



CITY OF DANBURY

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CHARLES J. VOLPE, JR.
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March 8, 2023

To: File

Re: Board of Awards, Wednesday, March 8, 2023

Attending: D. Garrick, Finance Director
R. Edwards, Assistant Corporation Counsel
J. Barney, Community Services & Constituent Relations, Office of the Mayor
S. Calitro, Director of Planning & Zoning
C. Henry, HR Generalist, Human Resources Dept.
F. Carvalho, Associate Director of Community Health
M. Sturdevant, Deputy Police Chief
T. Janesky, General Foreman, Highway Dept.
S. Hanley, Superintendent of Public Buildings
N. Kaplanis, Recreation Director
C. Gardner, Chief of Water Distribution, Sewer Collection & Maintenance
D. Natale, Assistant Purchasing Agent
C. Volpe, Purchasing Agent

The Board of Awards convened at 10:01 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 three proposals were received for these services. Mr. Volpe informed the Board that a three-person committee reviewed and scored the proposals based upon relative qualifications, responsiveness and cost. Mr. Volpe stated that, based upon the committee score sheets, Capitol Hill Group ranked first, Sullivan & LeShane ranked second, and Proxenos International ranked third. Mr. Barney stated that the committee determined it would be in the best interest of the City of Danbury to award this work to two firms. Mr. Barney then moved to award this bid to Capitol Hill Group and Sullivan & LeShane, contingent upon execution of professional service contracts acceptable to the City of Danbury. Mr. Garrick seconded the motion. Mr. Volpe noted that, it was his understanding, that the anticipated annual budget amount would be \$60,000.00, and that the approved budget amount would be split evenly between the two firms. Mr. Volpe also noted that the annual total expenditure would be split evenly between the City and the Board of Education. The motion was then carried unanimously.

Bid #03-21-22-03 “RFP – Video Production Services – Office of the Mayor” Mr. Volpe reported that this bid had previously been awarded to Rmedia, LLC of Danbury, CT for a one-year period at the total cost of \$18,000.00. Mr. Volpe informed the Board that the bid award is expiring April 20, 2023 and that it may renewed for an additional year by mutual

Over



consent. Mr. Volpe stated that Ms. Alicia Ghio of Rmedia sent an email, dated February 21, 2023, in which she indicated that Rmedia would be willing to extend their services for an additional year at the same terms and conditions. Mr. Barney moved to extend the bid award with Rmedia, LLC for an additional year as offered, contingent upon execution of a contract extension. Mr. Garrick seconded the motion, which was then carried unanimously.

“Downtown Danbury Zoning Study – Planning & Zoning Dept.” Mr. Volpe reported that Mrs. Calitro submitted a proposal from FHI Studio, dated February 24, 2023, to perform the subject work in the total amount of \$150,000.00. Mr. Volpe informed the Board that, along with the proposal, Mrs. Calitro included a sole source justification for FHI Studio to perform this work. Mr. Volpe stated that the sole source justification indicated that, because FHI Studio was the consultant for the preparation of the 2023 Plan of Conservation and Development, they are extremely knowledgeable of the downtown area, City of Danbury Zoning Regulations, City of Danbury 2022 Affordable Housing Plan, and issues facing and limiting growth in the downtown area. Mrs. Calitro moved to award the proposed work to FHI Studio as a sole source, contingent upon execution of an agreement acceptable to the City of Danbury. Mr. Garrick seconded the motion. Mr. Volpe noted that Mrs. Calitro had also indicated that the cost of these services would be funded through account #CP2223.1220-7000.0802. The motion was then carried unanimously.

“Employment Background Screening Services – Human Resources Dept.” Mr. Volpe reported that the Human Resources Dept. submitted a requisition, made out to ADP, to have the subject services provided on an as required basis, in the estimated amount of \$5,000.00. Mr. Volpe informed the Board that ADP proposed to perform these services per their current Omnia government cooperative contract award. Ms. Henry moved to award the requisitioned services to ADP as per the Omnia contract, contingent upon execution of an agreement acceptable to the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

“Community Health Radio Commercials – Health & Human Services Dept.” Mr. Volpe reported that the Health & Human Services Dept. submitted a requisition, made out to Berkshire Broadcasting, for a schedule of Community Health radio commercials at a total proposed cost of \$18,774.60. Mr. Volpe informed the Board that, along with the requisition, the Health & Human Services Dept. included a sole source justification for Berkshire Broadcasting to broadcast the commercials. Mr. Volpe stated that the sole source justification indicated that Berkshire Broadcasting is located in Danbury and provides the broadest coverage to the greater Danbury area. Ms. Carvalho moved to award the requisitioned radio commercials to Berkshire Broadcasting as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

