



CITY OF DANBURY
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CHARLES J. VOLPE, JR.
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February 7, 2024

To: File

Re: Board of Awards, Wednesday, February 7, 2024

Attending: D. Garrick, Finance Director
R. Edwards, Assistant Corporation Counsel
N. Ballwig, Legal Secretary, Corporation Counsel
T. O'Brien, Chief of Staff, Office of the Mayor
T. Nolan, Superintendent of Public Services
D. Day, Superintendent of Public Utilities
C. Gardner, Chief of Water Distribution, Sewer Collection & Maintenance
W. Lounsbury, Assistant Fire Chief
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 #01-22-23-01 “RFP – State Lobbying Services” Mr. Volpe reported that this bid was previously awarded to the Capitol Hill Group and Sullivan & LeShane for a one-year period, which would be expiring on March 31, 2024. Mr. Volpe informed the Board that the bid allowed for a one-year contract extension by mutual consent. Mr. Volpe informed the Board that both firms corresponded that they would be willing to hold their current contract terms and conditions for an additional year. Mr. Volpe noted that the anticipated total annual budget for these services is \$60,000.00, which would be split evenly between the two firms. Mr. Volpe noted that the annual total expenditure would be split evenly between the City and the Schools. Ms. O'Brien moved to extend the bid award with both firms for an additional year as offered. Mr. Garrick seconded the motion, which was then carried unanimously.

“Financial Auditing Services – Finance Dept.” Mr. Volpe reported that that the Office of the Mayor submitted a request to engage the firm of Clifton Larson Allen, to provide the subject services as required to assist with the 2022 and 2023 audits. Mr. Volpe informed the Board that Clifton Larson Allen would be providing these services per their current State of CT contract award. Ms. O'Brien moved to award the subject services to Clifton Larson Allen as per the State contract, in an amount not to exceed \$100,000.00, and contingent upon execution of an agreement acceptable to the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

Over



“Purchase Automotive Fluids – Equipment Maintenance Dept.” Mr. Volpe reported that the City of Danbury had previously issued a purchase order to LF Powers Company to purchase the subject items in an amount not to exceed \$15,000.00. Mr. Volpe informed the Board that the purchase order was issued to LF Powers based upon their current State of CT contract award. Mr. Volpe reported that the Equipment Maintenance Dept. had now submitted a requisition to amend the initial purchase order by an additional \$4,994.51. 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 as requested and to award the purchase of automotive fluids as needed for the balance of the fiscal year to LF Powers as per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

“Pothole Repair Service – Highway Dept.” Mr. Volpe reported that the Highway Dept. submitted a requisition, made out to Patch Management, Inc., to have the subject service provided at a cost of \$800.00 per ton, in an amount not to exceed \$38,400.00. Mr. Volpe informed the Board that, along with the requisition, the Highway Dept. included a sole source justification for, which indicated that the service provided by Patch Management was proprietary and that no other know product exists or is available from other vendors. Mr. Nolan moved to award the requisitioned service to Patch Management, Inc. as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

“Pavement Markings – Public Works Dept.” Mr. Volpe informed the Board that the State of CT and the Capitol Region Council of Governments (CRCOG) both recently awarded contracts for the subject service for the 2024 paving season. Mr. Volpe noted that contracts were available to the City of Danbury to use. Mr. Volpe stated that Safety Markings was the awarded vendor for both contracts. Mr. Volpe informed the Board that Mr. Veera Karukonda, Traffic Engineer, and Mr. Nolan evaluated both contract awards and determined that the State of CT contract award offered the most favorable pricing. Mr. Nolan moved to award the subject service to Safety Markings as per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #04-22-23-02 “Landscape Trees – Forestry Dept.” Mr. Volpe reported that this bid had previously been awarded to Hardscrabble Farms on May 15, 2023 in the total low bid amount of \$15,725.00. Mr. Volpe informed the Board that, due to the timing of the issued purchase order, seasonality involved with removing the trees from the ground and weather conditions, the vendor was unable to fulfill the order last fiscal year. Mr. Volpe reported that Hardscrabble Farms submitted a revised bid cost in the total of \$16,425.00. Mr. Volpe noted that the second low bidder on the original bid was Ferrandino Enterprises at a bid total of \$52,244.44. Mr. Nolan moved to allow for the price adjustment as proposed by Hardscrabble Farms. Mr. Garrick seconded the motion, which was then carried unanimously.

“Purchase Ultrasonic Water Meters – Public Utilities Dept.” Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to Ti-Sales, to purchase 48 Neptune ultrasonic water meters, ranging in size from 5/8" to 2", in the total quoted amount of \$27,936.48. Mr. Volpe informed the Board that, along with the requisition, the Public Utilities Dept. included a sole source justification for Ti-Sales to provide these water meters. Mr. Volpe stated that the source justification indicated that the Public Utilities Dept. presently has only Neptune and Badger water meter systems installed and that the required meters would need to be compatible with those systems. Mr. Volpe informed the

Board that Ti-Sales is the only authorized Neptune distributor for the Connecticut territory and Stiles Company is the only authorized Badger meter distributor for the Connecticut territory. Mr. Volpe reported that Stiles Company quoted a total cost of \$34,560.60 for the same Badger ultrasonic meters. Mr. Day moved to award the requisitioned water meters to Ti-Sales based on sole source and low quote. Mr. Garrick seconded the motion, which was then carried unanimously.

“Purchase New Cat 289XPS Compact Track Loader with Accessory Work Tools – Public Utilities Dept.” Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to H.O. Penn Machinery, Inc., to purchase the subject equipment at the total quoted price of \$117,508.00. Mr. Volpe informed the Board that H.O. Penn quoted the equipment per their current State of CT contract award. Mr. Gardner moved to award the requisitioned equipment to H.O. Penn Machinery, Inc. as per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

“Purchase New 2024 Ford Maverick XLT AWD Super Crew Trucks (2) – Fire Dept.” Mr. Volpe reported that the Fire Dept. submitted a requisition, made out to National Auto Fleet Group, to purchase the subject trucks at a cost of \$31,302.66/each – total quoted amount of \$62,605.32. Mr. Volpe informed the Board that National Auto Fleet Group quoted the trucks per their current Sourcewell government cooperative contract award. Mr. Volpe informed the Board that the State of CT contract does not currently have a 2024 Ford Maverick being offered. Mr. Volpe noted that Northwest Hills Automotive has a 2024 Chevrolet Colorado LT Crew Cab available at the State of CT contract price of \$31,881.00/each. Mr. Volpe stated that these trucks are being purchased with American Rescue Plan Act (ARPA) funds, and that, in his opinion, the two contract prices would satisfy the City's and ARPA's purchasing requirements. Assistant Chief Lounsbury moved to award the requisitioned trucks to National Auto Fleet Group per the Sourcewell contract, contingent upon PKF O'Connor Davies, the City's financial ARPA consultant, final approval. 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 10:23 A.M.

Respectfully submitted,



Charles J. Volpe, Jr.
Purchasing Agent

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