that we still have around \$4,000 remaining on our authorization for the flood mitigation program support effort that began last year. We had started that work, and then put it on hold when the CIRCA East Ditch project started up and being sensitive to the busy schedules and limited availability of City staff to help move this along. Would it be possible to re-allocate those remaining funds to get us going on this RFI response while waiting for a separate authorization from the City? Just trying to be creative about how to be responsive to the FEMA deadline.

2

RFI Comment	Tasks	Hourly Budget Estimate	Notes
1. Provide documentation that proposed generators will be elevated in accordance with ASCE-24.	<ul style="list-style-type: none"> RFI Response - describe design provisions for flood mitigation and confirm cost estimates include flood mitigation 	\$900	
2. Provide documentation (i.e., load analysis) to support the requested generator capacity and confirm the generator is sized for emergency (critical) loads.	<ul style="list-style-type: none"> Request electrical demand data from utility company Site visits and field data collection Data analysis and documentation RFI Response 	\$9,900	<p>Two days of field work assumed</p> <p>Need to request 2 years of electrical demand data for each generator location/facility (account #/meter #/address) from utility company</p> <p>Hours could be reduced with additional help from City staff or if City has a qualified electrician to assist</p>
3. Provide documentation of issues identified with the current generator (e.g., malfunction, lack of replacement parts available for repairs) to support the need to replace existing generators.	<ul style="list-style-type: none"> Coordinate with engine manufacturers regarding availability of replacement parts RFI Response 	\$900	
4. Provide justification and supporting documentation for the annual operating budget used in the BCA. This must only reflect the portion of budget pertaining to critical services and functions (functions lost due to power outages). Include a breakdown of the overall budget and identify the budget items that support critical services and functions. Remove any budget items not protected by the generator installation (e.g., equipment purchases, supplies) from the BCA input value.	<ul style="list-style-type: none"> Coordination with City staff RFI Response 	\$1,000	
5. Provide justification for the assumption that power outages are equivalent to loss of service	<ul style="list-style-type: none"> Coordination with City staff RFI Response 	\$1,300	<p>2-1</p>

2.2

<p>for utilities (historical and professional expected damages) or revise durations input for Before Mitigation Damages in the BCA to reflect delays where power failure is not directly correlated to loss of service.</p>	<p>6. Provide justification for the recurrence intervals and impact days input for After Mitigation Damages in the BCA or revise to the standard value of 181-year recurrence interval with 1 impact day.</p>	<ul style="list-style-type: none"> Update recurrence interval and impact durations inputs and re-run BCA Coordination with City and utility company RFI Response 	<p>\$4,700</p>	<p>Other Comments</p> <ul style="list-style-type: none"> RFI Response - Document spill prevention and spill cleanup measures Confirm and update cost estimates for consistency throughout document Confirm work schedule Correct/complete SF 424 form Coordinate with City to update Match Commitment Letter Answer question about tree removal and map trees to be removed on a plan 	<p>\$3,000</p>
<p>Response to 1 additional round of RFI</p>		<ul style="list-style-type: none"> Response to additional questions 	<p>\$3,300</p>	<p>20 additional hours assumed</p>	
<p>TOTAL</p>			<p>\$25,000</p>		

Erik Mas, PE (he / him)



Vice President | Business Line Manager

Fuss & O'Neill, Inc. | EMas@fando.com
 (413) 333-5466 | cell: (413) 348-5943
 1550 Main Street Suite 400 | Springfield, MA 01103
 CA CT MA ME NH NY RI VT
www.FandO.com | [Instagram](https://www.instagram.com/fandoinc) | [Vimeo](https://www.youtube.com/channel/UCFandO) | [Facebook](https://www.facebook.com/fandoinc) | [LinkedIn](https://www.linkedin.com/company/fandoinc)

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BID RESULT FORM

Bid # 04-22-23-02 "Landscape Trees – Forestry Department"

Bid Date: Thursday May 4, 2022

Time: 10:00 A.M.

Bidder ▶	Hardscrabble Farms	Ferrandino Enterprises LLC	NAC Industries Inc.
1. Thuja plicatum "Green Giant"	\$210.00 ea.	\$ 675.00 ea.	\$ 1,470.00 ea.
2. Quercus bicolor	\$305.00 ea.	\$ 825.00 ea.	\$ 1,540.00 ea.
3. Acer rubrum "Red Sunset"	\$195.00 ea.	\$ 825.00 ea.	\$ 1,590.00 ea.
Delivery	\$950.00	-----	-----
Bid Total	\$15,725.00	\$52,244.44	\$99,000.00
Delivery days	7-10 days	-----	30 days
Additional Orders Prices	30 days	-----	30 days
Warranty	N/A	1 yr. with irrigation	N/A

Attending: C. Volpe, B. Schlemmer

Awards Committee initial:

Comments: Awards Committee

Finance Director:

Corporation Counsel:

Department Head:

If low bid is not bid of award, please specify reasons why it is not acceptable.

