



CITY OF DANBURY

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CHARLES J. VOLPE, JR.
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March 22, 2023

To: File

Re: Board of Awards, Wednesday, March 22, 2023

Attending: D. Garrick, Finance Director
R. Edwards, Assistant Corporation Counsel
F. Gentile, Manager of Information Technology
T. Hughes, Construction Services Dept.
D. Petrovich, Assistant City Engineer
F. Carvalho, Associate Director of Community Health
T. Nolan, Superintendent of Public Services
D. Day, Superintendent of Public Utilities
S. Hanley, Superintendent of Public Buildings
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:

“Purchase of Ruggedized Laptop Computers with Mounts for Police Dept. Vehicles – IT Dept.” Mr. Volpe reported that the IT Dept. submitted a requisition, made out to Dell Computer, to purchase fifteen ruggedized laptops with mounts at total cost of \$37,280.85. Mr. Volpe informed the Board that Dell quoted the equipment per their current State of CT contract award. Mr. Volpe reported that a State of CT contract quote was also received from Telreco for Panasonic laptops with mounts at a total cost of \$39,000.00. Mr. Gentile moved to award the requisitioned equipment to Dell Computer as per the State contract, contingent upon approval by PKF O'Connor Davies, the City's outside ARPA financial consultant. Mr. Garrick seconded the motion. Mr. Gentile noted that this request was for lifecycle replacement equipment. The motion was then carried unanimously.

“Purchase of Zebra Thermal Receipt Printers (16), with Related Accessories, for Police Dept. Vehicles – IT Dept.” Mr. Volpe reported that the IT Dept. submitted a requisition, made out to Telreco, to purchase the subject items at the total quoted cost of \$13,920.00. Mr. Volpe informed the Board that Telreco quoted the equipment per their current General Services Administration (GSA) contract award. Mr. Volpe reported two other contract quotes were also obtained for this same equipment. Mr. Volpe noted that Insight Public Sector quoted a total cost of \$14,360.00 per their Omnia government cooperative contract award and CDW-G quoted a total cost of \$15,776.00 per their Capitol Region Educational Council (CREC) contract award. Mr. Gentile moved to award the requisitioned equipment to Telreco per the GSA contract, contingent upon

Over

approval by PKF O'Connor Davies, the City's outside ARPA financial consultant. Mr. Garrick seconded the motion. Mr. Gentile noted that this request was for lifecycle replacement equipment. The motion was then carried unanimously.

"CivicPlus City Website Redesign / Intranet Service Pages Module – IT Dept." Mr.

Volpe reported that the IT Dept. submitted a requisition, made out to CivicPlus, to have the subject work performed at the total first year cost of \$18,309.00, with annual fees of \$3,189.00 going forward. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile included a sole source justification for CivicPlus. Mr. Volpe stated that the sole source justification indicated that proposed system is proprietary to CivicPlus and compatible with their existing website modules presently being used by the City of Danbury. Mr. Gentile moved to award the requisitioned work to CivicPlus as a sole source, contingent upon execution of an agreement acceptable to the City of Danbury and upon approval by PKF O'Connor Davies, the City's outside ARPA financial consultant. Mr. Garrick seconded the motion, which was then carried unanimously.

"Application Support Integrator Services for Intranet Website Project – IT Dept." Mr.

Volpe reported that the IT Dept. submitted a requisition, made out to TEK Systems, to have the subject services performed at a billing rate of \$59.00 per hour, in an amount not to exceed \$18,880.00. Mr. Volpe informed the Board that, in his transmittal memo of March 16, 2023, Mr. Gentile indicated that TEK Systems proposed the services per their current Omnia government cooperative contract award. Mr. Volpe stated that, in that same memo, Mr. Gentile also indicated that the TEK Systems rate of \$59.00 per hour compared favorably to a rate of \$60.00 per hour provided by Computer Integrated Services and to a rate of \$162.00 per hour per the current State of CT contract for IT Services. Mr. Gentile moved to award the requisitioned services to TEK Systems as the low rate obtained and as per their Omnia government cooperative contract, contingent upon approval by PKF O'Connor Davies, the City's outside ARPA financial consultant. Mr. Garrick seconded the motion, which was then carried unanimously.

"Replacement of Playscape Equipment at Morris Street School – Construction Services Dept." Mr.

