



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 25, 2023

To: File

Re: Board of Awards, Wednesday, January 25, 2023

Attending: D. Garrick, Finance Director
R. Edwards, Assistant Corporation Counsel
S. Hanley, Superintendent of Public Buildings
T. Nolan, Superintendent of Public Services
D. Murphy, Assessor
F. Gentile, Manager of Information Technology
S. Stillman, UNIT Coordinator, Office of Neighborhood Assistance
D. Natale, Assistant Purchasing Agent
C. Volpe, Purchasing Agent

The Board of Awards convened at 10:02 A.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

“School Boiler Repairs – Public Buildings Dept.” Mr. Volpe reported that the Public Buildings Dept. submitted three requisitions, all made out to McKenney Mechanical, to have the subject repairs performed. Mr. Volpe detailed the three requisitions as follows: replace gaskets and relief valve on boiler #2 at Rogers Park School at an estimated cost of \$18,912.00, replace gaskets and roping on boiler #1 at the Magnet School at an estimated cost of \$16,274.00, and replace the condensate line piping at Park Avenue School at an estimated cost of \$21,940.00. Mr. Volpe informed the Board that McKenney Mechanical estimated the work per their current time and material bid award for HVAC and boiler repairs. Mr. Volpe stated that he had a conversation with Mr. Hanley about issuing a sealed bid for this work and it was determined that it would be difficult to specify the actual work that would be needed. Mr. Hanley moved to award the requisitioned repairs to McKenney Mechanical as per their time and material bid for HVAC and boiler repairs. Mr. Garrick seconded the motion, which was then carried unanimously.

“OEM John Deere Construction Equipment Parts & Service – Equipment Maintenance Dept.” Mr. Volpe informed the Board that the City of Danbury had previously issued a purchase order to WI Clark Company to purchase the subject items on an as required basis, in an amount not to exceed \$15,000.00. Mr. Volpe stated that the purchase order was issued to WI Clark on a sole source basis, as they are the only authorized John Deere construction equipment sales and service company for the Danbury area. Mr. Volpe reported that the Equipment Maintenance Dept. had now submitted an amendment request

Over



to increase the previous purchase order amount by \$2,000.00. Mr. Volpe 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. Mr. Nolan moved to allow for the amendment request and to award the purchase of the subject items to WI Clark Company as a sole source for the balance of the fiscal year as required. Mr. Garrick seconded the motion, which was then carried unanimously.

“Heavy Duty Truck & Diesel Engine Replacement Parts – Equipment Maintenance Dept.” Mr. Volpe informed the Board that the City of Danbury had previously issued a purchase order to Allegiance Trucks/Nutmeg International Trucks to purchase the subject items on an as required basis, in an amount not to exceed \$15,000.00. Mr. Volpe stated that the purchase order was issued to Allegiance Trucks/Nutmeg International Trucks based upon their current State of CT contract award. Mr. Volpe reported that the Equipment Maintenance Dept. had now submitted an amendment request to increase the previous purchase order amount by \$5,000.00. Mr. Volpe 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. Mr. Nolan moved to allow for the amendment request and to award the purchase of the subject items to Allegiance Trucks/Nutmeg International Trucks as per the State contract for the balance of the fiscal year as required. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #11-19-20-03 “RFP – On-Call Services for Construction, Replacement & Repair of Sidewalks, Ramps for the Handicapped, Driveway Ramps & Curbing” Mr. Volpe reported that this bid had previously been awarded to Reliable Excavating Co., Inc. for a three-year period which is expiring March 31, 2023. Mr. Volpe informed the Board that the bid award may be extended for an additional year by mutual consent. Mr. Volpe stated that Mr. Angelo Grossi, Sr., President of Reliable Excavating, sent a letter dated January 19, 2023, in which he indicated that they would be willing to extend their current bid for an additional year. Mr. Nolan moved to extend the bid award with Reliable Excavating for an additional year as offered. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #02-21-22-02 “Utility Trench/Road Opening Bituminous Paving” Mr. Volpe reported that this bid had previously been awarded to Reliable Excavating Co., Inc. for a one-year period which will be expiring this year. Mr. Volpe informed the Board that the bid award may be extended for an additional year by mutual consent. Mr. Volpe stated that Mr. Angelo Grossi, Sr., President of Reliable Excavating, sent a letter dated January 19, 2023, in which he indicated that they would be willing to extend their current bid for an additional year. Mr. Nolan moved to extend the bid award with Reliable Excavating for an additional year as offered. Mr. Garrick seconded the motion, which was then carried unanimously.