AWARDED TO:

Tax Office _____ DATE: _____

Purchasing Agent _____ DATE: _____

- Hardscrabble low bid OK

- other 2 bidders included installation, which was not specified

4

First Response Health and Wellness
171 Seabright Ave Bridgeport CT 06605
Ph.: 203-461-4590

Dear Chief Lounsbury

Quote: Annual Contract-Extension Pricing

The Fire Department Injury Prevention Program Service Agreement is made effective as of November 25, 2022 thru June 2023 and maintain the current annual price of 25,000 with monthly payments of 2083.00.



By mutual agreement FRHW and the City of Danbury agree to realign the contract renewal date to July 1, 2023 at an annual rate of 27, 00.00 and monthly payments of 2250

All services First Response will provide City of Danbury as set forth in Exhibit A (RFP Scope of Services) as provided in the original contract agreement.

Sara Beckert, MS., Med
First Response Health and Wellness, LLC

optional renewal year

BID RESULT FORM
City of Danbury

Bid #03-22-23-02 "Chemicals – Water Department"

Bid Date: Tuesday, April 18, 2023

10:00 A.M.

Bidder	Item 1. Sulfate of Alumina Unit Price	Item 2. Hydrofluosilicic Acid Unit Price	Item 3. Copper Sulfate Unit Price	Item 4. Sodium Hydroxide Unit Price	Item 5, Sodium Hypo-chlorite Unit Price	Item 6. Orthophosphoric Acid Unit Price	Item 7. Potassium Permanganate Unit Price	LUMP SUM TOTAL
Holland Company, Inc.	\$0.1656	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$364,320.00
Chemtrade Chemicals US LLC	\$0.1307	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$313,680.00
Kemira Water Solutions	\$0.145	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$319,000.00
Slack Chemical Co., Inc.	No Bid	\$0.698	No Bid	\$0.428	\$0.399	No Bid	No Bid	\$684,130.00
Univar Solutions USA Inc.	No Bid	\$.31	No Bid	\$.1396	\$.2725	No Bid	\$5.68	\$356,759.00
Shannon Chemical Corporation	No Bid	\$0.574	No Bid	No Bid	No Bid	\$0.874	\$7.17	\$187,420.00
Brenntag Northeast LLC	No Bid	\$.65	No Bid	No Bid	No Bid	No Bid	\$3.40	\$105,200.00
Chemrite, Inc.	No Bid	No Bid	\$114.50	No Bid	No Bid	\$0.919	\$3.43	\$206,270.00
Vineera Chemicals, LLC	No Bid	No Bid	\$122.00	No Bid	No Bid	No Bid	No Bid	\$122,000.00
Harcos Chemicals Inc.	No Bid	No Bid	\$112.7600	No Bid	No Bid	No Bid	\$3.3400	\$139,480.00
Thornton, Musso, and Bellemin, Inc.	No Bid	No Bid	\$2.35	No Bid	No Bid	No Bid	No Bid	\$117,500.00
TR International Trading Company	No Bid	No Bid	No Bid	\$0.178	No Bid	No Bid	No Bid	\$158,420.00
Surpass Chemical Co., Inc.	No Bid	No Bid	No Bid	\$.211	\$.332	No Bid	\$2.897	\$393,566.00
Kuehne Chemical Co., Inc.	No Bid	No Bid	No Bid	\$0.1750	\$0.204	No Bid	No Bid	\$267,950.00
JCI Jones Chemicals, Inc.	No Bid	No Bid	No Bid	\$.1746 *	\$.2634 *	No Bid	No Bid	\$300,264.00
Carus LLC	No Bid	No Bid	No Bid	No Bid	No Bid	\$1.16	No Bid	\$ 81,200.00
George S. Coyne Chemical Co., Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	\$1.0032	\$2.9977	\$ 94,205.60
Penco, Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid

Attending: B. Schlemmer, D. Natale * See Proposals

Awards Committee Initials:
Finance Director:
Corporation Counsel:
Department Head:

Comments: Awards Committee

if low bid is not bid of award, please specify reasons why it is not acceptable.