“Medical Billing Software Subscription – Health & Human Services Dept.” Mr. Volpe reported that the Health & Human Services Dept. submitted a requisition, made out to Practicesuite, Inc., to have the subject service provided at the total estimated annual cost of \$10,899.00. Mr. Volpe informed the Board that, along with the requisition, the Health & Human Services Dept. included three proposals that they had obtained for this service. Mr. Volpe stated that Ms. Carvalho submitted a memo, dated February 28, 2023, in which she recommended the proposal that was submitted by Practicesuite based upon their low pricing, ease of use, comprehensive features and customizable reports. Mr. Volpe stated that the base cost for the Practicesuite subscription was \$224.00 per month, and that there was a one-time software set-up fee of \$500.00. Mr. Volpe stated there would also be credit card processing fees and statement printing and billing fees if the Health & Human Services Dept. need to take advantage of those services. Ms. Carvalho moved to award the requisitioned subscription to Practicesuite, Inc., contingent upon Corporation Counsel

review of their required agreement. Mr. Garrick seconded the motion, which was then carried unanimously.

“Purchase Motorola Mobile Radios (10) for Patrol Vehicles – Police Dept.” Mr. Volpe reported that the Police Dept. submitted a requisition, made out to Motorola Solutions, to purchase ten Motorola APX4500 mobile radios, with related accessory items, at a total cost of \$30,417.25. Mr. Volpe informed the Board that Motorola Solutions quoted the items per their current State of CT Master Contract. Deputy Chief Sturdevant moved to award the requisitioned radio equipment to Motorola Solutions per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #01-22-23-05 “Flowers & Plants – Parks Maintenance Dept.” Mr. Volpe informed the Board that this was an annual bid for items to be purchased on an as needed basis. Mr. Volpe reported that Dom’s Garden Center in Danbury, CT, the incumbent supplier, submitted the only bid. Mr. Janesky moved to award the bid to Dom’s Garden Center. Mr. Garrick seconded the motion, which was then carried unanimously.

RFQ #22-23-02-08 “Emergency Replacement of Heat Pump at Police Headquarters – Public Buildings Dept.” Mr. Volpe reported that this item was declared an emergency and the formal bidding requirements were waived by the Board of Awards at their February 8, 2023 meeting. Mr. Volpe noted that, as a condition of the waiver, an attempt would be made to obtain three competitive quotes. Mr. Volpe informed the Board that three quotes were received for this work. Mr. Volpe stated that Edgerton was low, offering the specified Mitsubishi unit, at a total of \$15,714.00, McKenney Mechanical was the second low, offering an alternate Trane unit, at a total of \$16,900.00, and Sav-Mor Cooling & Heating was high, offering the specified Mitsubishi unit, at a total of \$17,000.00. Mr. Hanley moved to award the bid to Sav-Mor Cooling & Heating. Mr. Garrick seconded the motion. Mr. Hanley informed the Board that he had recent performance issues with work performed by Edgerton. Mr. Hanley stated that he also did not want to go with the alternate Trane unit offered by McKenney Mechanical because the other units in operation at the location are manufactured by Mitsubishi. Mr. Volpe noted that Edgerton, the low bidder, indicated on their bid that they would require 50% of their total cost paid in advance and the balance upon completion. Mr. Volpe stated that Edgerton’s payment terms would not have been acceptable to the City of Danbury. The motion was then carried unanimously.

“Remodel Nurse’s Room at Danbury High School – Public Buildings Dept.” Mr. Volpe reported that the Public Buildings Dept. submitted a requisition, made out to BMP Construction, to have the subject work performed in the total proposed amount of \$22,539.87. Mr. Volpe informed the Board that BMP Construction proposed the work per their current Capitol Regional Council of Governments (CRCOG) on-call construction services contract. Mr. Volpe noted that the City of Danbury is a member of CRCOG. Mr. Hanley moved to award the requisitioned work to BMP Construction as per the CRCOG on-call construction services contract. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #01-22-23-04 “RFP – License/Operation of Vending Truck at Danbury Rogers Park – Recreation Dept.” Mr. Volpe informed the Board that this bid was for monies to be paid to the City of Danbury for the right to operate a vending truck at any of the three designated locations within Rogers Park, for the period April 1, 2023 through October 31, 2023. Mr. Volpe reported that three bids were received – one for each location. Mr. Volpe noted that Tacos y Antojitos La Micheacana offered a price of \$3,000.00 for Location 1 – Softball Fields, J&E Ice Cream offered a price of \$6,000.00 for Location 2 – Playground,

and El Valle del Upano offered a price of \$6,840.00 for Location 3 – Volleyball Courts. Mr. Kaplanis moved to award to each of the three bidders, contingent upon execution of the required license agreement. Mr. Garrick seconded the motion, which was then carried unanimously.

