



# CITY OF DANBURY

155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

**CHARLES J. VOLPE, JR.**  
PURCHASING AGENT

(203) 797-4571 PHONE  
(203) 796-1527 FAX  
c.volpe@danbury-ct.gov

January 3, 2024

To: File

Re: Board of Awards, Wednesday, January 3, 2024

Attending: J. Kleinhans, Assistant Finance Director  
L. Pinter, Deputy Corporation Counsel  
N. Ballwig, Legal Secretary, Office of the Corporation Counsel  
V. Werner, Director of Human Resources  
R. Thode, Fire Chief  
W. Lounsbury, Assistant Fire Chief  
T. Nolan, Superintendent of Public Services  
S. Hanley, Superintendent of Public Buildings  
D. Day, Superintendent of Public Utilities  
C. Gardner, Chief of Water Distribution, Sewer Collection & Maintenance  
D. Natale, Assistant Purchasing Agent  
C. Volpe, Purchasing Agent

The Board of Awards convened at 10:00 A.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

**Bid #06-19-20-01 “RFP – Testing & Consulting Services for Public Safety and City Positions – Human Resources Dept.”** Mr. Volpe informed the Board that this bid had previously been awarded to Resource Management Associates for a one-year period, which expired December 31, 2023. Mr. Volpe stated that the bid allowed for a one-year renewal by mutual consent. Mr. Volpe reported that Resource Management Associates corresponded that they would be willing to extend their current bid rates for an additional year with an updated fee schedule. Mrs. Werner moved to extend the bid award with Resource Management Associates, with the revised fee schedule, until such time that a new bid can be issued and awarded. Mr. Kleinhans seconded the motion, which was then carried unanimously.

**“Transmission Replacement for 2011 Pierce Arrow Unit – Fire Dept.”** Mr. Volpe reported that the City of Danbury had previously issued a purchase order to Stewart & Stevenson Power Products to perform the subject work in the estimated amount of \$13,953.45. Mr. Volpe informed the Board that the purchase order was issued to Stewart & Stevenson based on a sole source justification. Mr. Volpe stated that Stewart & Stevenson was the manufacturer of the existing transmission. Mr. Volpe reported that the Fire Dept. had now submitted a change order request to increase the original purchase order by an additional \$3,885.07 to cover the cost of additional required repairs. Mr. Volpe

Over



stated that Board of Awards approval would now be required because the cost of the amended purchase order would exceed \$15,000.00, which is the limit of his authority. Chief Thode moved to allow for the change order as submitted. Mr. Kleinhans seconded the motion, which was then carried unanimously.

**RFQ #22-23-12-07 "Towing Services – Various City Departments"** Mr. Volpe informed the Board that this bid had previously been awarded to Hilario's Truck Center for a one-year period, which expired December 31, 2023. Mr. Volpe stated that the bid allowed for a one-year renewal by mutual consent. Mr. Volpe reported that Hilario's Truck Center corresponded that they would be willing to extend their current bid rates for an additional year. Mr. Nolan moved to extend the bid award with Hilario's Truck Center for an additional year as offered. Mr. Kleinhans seconded the motion, which was then carried unanimously.

**Bid #11-22-23-03 "Automotive Batteries – Various City Departments"** Mr. Volpe informed the Board that this bid had previously been awarded to Advance Auto Parts, Parts Authority, LoStocco Auto Parts and Interstate Battery for a one-year period, which is expiring January 10, 2024. Mr. Volpe stated that the bid allowed for a one-year renewal by mutual consent. Mr. Volpe reported that all four vendors corresponded that they would be willing to extend their current bid rates for an additional year. Mr. Nolan moved to extend the bid award with the four previously awarded vendors for an additional year as offered. Mr. Kleinhans seconded the motion, which was then carried unanimously.

**"Emergency Repair/Replacement of Railings at the Senior Center – Public Buildings Dept."** Mr. Volpe reported that the Public Buildings Dept. submitted a requisition, made out to Jim's Welding, to perform the subject work in the total estimated amount of \$17,550.00. Mr. Volpe informed the Board that Jim's Welding estimated the work per their current on-call welding services bid award with the City of Danbury. Mr. Hanley moved to award the requisitioned work to Jim's Welding per their on-call welding services bid. Mr. Kleinhans seconded the motion, which was then carried unanimously.

**"Purchase Watson-Marlow 530 Pumps (2) with Leak Detectors – Public Utilities Dept."** Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to The Maher Corp., to purchase the subject items at a total quoted cost of \$24,758.00. Mr. Volpe informed the Board that, along with the requisition, the Public Utilities Dept. included a sole source justification, which indicated that the Watson-Marlow pump is to be compatible with existing equipment, and that The Maher Corp. is the authorized USA representative for Watson-Marlow. Mr. Day moved to award the requisitioned items to The Maher Corp. as a sole source. Mr. Kleinhans seconded the motion, which was then carried unanimously.

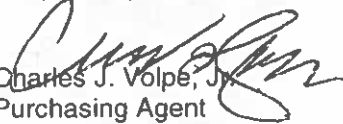
**"Purchase of New 2024 Ford Maverick XLT AWD Super Crew Truck – Public Utilities Dept."** Mr. Volpe reported that the Public Utilities Dept. submitted a quote from National Auto Fleet Group, dated December 29, 2023, to purchase the subject vehicle at a total cost of \$33,031.25. Mr. Volpe informed the Board that National Auto Fleet Group quoted the vehicle per their current Sourcwell government cooperative contract award. Mr. Volpe stated that two State of CT awarded vendors, Gengras Ford and MHQ Municipal, were also contacted for this requirement. Mr. Volpe noted that Gengras Ford responded that they did not have any 2024 Ford Mavericks available for sale at this time. Mr. Volpe noted that MHQ Municipal did not respond at all. Mr. Volpe noted that the charge code for this request would be CP2324S.9506-7000.0561. Mr. Gardner moved to award the subject vehicle to National Auto Fleet Group as quoted per the Sourcwell contract. Mr. Kleinhans seconded the motion, which was then carried unanimously.

**"Purchase of Custom-Built Motors (2) for Harvest Hill Booster Pumps – Public Utilities Dept."**

Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to Industrial Electric Motors of Danbury, to purchase the subject items at a total cost of \$11,694.00. Mr. Volpe informed the Board that, along with the requisition, the Public Utilities Dept. included a sole source justification for Industrial Electric Motors to provide these custom pumps. Mr. Volpe noted that the sole source justification indicated that Industrial Electric Motors had provided the existing custom motors that are now in need of replacement, and that because of the configurations of the pumps it is critical that the motors be an exact replacement. Mr. Day moved to award the requisitioned motors to Industrial Electric Motor as a sole source. Mr. Kleinhans seconded the motion. Mr. Day noted that this is an urgent requirement because the existing motors are failing at this time. The motion was then carried unanimously.

Having no further business to come before the Board, Mr. Volpe asked for a motion to adjourn. Attorney Pinter made a motion to adjourn. Mr. Kleinhans seconded the motion, which was then carried unanimously. The Board of Awards adjourned at 10:15 A.M.

Respectfully submitted,

  
Charles J. Volpe, Jr.  
Purchasing Agent

cc: All Attendees  
Mayor Alves  
L. Esposito  
A. Iadarola  
S. Kaminski  
N. Wagner