AWARDED TO: _____

Tax Office _____

Purchasing Agent _____ DATE _____

5

Water Dept recommendation-

S-1

FY23-24 CHEMICAL BID VENDOR PREFERENCES

	LOW BID	Next Lowest
ALUM Unit Price Special Conditions	Chemtrade \$0.1307 minimum delivery 3500 gallons	
Fluoride Unit Price Special Conditions	Univar \$0.3100 none	
Copper Sulfate Unit Price Special Conditions	Harcos \$112.7600 none	
Sodium Hydroxide Unit Price Special Conditions	Univar \$0.1396 none	
Sodium Hypochlorite Unit Price Special Conditions	Keuhne \$0.2040 none	
Orthophosphoric Acid Unit Price Special Conditions	Shannon \$0.8740 none	
Pot Perm Unit Price Special Conditions	Surpass \$2.8970 NONE	

The low bidder for each chemical is acceptable.

1-year renewal

6

same pricing

**BID RESULT FORM
CITY OF DANBURY**

Bid #05-21-22-03 "Hydrants - Water Dept."

Bid Date: Tuesday, June 7, 2022

10:00 A.M.

Bidder→	G&L Waterworks	Core and Main	Ferguson Waterworks	Superior Products Distributors, Inc.
Proposed Make/Model of Hydrants	Kennedy K81 D	Mueller A423 Super Centurion 250	_____	Kennedy / K81-D
Item 1. 4'-0"	\$2,531.55	\$2,697.02	\$2,481.25	\$2,531.55
Item 2. 4'-6"	\$2,590.35	\$2,759.47	\$2,538.71	\$2,590.36
Item 3. 5'-0"	\$2,649.15	\$2,777.03	\$2,732.94	\$2,649.16
Item 4. 5'-6"	\$2,707.95	\$2,853.75	\$2,853.74	\$2,707.97
Item 5. 6'-0"	\$2,766.75	\$2,947.27	\$2,869.29	\$2,766.78
Item 6. 6'-6"	\$2,825.55	\$3,043.08	\$2,769.20	\$2,825.58
Item 7. 7'-0"	\$2,884.35	\$3,039.47	\$2,826.70	\$2,884.39
Item 8. 8'-0"	\$3,002.55	\$3,129.83	\$2,942.04	\$3,002.57
Item 9. Install kit	\$66.29	\$73.37	\$54.46	\$48.93
Item 10. collision repair kit	\$254.80	\$319.62	\$300.54	\$256.10
Item 11. 6" grade ext. kit	\$563.30	\$599.00	\$623.11	\$566.16
Item 12. 12" Grade Ext. Kit	\$657.80	\$699.47	\$732.69	\$661.12
Kennedy Hydrant Parts#K8156 at % discount off list prices.	8%	----	-----	-----
Mueller Hydrant parts #A-85 at % discount off list prices.	-----	9.5%	14.4%	-----
Guaranteed Delivery	98 days (14 weeks)	240 days	240 days	120 days

Attending: B. Schlemmer, D. Natale

Awards Committee Initial:

Finance Director *TSB*
 Corporation Counsel *HLF*
 Department Head *[Signature]*
 not acceptable.
 AWARDED TO:

Awarded to G&L Waterworks as overall low bid for Kennedy hydrants and Ferguson Waterworks is overall low bid for Mueller hydrants - order will be placed based on need & availability

Comments: Awards Committee

If low bid is not bid of award, please specify reasons why it is not acceptable.

Tax Office _____ DATE _____

Purchasing Agent *[Signature]* DATE *6/29/22*



Deborah Natale <d.natale@danbury-ct.gov>

Renewal - Bid #05-21-22-03 "Hydrants - Water Dept.

Kirby.Bombard@ferguson.com <Kirby.Bombard@ferguson.com>
To: d.natale@danbury-ct.gov

Mon, Apr 24, 2023 at 1:02 PM

Good Afternoon Deborah,

We will be holding pricing for the additional year through June 28th 2024

Thank You

Kirby Bombard
Outside Sales

Ferguson Waterworks

124 Costello Road, Newington, CT 06111

O: (860) 666-5634 C: (860) 712-3635 F:(860) 666-0124

E: Kirby.Bombard@Ferguson.com

Ferguson.com/Waterworks



[Quoted text hidden]



6-2

Renewal - Bid #05-21-22-03 "Hydrants - Water Dept.

2 messages

Deborah Natale <d.natale@danbury-ct.gov>
To: info@glwwsupply.com

Mon, Apr 24, 2023 at 10:25 AM

Good Morning,

The referenced bid will expire soon, and we have an option to renew for an additional year.