Volpe reported that the Construction Services Dept. submitted a requisition, made out to Childscapes, to have the subject work performed in the total quoted cost of \$398,833.84. Mr. Volpe informed the Board that Childscapes quoted the work per their current State of CT contract award. Mr. Volpe stated that, along with the requisition, Mr. Hughes included a sole source justification for Childscapes. Mr. Volpe noted that the sole source justification indicated that the City of Danbury had previously standardized on Burke Playscape Equipment, based upon the Park Master Plan prepared by an outside consultant, for the purposes of liability reduction and maintenance. Mr. Volpe noted that Childscapes is the only authorized Burke Playscape dealer for the New England region. Mr. Volpe stated that the quote included State of CT Prevailing Wage Rates. Mr. Volpe noted that a current Prevailing Wage Rate schedule will be obtained upon final approval. Mr. Hughes moved to award the requisitioned work to Childscapes as a sole source and as per the State contract, contingent upon receipt of the State wage rates, performance bond and satisfactory insurance certificate, execution of a contract and contingent upon approval by PKF O'Connor Davies, the City's outside ARPA financial consultant. Mr. Garrick seconded the motion. Mr. Volpe stated that, with the approval of Corporation Counsel, a purchase order would be issued in advance of the contract for this work. The motion was then carried unanimously.

Bid #02-21-22-04 “Danbury Career Academy Comprehensive Architectural Design Services” Mr. Volpe informed the Board that this bid had previously been awarded to Friar Architecture in the total amount of \$3,515,325.00. Mr. Volpe reported that Mr. Petrovich submitted a proposal letter from Friar Architecture, revised March 15, 2023, for additional services in the amount of \$51,500.00. Mr. Volpe noted that the additional services were for significant changes to the approved design drawings. Mr. Petrovich stated that the additional services were requested to value engineer the proposed building design to reduce the projected construction costs. Mr. Petrovich moved to allow for the additional services as proposed. Mr. Garrick seconded the motion. Mr. Petrovich was happy to inform the Board that it was estimated that \$1,850,000.00 would be saved from the construction budget without any impact to the school's required programming. The motion was then carried unanimously.

“Extension of Memorandum of Understanding (MOU) between the City of Danbury and the Association of Religious Communities (ARC) to operate a Homeless Shelter at 41 New Street – Health & Human Services Dept.” Mr. Volpe informed the Board that the subject MOU had previously been awarded to ARC as a sole source, for the period December 1, 2022 through March 31, 2023. Mr. Volpe noted that the executed MOU allowed for an extension at the sole option of the City. Ms. Carvalho moved to extend the MOU as a hold over until June 30, 2023, at the same terms and conditions. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #02-22-23-07 “Propane Autogas – Danbury Board of Education Bus Fleet” Mr. Volpe reported that four bids were received, and that Norbert E. Mitchell Co., Inc. was the apparent low bidder at a cost of \$1.1785/gallon. Mr. Volpe informed the Board that he had reviewed the bid results with Mr. John Spang, Chief Finance Officer for Danbury Public Schools. Mr. Volpe stated that Mr. Spang was unable to attend this meeting, but did send an email yesterday, in which he indicated that he was in favor of awarding to the low bidder. Mr. Volpe moved to award the bid to Norbert E. Mitchell Co., Inc., contingent upon execution of the required contract. Mr. Garrick seconded the motion. Mr. Volpe noted that the low bid price of \$1.1785/gallon was lower than the current price of \$1.49/gallon and lower than the budgeted amount of \$1.50 for next fiscal year that was given by the current supplier this past December. The motion was then carried unanimously.

“Elgin & Broom Bear Sweeper Repair Parts & Service – Equipment Maintenance Dept.” Mr. Volpe reported that the City of Danbury had previously issued a purchase order to CN Wood Enviro for sweeper parts and service on an as needed basis, in an amount not to exceed \$15,000.00. Mr. Volpe informed the Board that the purchase order was issued to CN Wood based upon their current State of CT contract award. Mr. Volpe reported that the Equipment Maintenance Dept. had now submitted a change order request to increase the total purchase order amount by an additional \$15,000.00. Mr. Volpe stated that Board of Awards approval is now 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 and to approve the purchase of additional parts and service as needed for the balance of the fiscal year to CN Wood Enviro, as per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