“Motor Vehicle Grand List Processing Services – Assessor” Mr. Volpe reported that the Assessor submitted a requisition, made out to Crudele-Graybosch, to have the subject work performed in the total amount of \$5,000.00. Mr. Volpe informed the Boards that, along with the requisition, Ms. Murphy included a sole source justification for Crudele-Graybosch to perform this work. Mr. Volpe stated that the sole source justification indicated that the Assessor’s office is presently down two full-time employees, and that Crudele-Graybosch, based on her previous work for the City of Danbury, is the only known vendor with the necessary experience to perform these services. Ms. Murphy moved to award the requisitioned services to Crudele-Graybosch as a sole source at a rate of \$100.00 per hour, in an amount not to exceed \$5,000.00. Mr. Garrick seconded the motion, which was then carried unanimously.

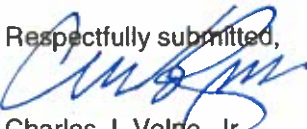
“Payroll & Financial Systems Integration Manager Services – IT Dept.” Mr. Volpe informed the Board that, on July 7, 2022, these services had been awarded to Creative Financial Staffing at a billing rate of \$120.00 per hour, in a total amount not to exceed \$133,800.00. Mr. Volpe reported that Mr. Gentile submitted a memo, dated January 17, 2023, in which he requested the previous award to be increased by \$88,920.00 for the balance of fiscal year 2022-2023. Mr. Gentile moved to declare Creative Financial Staffing a sole source and to allow for the increase as requested. Mr. Garrick seconded the motion. Mr. Gentile stated that the current project manager assigned to this project would continue on. The motion was then carried unanimously.

“Tyler Technologies MUNIS ERP & Payroll-Human Resources Upgrade Project Change Order – Additional Implementation Hours & Addition of MUNIS Staff Recruitment Module – IT Dept.” Mr. Volpe reported that Mr. Gentile submitted a memo, dated January 21, 2023, in which he requested a change order to the existing Tyler Technologies MUNIS upgrade project in the amount of an additional \$159,555.00. Mr. Volpe informed the Board that, in that memo, Mr. Gentile indicated that the change order request is for an additional 312 hours of integrations services at a total cost of \$139,400.00 and the addition of the MUNIS Staff Recruitment Module at a total cost of \$20,155.00. Mr. Gentile moved to allow for the change order as requested, contingent upon Corporation Counsel review of the contract. Mr. Garrick seconded the motion, which was then carried unanimously.

“Request for Payment of Services Performed to Clean Exterior of Property located at 22 Gregory Street – Office of Neighborhood Assistance” Mr. Volpe reported that Mr. Stillman submitted a memo, dated January 18, 2023, in which he is requesting payment to D’Angelo General Construction, in the amount of \$19,000.00, for having performed the subject work. Mr. Volpe informed the Board that their approval is required for this payment because the City’s procurement process was not followed. Mr. Volpe stated that, in his memo, Mr. Stillman indicated that this work was performed as a result of UNIT enforcement and a court order, and that the cost of these cleanup services would be filed as a lien against the property. Mr. Volpe stated that, in his memo, Mr. Stillman indicated that he was not aware that the City’s purchasing process need to be followed in this situation. Mr. Stillman moved to allow for the payment to D’Angelo General Construction as requested in his memo. Mr. Garrick seconded the motion, which 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 10:20 A.M.

Respectfully submitted,



Charles J. Volpe, Jr.
Purchasing Agent

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