Please advise if you would be willing to hold your bid pricing (see attached) for an additional year through June 28, 2024.

Please respond by May 4th.

If you have any questions, please do not hesitate to contact me.

Thank you,
Debbie

--
Deborah J. Natale
Assistant Purchasing Agent
City of Danbury
155 Deer Hill Ave
Danbury, CT 06810
203 797 4571
d.natale@danbury-ct.gov

 **DOC055.pdf**
39K

G L Waterworks <officeglwwsupply@gmail.com>
To: Deborah Natale <d.natale@danbury-ct.gov>

Tue, May 2, 2023 at 12:04 PM

Hi Debbie,

G&L Water Works Corp. would like renew the Hydrant Bid #05-21-22-03 for an additional year through June 28, 2024. Please let me know if you need anything else.

Thanks,

Stan Cop

G&L

[Quoted text hidden]



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 – Assistant Director of Finance
Cc: Chick Volpe – Purchasing Agent
DATE: 5/04/2023

Subject: Data Entry, Application Configuration & Administrative Services for the IT Division (Contractor) –
TEKsystems , Change Order 2

Dan,

For your approval I am requesting a Change Order to the PO with TEKSystems for Data Entry, Application Configuration & Administrative Services for the IT Division. This is an extension for services to close out fiscal year through June 30th 2023. Services include:

- General Application Configuration
- Assistance with system testing Services for MUNIS Integration Project
- Administration of IT Division staff/contractor calendar (vacations, meetings, schedules)
- Data entry for projects and key enterprise systems (This includes Park-Tech, MUNIS, etc)
- Data Cleaning Activities using Microsoft Excel
- Answering IT Division Phones
- Preparing invoices for manager review and signature
- Accepting delivery of shipments, recording them, and preparing receiving copies for manager review and signature
- Single Point of Contact for Mail Room. All Mail will go through this position
- Assist Purchasing Division tasks as needed

The bill rate will be \$43.50/hr and the schedule will be 35 hours per week.

TEKsystems has provided a contractor candidate that has demonstrated the proper skills to provide these services. Cost Compare against other vendors: TEKsystems: \$43.50/hr, CIS: \$60+/hr, CT Computer Services (State Contract, Sol No: 17PSX0047): \$165/hr, Hartford COG Professional Services: \$165/hr. **NOTE: TEKsystems will also provide an OMNIA Contract #2021003065 quote.**

This Change Order will purchase 350 hours at \$43.50/hr. The total cost for this change order is \$15,225 (Total cost of PO is \$76,125). At the end of June 2323 I will evaluate renewal of these services and renew as needed, IT has submitted an employee job requisition that, if filled, will eliminate this contracted position. The cost for this Purchase Order will be paid out of "Other Services" Funding.



Ship To

INFORMATION TECHNOLOGY
CITY OF DANBURY
155 DEER HILL AVE
DANBURY, CT 06810

Bill To

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

Purchase Order
No. 2023-00000614

DATE 05/04/2023 **7-1**

VENDOR NO. 130901

Changed Purchase Order

Vendor

TEKSYSTEMS INC
PO BOX 198568
ATLANTA, GA 30384-8568

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: Frank Gentile
PHONE: 203-797-4571

REFERENCE

QUANTITY	UNIT	DESCRIPTION	STATUS	UNIT COST	TOTAL COST
1.0000	Lump Sum	ADMINISTRATIVE ASSISTANT 002.1090-5300.2040 - Purch Svcs Outside Svcs 15,225.00	Completed	15,225.0000	\$15,225.00
1.0000	Lump Sum	ADMINISTRATIVE ASSISTANT * BILLING RATE @ \$43.50/HR * TOTAL COST NOT TO EXCEED STATED AMOUNT 002.1140-5300.2040 - Purch Svcs Outside Svcs 15,225.00	Completed	15,225.0000	\$15,225.00
1,050.0000	Each	ADMINISTRATIVE SERVICES, DATA ENTRY, SYSTEMS ADMINISTRATION/HR 002.1090-5300.2040 - Purch Svcs Outside Svcs 45,675.00	Item Changed	43.5000	\$45,675.00
TOTAL DUE					\$76,125.00

C/O

\$60,900.⁰⁰
+ 15,225.⁰⁰

C. Webb
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

INFORMATION TECHNOLOGY
CITY OF DANBURY
155 DEER HILL AVE
DANBURY, CT 06810

Bill To

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

Purchase Order
No. 2023-00000398

DATE 05/04/2023

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: Frank Gentile
PHONE: 203-797-4571

