



CITY OF DANBURY

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April 5, 2023

To: File

Re: Board of Awards, Wednesday, April 5, 2023

Attending: D. Garrick, Finance Director
R. Edwards, Assistant Corporation Counsel
D. Petrovich, Assistant City Engineer
V. Karukonda, Traffic Engineer
D. Day, Superintendent of Public Utilities
F. Gentile, Manager of Information Technology
D. Natale, Assistant Purchasing Agent
C. Volpe, Purchasing Agent

The Board of Awards convened at 10:08 A.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

Bid #12-22-23-03 “RFP/RFQ – Architectural Services for Danbury High School Science Lab Improvements - Rebid” Mr. Volpe reported that five proposals were received, and that the apparent low bidder was Silver Petrucelli Associates at a summation of \$301,000.00. Mr. Volpe stated that Mayor Dean Esposito approved a selection committee for this bid that consisted of Mr. Petrovich, Mr. Antonio Iadarola, Public Works Director/City Engineer, Mr. Thomas Hughes, Superintendent of Construction Services, and Mr. Kenton Higgins, Staff Engineer. Mr. Volpe informed the Board that Mr. Petrovich sent an email, dated March 30, 2023, in which he indicated that the selection committee reviewed the qualifications and proposals and determined that Silver Petrucelli Associates was the most responsible, qualified proposer. Mr. Petrovich moved to award the bid to Silver Petrucelli Associates in the total proposed amount of \$301,000.00, contingent upon execution of the required professional services contract. Mr. Garrick seconded the motion. Mr. Petrovich informed the Board that the selection committee did a thorough scope review with Silver Petrucelli and confirmed that all requested services were included in their proposal. The motion was then carried unanimously.

“Traffic Guidelines – Engineering Dept.” Mr. Volpe informed the Board that, as a member, the City of Danbury elected to participate in the Capitol Region Council of Government’s (CRCOG) cooperative bid for traffic guidelines. Mr. Volpe reported that Mr. Karukonda reviewed the bids and determined that Safety Markings LLC was the low bidder for the City of Danbury’s requirements. Mr. Karukonda moved to award the traffic guideline work to Safety Markings per the CRCOG bid. Mr. Garrick seconded the motion, which was then carried unanimously.

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“Purchase Hach Chlorine Analyzers – Public Utilities Dept.” Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to Hach Company, to purchase the subject equipment at the total quoted cost of \$35,836.00. 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 the Hach chlorine analyzers would be compatible with existing Hach equipment presently in use. Mr. Volpe noted that Hach Company is the original equipment manufacturer of the chlorine analyzers, and that he recently confirmed with Mr. Kevin Sullo, Hach Regional Sales Manager, that there are no 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.

“CivicPlus City Website Redesign & Annual Maintenance – IT Dept.” Mr. Volpe reported that Mr. Gentile submitted a memo, dated March 28, 2023, with an attached invoice from CivicPlus in the amount of \$26,166.14 for the subject services, covering period of March 23, 2023 through March 22, 2024. Mr. Volpe informed the Board that, along with the memo and invoice, Mr. Gentile included a sole source justification, which indicated that CivicPlus is the developer of the website product presently being used by the City of Danbury. Mr. Gentile moved to award the subject service to CivicPlus as a sole source. Mr. Garrick seconded the motion. Mr. Gentile stated that the cost of these services would be charged to the IT Dept. maintenance budget, and that he would look to proportion the costs between this fiscal year and next fiscal year. The motion was then carried unanimously.

“Purchase Ruggedized Tablets (10) & Related Accessory Items – IT Dept.” Mr. Volpe reported that the IT Dept. submitted a requisition, made out to Dell Computer to purchase the subject items at the total quoted cost of \$21,750.00. Mr. Volpe informed the Board that Dell quoted the equipment per their current State of CT contract award. Mr. Volpe stated that two other State of CT contract quotes were also obtained for this particular request. Mr. Volpe stated that Telreco quoted the Panasonic ruggedized tablets, with the same accessories, at a total cost of \$26,500.00, and Verizon quoted Apple iPads, with ruggedized cases, at a total cost of \$9,049.70. Mr. Volpe stated that this equipment was going to be used by Public Works and Emergency Management, and it was determined that the ruggedized tablets were the better option for the anticipated use. Mr. Volpe stated that the ruggedized tablets were designed to be used under extreme conditions. Mr. Volpe noted that the requisition indicated that the cost of this equipment would be paid for with American Rescue Plan Act (ARPA) funds. Mr. Volpe stated that, in his opinion, the State contract quotes would satisfy the City’s and ARPA procurement requirements. Mr. Gentile moved to award the requisitioned equipment to Dell Computer as the low quote for the ruggedized tablet option, contingent upon approval by PKF O’Connor Davies, the City’s contract financial ARPA consultant. Mr. Garrick seconded the motion. Mr. Gentile informed the Board that this equipment would be used by Emergency Management and Public Works Dept. staff in the event of an emergency. The motion was then carried unanimously.

“Water Damage/Document Restoration – City Hall Water Pipe Break – Public Buildings Dept.” Mr. Volpe informed the Board that, due to extreme low temperatures, a water pipe broke in the main entrance vestibule at City Hall on February 3, 2023. Mr. Volpe stated that Mr. Sean Hanley, Superintendent of Public Buildings, reached out to him to engage a contractor to assist his department with the cleanup. Mr. Volpe stated that the three contracted vendors that were contacted, Belfor, Service Master and American Technologies, were unable to respond to this emergency because they were dealing with

similar emergencies due to the extreme low temperatures. Mr. Volpe stated that he then reached out to Servpro in Danbury to determine if they would be available to assist with this emergency. Mr. Volpe noted that Servpro was not under contract and that they were also dealing with similar emergencies. Mr. Volpe stated that Servpro advised, because they were located here in Danbury, they would rearrange their schedule to assist with our emergency. Mr. Volpe noted that he had emailed Mr. Garrick, Attorney Edwards and Mr. Hanley on February 3, 2023 to advise of this situation. Mr. Volpe stated that, in that email, he advised that he was not sure what the cost of these services would be. Mr. Volpe noted that, in addition to water in the City Hall main lobby, the water had cascaded down into the basement storage room and affected a number a document files stored there. Mr. Volpe stated that the initial cost estimate from Servpro for the cleanup and document restoration services was \$66,913.74. Mr. Volpe stated that Servpro was able to reduce the scope of the services and ultimately submitted an invoice in the amount of \$25,000.00, which is the amount of insurance coverage that the City had for this type incident. Mr. Volpe then moved to allow for payment to Servpro for up to \$25,000.00, contingent upon email confirmation from Mr. Hanley that he was in favor of the complete restoration work. 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 Esposito
J. Giegler
A. Iadarola
S. Kaminski
N. Wagner