“Auto Spring Repairs – Equipment Maintenance Dept.” Mr. Volpe reported that the City of Danbury had previously issued a purchase order to Danbury Auto Spring for auto spring repairs on an as needed basis, in an amount not to exceed \$15,000.00. Mr. Volpe informed the Board that the purchase order was issued to Danbury Auto Spring based upon their current State of CT contract award. Mr. Volpe reported that the Equipment

Maintenance Dept. had now submitted a change order request to increase the total purchase order amount by an additional \$5,000.00. Mr. Volpe stated that Board of Awards approval is now 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 and to approve auto spring repairs as needed for the balance of the fiscal year to Danbury Auto Spring, as per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #01-22-23-06 “Furnish & Install Two 2-Ton Electric Chain Hoists with Motorized Trolleys – Public Works Dept.” Mr. Volpe reported PCS Crane Services submitted the only bid at a lump sum total of \$19,982.65. Mr. Nolan moved to award the bid to PCS Crane Services. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #02-22-23-01 “Paving in Place & Related Services” Mr. Volpe informed the Board that this was a unit price bid for work to be performed as directed for the 2023 paving season. Mr. Volpe reported that five bids were received. Mr. Volpe informed the Board that Mr. Nolan provided a spreadsheet, in which he analyzed the bid numbers based upon the last three-year paving quantity average and based upon estimated 2023 quantities. Mr. Volpe stated that the spreadsheet analysis provided by Mr. Nolan showed A&J Construction to be the low bidder in both cases. Mr. Nolan then moved to award the bid to A&J Construction as the overall low bidder based upon his submitted analysis. Mr. Garrick seconded the motion. Mr. Nolan noted that his cost analysis included the asphalt prices as well as the related services prices. The motion was then carried unanimously.

“Purchase Turbidity Testing Equipment and Related Accessory Items – Public Utilities Dept.” Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to Hach Company, to purchase the subject items at the total quoted cost of \$58,667.36. Mr. Volpe informed the Board that, along with the requisition, the Public Utilities Dept. included a sole source justification for the Hach Company equipment. Mr. Volpe stated that the sole source justification indicated that Hach was the manufacturer and sole distributor of the equipment, and that the equipment was to be compatible with existing Hach equipment presently being used. Mr. Volpe stated that he received an email, dated March 13, 2023, from Mr. Kevin Sullo, Hach Regional Sales Manager, which confirmed that Hach does not have any distributors for their equipment. Mr. Day moved to award the requisitioned equipment to Hach Company as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

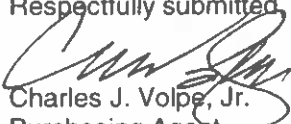
“Engineering Services for Lake Kenosia Well Field Flood Skimming – Public Utilities Dept.” Mr. Volpe reported that the Public Utilities Dept. submitted a proposal from WSP, dated January 6, 2023, to have the subject services performed in the total estimated cost of \$23,250.00. Mr. Volpe informed the Board that WSP proposed the work per their current on-call services contract with the City of Danbury. Mr. Day moved to award the proposed work to WSP as per their on-call services contract with the City of Danbury, contingent upon the availability of funds. Mr. Garrick seconded the motion, which was then carried unanimously.

“Reroof King Street Elementary School – Public Buildings Dept.” Mr. Volpe reported that Mr. Hanley submitted a proposal from Garland/DBS, Inc., to perform the subject work at the total proposed cost of \$1,748,716.00 for the 30-year option. Mr. Volpe informed the Board that Garland/DBS proposed this design-build work per their current Omnia Master Intergovernmental Cooperative Purchasing Agreement. Mr. Volpe reported that Garland/DBS had obtained quotes from four certified installers of their material, and that

Barrett, Inc. of Danbury was the low bidder. Mr. Hanley moved to award the proposed work to Garland/DBS, Inc. as per their Omnia contract, contingent upon execution of an agreement acceptable to the City of Danbury. Mr. Garrick seconded the motion. Mr. Garrick requested that, as previously discussed, Mr. Hanley submit in writing the reasoning for not going through the State of CT for reimbursement and the advantages of using the Omnia design-build contract. Mr. Hanley stated that he would provide that information to Mr. Garrick. 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 10:33 A.M.

Respectfully submitted,



Charles J. Volpe, Jr.
Purchasing Agent

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