



CITY OF DANBURY

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January 18, 2023

To: File

Re: Board of Awards, Wednesday, January 18, 2023

Attending: D. Garrick, Finance Director
R. Edwards, Assistant Corporation Counsel
M. Safranek, Airport Administrator
D. Petrovich, Assistant City Engineer
T. Hughes, Superintendent of Construction Services
M. Cassavechia, Director of Emergency Management
T. Nolan, Superintendent of Public Services
D. Natale, Assistant Purchasing Agent
C. Volpe, Purchasing Agent

The Board of Awards convened at 10:03 A.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

Bid #05-21-22-06 “RFQ – On-Call Professional Planners & Engineers – Danbury Municipal Airport” Mr. Volpe reported that four firms responded to this request for qualifications. Mr. Volpe informed the Board that Mr. Safranek submitted a memo, dated January 12, 2023, in which he indicated that he reviewed the submittals and recommended the bid be awarded to Hoyle, Tanner & Associates, Inc. based upon their general aviation experience and their past performance in working with the Danbury Municipal Airport. Mr. Safranek moved to award the bid to Hoyle, Tanner & Associates, Inc., contingent upon execution of a contract acceptable to the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

“Code Review Services for Danbury Career Academy Project – Engineering Dept.” Mr. Volpe reported that the Engineering Dept. submitted a proposal from Silver Petrucelli & Associates, dated January 16, 2023, to perform the subject work in the estimated amount of \$36,550.00. Mr. Volpe informed the Board that Silver Petrucelli proposed the work per their current on-call services contract with the City of Danbury. Mr. Petrovich moved to award the proposed work to Silver Petrucelli Associates per their on-call contract with the City of Danbury. Mr. Garrick seconded the motion. Mr. Petrovich noted that the cost of the work would be charged to account #DCA2022.3040-7000.0813. Mr. Petrovich informed the Board that these services were needed to assist the City with the code review work in order to maintain the timeline and satisfy State requirements. The motion was then carried unanimously.

Over

Bid #12-20-21-01 “Commissioning Agent for Ellsworth Avenue School Additions” Mr. Volpe informed the Board that this bid had previously been awarded to Van Zelm Heywood & Shadford, Inc. in the lump sum amount of \$24,515.00. Mr. Volpe reported that Mr. Hughes submitted a letter from Van Zelm, dated January 6, 2023, in which they are requesting a change order for an additional \$10,000.00 to cover services beyond the original scope of work. Mr. Hughes moved to allow for the amendment as requested. Mr. Garrick seconded the motion. Mr. Hughes informed the Board that this was a very complex project, and that the work is still on-going. The motion was then carried unanimously.

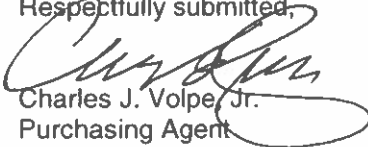
Bid #06-16-17-02 “Ambulance Billing, Revenue Management & Analytical Services” Mr. Volpe informed the Board that the bid had previously been awarded to Digitech Computer for a one-year period expiring on April 16, 2023. Mr. Volpe reported that Mr. Cassavechia submitted an amendment to extend the agreement with Advanced Data Processing, Inc., a subsidiary of Digitech Computer that has been providing this service, for a one-year period commencing April 17, 2023, with the option to renew for an additional one-year period at the City's sole discretion. Mr. Cassavechia moved to allow for execution of the amendment as submitted. Mr. Garrick seconded the motion, which was then carried unanimously.

At this point in the meeting, Mr. Nolan moved to add **“Purchase of Vehicles – Highway Dept.”** to the agenda as an emergency. Mr. Garrick seconded the motion. Mr. Volpe informed the Board that the Public Works Dept. has an immediate need for four vehicles – two SUVs and two pick-up trucks. Mr. Volpe stated that a formal sealed bid was issued a few weeks ago for those particular vehicles. Mr. Volpe stated that the bid was advertised in the local paper and through the City's website. Mr. Volpe noted that Ms. Natale reached out to all the Danbury dealers to make them aware of this bid. Mr. Volpe stated that Ingersoll Auto of Danbury submitted the only bid. Mr. Volpe noted that the bid submitted by Ingersoll Auto was rejected because the vehicles offered did not meet the bid specifications. Mr. Volpe stated that, after having been informed that their bid was rejected because of not meeting the desired specifications, Ingersoll reached out and advised that they just had a pick-up truck come in that they felt did meet the bid specifications. Mr. Volpe stated that, after Public Works determined that the truck did meet the bid specifications, that truck was awarded to Ingersoll on an emergency basis at last week's Board of Awards. Mr. Nolan informed the Board that, because of the current market conditions, he and other member of the Public Works Dept. staff have been searching area dealers for the other three needed vehicles. Mr. Nolan stated that they were able to locate a preowned vehicle in Danbury and another new 2022 vehicle in Carmel, NY. Mr. Nolan stated that both dealers agreed to hold the vehicles pending the outcome of this meeting. Mr. Nolan stated that there are several City Hall pool cars that are well beyond their useful life, and that are now too costly to properly maintain. Mr. Nolan stated that the purchase of the requested vehicles would allow other vehicles to be passed down into the pool. The motion to add this item to the agenda as an emergency was then carried unanimously. Mr. Volpe then reported that the Highway Dept. submitted two requisitions – one, made out to Danbury Dodge, to purchase a preowned 2021 Jeep Grand Cherokee at a cost of \$56,433.00, and the other, made out to Meadowland of Carmel, to purchase a new 2022 Dodge Durango at \$57,427.50. Mr. Volpe informed the Board that, after learning of the emergency vehicle requisitions, he emailed out a request for quote to Ingersoll Auto of Danbury, Colonial Ford of Danbury and Danbury Dodge, to see if they had any comparable vehicles available to offer. Mr. Volpe stated that Ingersoll responded that they did not have any comparable vehicles available to offer. Mr. Volpe stated that Danbury Dodge responded that they only had the preowned 2021 Jeep Grand Cherokee that they were

holding. Mr. Volpe stated that Colonial Ford did not respond to the request. Mr. Volpe also advised that Ms. Natale sent an email out to the membership of the Public Purchasing Association of CT to learn how other cities and towns are handling vehicle purchases in the current market environment. Mr. Volpe stated that most cities and towns responded that they are purchasing vehicles per the State of CT contract with the knowledge that delivery will be out close to one year. Mr. Volpe stated that cities and towns that had immediate requirements were making purchases based on availability. Mr. Nolan then moved to waive the formal bidding requirement and award the two vehicles as requisitioned. Mr. Garrick seconded the motion. Mr. Garrick inquired as to the price of the preowned vehicle. Mr. Nolan advised that, based on the vehicle search that they have been conducting, they determined that the price of the preowned vehicle to be fair. The motion was then carried unanimously.

Having no further business to come before the Board, Mr. Volpe asked for a motion to adjourn. Attorney Edwards made a motion to adjourn. Mr. Garrick seconded the motion, which was then carried unanimously. The Board of Awards adjourned at 10:19 A.M.

Respectfully submitted,



Charles J. Volpe, Jr.
Purchasing Agent

cc: All Attendees
Mayor Esposito
J. Giegler
A. Iadarola
S. Kaminski
N. Wagner