“Purchase New Caterpillar Model 309-07A CR Excavator – Public Utilities Dept.” Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to H.O. Penn Machinery, to purchase the subject item at the total quoted cost of \$197,515.00. Mr. Volpe informed the Board that H.O. Penn quoted the excavator as per their current State of CT contract award. Mr. Gardner moved to award the requisitioned excavator to H.O. Penn as per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

“Emergency Line Stop & Insertion Valve Work – Public Utilities Dept.” Mr. Volpe informed the Board that Mr. Gardner, contacted the Purchasing Dept. last Thursday, March 2, 2023, to report that he was dealing with a water main break and to inquire of the City's on-call line stop and insertion valve bid was still available for use. Mr. Volpe stated that Mr. Gardner was informed that the on-call line stop and insertion valve bid had expired. Mr. Volpe stated that Mr. Gardner advised that Public Utilities Dept. personnel performed a temporary fix and may need a line stop and insertion valve to complete the work. Mr. Volpe stated that Mr. Gardner advised that a public health risk presently exists as the fire flow is substantially limited. Mr. Gardner moved to declare this situation an emergency. Mr. Garrick seconded the motion, which was then carried unanimously. Mr. Gardner advised that quotes for this work were received from Jack Farrelly Company and Underground Testing & Services. Mr. Gardner noted that Garrison did not respond. Mr. Gardner informed the Board that Jack Farrelly Company was low on both the 12" valve and the 16" valve at \$\$12,255.45 and \$25,705.40, respectively. Mr. Gardner then moved to waive the formal bidding requirement and to award to Jack Farrelly Company in an amount not to exceed \$25,705.40. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #02-22-23-05 “Heating Fuels – Public Buildings” Mr. Volpe reported that three bids were received, and that Norbert E. Mitchell Co, Inc. was the low bidder on the fixed price at \$2.9376/gallon and also the optional firm differential at +\$.0675/gallon. Mr. Volpe noted that this bid was for the period July 1, 2023 through June 30, 2024. Mr. Volpe informed the Board that the price of oil dropped considerably after the bid opening yesterday and was also dropping again this morning. Mr. Volpe recommended that the award be made to Mitchell at this time based upon their low firm differential. Mr. Volpe stated that he would look to obtain a fixed price at a better number than that originally offered. Mr. Volpe stated that the fixed price offered was actually not a bad number to work with. Mr. Volpe stated that he had given Mr. Hanley and Mr. John Spang, Chief Finance Officer for Danbury Public Schools, a budget number in December that was quite a bit higher. Mr. Volpe stated that he contacted Mr. Spang about the bid pricing, and that Mr. Spang advised him that he would be good with the low fixed price offered or better. Mr. Volpe stated that he had also discussed this bid and the motor fuels bid with Tradition Energy, the City's energy consultant. Mr. Volpe stated that Tradition Energy indicated that this was not a bad time to consider locking in based upon their price projections for the year. Mr. Hanley moved to award the bid to Norbert E. Mitchell Co., Inc. based upon their low firm differential. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #02-22-23-06 "Motor Fuels – City Departments & Agencies" Mr. Volpe reported that three bids were received, and that Norbert E. Mitchell Co, Inc. was the low bidder on the fixed price at \$2.4668/gallon for Regular Unleaded and \$2.9788/gallon for Diesel, and that they were also low for the firm differential at +\$.0597/gallon. Mr. Volpe noted that this bid was for the period July 1, 2023 through June 30, 2024. Mr. Volpe informed the Board that the price of oil dropped considerably after the bid opening yesterday and was also dropping again this morning. Mr. Volpe recommended that the award be made to Mitchell at this time based upon their low firm differential. Mr. Volpe stated that he would look to obtain a fixed price at a better number than that originally offered. Mr. Janesky moved to award the bid to Norbert E. Mitchell Co., Inc. based upon their low firm differential. 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 10:30 A.M.

Respectfully submitted,


Charles J. Volpe, Jr.
Purchasing Agent

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