VENDOR NO.11201

Changed Purchase Order

Vendor

CREATIVE FINANCIAL STAFFING, LLC
PO BOX 95111
CHICAGO, IL 60694-5111

REFERENCE

QUANTITY	UNIT	DESCRIPTION	STATUS	UNIT COST	TOTAL COST
1.0000	Lump Sum	PAYROLL/FINANCIAL SYSTEMS INTEGRATION SERVICES AS REQUIRED * BILLING RATE @ \$120.00/HR * TOTAL COST NOT TO EXCEED STATED AMOUNT CP2223.1090-7000.0801 - Capital Projects Technology Program Coordination 133,800.00	Completed	133,800.0000	\$133,800.00
1.0000	Each	PAYROLL/FINANCIAL SYSTEMS INTEGRATION AS REQUIRED CP2223.1090-7000.0597 - Capital Projects CRM Phase 2 97,200.00	Item Changed	97,200.0000	\$97,200.00
<i>Total Change Order \$ 222,720 →</i>					<i>\$231,000</i>
<i>+ \$ 8280.00</i>					
TOTAL DUE					\$231,000.00

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



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CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

FRANK L. GENTILE
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Manager of Information Technology
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To: Dan Garrick – Director of Finance
Cc: Chick Volpe – Purchasing Agent
DATE: 5/04/2023

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

Dan,

For your approval I have entered a purchase request to purchase an additional 147 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 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 impact, which were beyond our control. However, our CFS project contractor was able to successfully upgrade the project test environment to the latest version of the MUNIS software and validate functionality.

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 \$17,640, ^{68280.00} paid out of CRM II CIP funds, and may be subject to change order/renewal to extend as needed. This extension will take us through to the end of the fiscal year for these services.

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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

OFFICE OF THE TAX COLLECTOR
(203) 797-4541
FAX: (203) 796-1547

SCOTT M. FERGUSON, CCMC
TAX COLLECTOR
s.ferguson@ci.danbury.ct.us

DATE: May 4, 2023
TO: Chick Volpe, Purchasing Director
FROM: Scott M. Ferguson, Tax Collector
SUBJECT: Online Payment Vendor

The Tax Collector's Office is recommending a change in our online payment vendor to provide a more economic fee structure for our taxpayers, along with a product that is user friendly and vendor supported.

We have received three independent quotes from vendors who have online payment platforms. The service fees charged the taxpayer by these vendors are as follows:

Fiserv:

Credit cards 2.75%. Minimum fee charges vary based on transaction
Echeck fees are varied based on transaction type.
ACH Reject fees charged to the City of Danbury are \$25.00 per transaction

Corebt:

Credit cards 2.95% Minimum fee charge is \$2.00
Echeck fees are \$1.50 per transaction
ACH Reject fees charged to the City of Danbury are \$20.00 per transaction

Certified Payments by deluxe

Credit cards 2.25% Minimum fee charge is \$1.00
Echeck fees are \$.95 cents per transactions.
There are no ACH reject fees charged to the City of Danbury

Based on these quotes, I am recommending we award our online payment vendor services to Certified Payments by deluxe. In addition to having the best rates for our

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taxpayers, they also do not charge fees to the city. Certified Payments is also the only payment vendor of this group that is already interfaced with QDS, our tax software company, which allows our bills to be seen online and interfaced with the payment process.



Agreement is Not Valid Unless Executed by Seller

CONTRACT AND DISCLOSURE STATEMENT SUMMARY
ELECTRICITY SUPPLY AGREEMENT – FIXED RATE PLAN

Table with 2 columns: Question and Answer. Rows include: My supplier's information, How long is my contract?, What is my pricing structure?, Are there any late payment fees?, When did I contract?, How do I contact the Connecticut Public Utilities Regulatory Authority (PURA)?, How will I receive notices?, Can I cancel my contract and are there any early termination fees?, How do I contact my UDC?

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UDC	UDC Account Number	Service Address	Start Date	End Date	Energy Price Non TOU (\$/kWh)
CLP	51014800171113432007	40 Apple Ridge Rd., Danbury, CT 06810	05/18/23	12/18/24	\$0.10400

Are there possible savings?	During the term of the Agreement, the price may be higher or lower than the UDC's price-to-compare, which changes over time based upon your UDC's procurement structure. Therefore savings are not guaranteed.
What incentives are in place, if any?	There are no offers currently available.

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