



# CITY OF DANBURY

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**CHARLES J. VOLPE, JR.**  
PURCHASING AGENT

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May 3, 2023

To: File

Re: Board of Awards, Wednesday, May 3, 2023

Attending: D. Garrick, Finance Director  
R. Edwards, Assistant Corporation Counsel  
N. Ballwig, Legal Secretary, Office of the Corporation Counsel  
T. Hughes, Superintendent of Construction Services  
T. Janesky, General Foreman, Highway Dept.  
D. Day, Superintendent of Public Utilities  
F. Gentile, Manager of Information Technology  
M. Safranek, Airport Administrator  
S. Hanley, Superintendent of Public Buildings  
C. Volpe, Purchasing Agent

The Board of Awards convened at 10:05 A.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

**“Furnish & Install Sports Lighting at Kaplanis Field – Construction Services Dept.”**

Mr. Volpe reported that the Construction Services Dept. submitted a requisition, made out to Musco Lighting, to have the subject work performed in the total proposed amount of \$240,000.00. Mr. Volpe informed the Board that Musco Lighting proposed the work per their current Sourcewell government cooperative contract award. Mr. Volpe noted that, along with the requisition, Mr. Hughes also included a sole source justification for Musco Lighting to perform this work. Mr. Volpe stated that the source justification indicated that the Musco lighting is presently installed on all the other City sports fields and tennis courts. Mr. Volpe noted that the source justification goes on to indicate that there is a benefit to having all Musco lighting installed in regards to maintenance and replacement parts inventory. Mr. Hughes moved to award the requisitioned work to Musco Lighting as per the Sourcewell contract, and as a sole source, contingent upon execution of an agreement acceptable to the City of Danbury and on approval by PKF O'Connor Davies, the City's ARPA financial consultant. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Installation of Pickleball Courts (6) at Rogers Park – Construction Services Dept.”**

Mr. Volpe reported that the Construction Services Dept. submitted a requisition, made out to RS Site & Sports, to have the subject work performed in the total proposed amount of \$33,800.00. Mr. Volpe informed the Board that RS Site & Sports quoted this work per their current Equalis Group government cooperative contract award. Mr. Volpe noted that the

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City of Danbury recently became a member of the Equalis Group cooperative. Mr. Hughes moved to award the requisitioned work to RS Site & Sports per the Equalis Group contract. Mr. Garrick seconded the motion, which was then carried unanimously.

**RFQ #21-22-04-14 “Hydraulic Repairs – Equipment Maintenance Dept.”** Mr. Volpe reported that, based upon the subject RFQ, a purchase had been issued to T&G Sales and Service, for hydraulic repairs as required in an amount not to exceed \$15,000.00. Mr. Volpe noted that, as a back-up vendor to T&G, a purchase order had been also issued to C&C Hydraulics in an amount not to exceed \$1,000.00 per the same RFQ. Mr. Volpe informed the Board that the Equipment Maintenance Dept. had now submitted a request to amend the T&G Sales and Service order by an additional \$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. Janesky moved to approve the amendment request and to award hydraulic repairs RFQ to T&G Sales and Service, with C&C Hydraulics included as a back-up vendor. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Purchase of OEM Ford Repair Parts – Equipment Maintenance Dept.”** Mr. Volpe reported that the City of Danbury had issued a purchase order to Colonial Ford to purchase OEM Ford parts as needed in an amount not to exceed \$15,000.00. Mr. Volpe informed the Board that the order was issued to Colonial Ford on a sole source basis. Mr. Volpe stated that Colonial Ford is the only local Ford dealer. Mr. Volpe stated that the Equipment Maintenance Dept. uses Colonial Ford to supplement the City’s automotive parts bid, when it is determined by the mechanics that it would be in the best interest of the City to use an OEM part or parts for a particular repair, and to supplement the State of CT bid for award with Tasca Ford for OEM Ford parts when the parts are needed same day. Mr. Volpe informed the Board that the Equipment Maintenance Dept. had now submitted a request to amend the Colonial Ford order by an additional \$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. Janesky moved to allow for the amendment and to award the purchase of OEM Ford parts from Colonial Ford as a sole source. Mr. Garrick seconded the motion. Mr. Volpe informed the Board that the Purchasing Dept. is planning on issuing its own bid for OEM automotive repair parts next fiscal year. The motion was then carried unanimously.

**“Repair Structural Damage at the Pleasant Acres Pump Station – Public Utilities Dept.”** Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to BMP Construction, to have the subject work performed in the total proposed amount of \$17,017.24. Mr. Volpe informed the Board that BMP Construction proposed the work per their current Capitol Region Council of Governments (CRCOG) on-call construction services contract. Mr. Volpe noted that the City of Danbury is a member of CRCOG and can make use of that contract. Mr. Day moved to award the requisitioned work to BMP Construction as per the CRCOG on-call construction services contract. Mr. Garrick seconded the motion. Mr. Garrick noted that the cost of this work was being covered through the owner’s insurance of the vehicle that damaged the building. The motion was then carried unanimously.

**“Applications Support Integrator Services – IT Dept.”** Mr. Volpe reported that these services had previously been awarded to TEK Systems at a billing rate of \$59.00 per hour, in an amount not to exceed \$110,035.00. Mr. Volpe informed the Board that the initial award to TEK Systems was based upon them having a comparatively low billing rate. Mr.

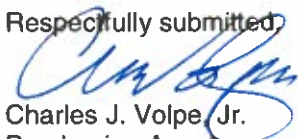
Volpe reported that Mr. Gentile submitted a change order request to increase the previous award amount by an additional \$12,980.00 to cover additional required services at the same billing rate of \$59.00 per hour. Mr. Gentile moved to allow for the change order as requested. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Emergency Replacement of Gate and Operator – Municipal Airport”** Mr. Volpe reported that the Airport submitted a requisition, made out to Architectural Fence & Gate Fabricators, to have the subject work performed in the quoted amount of \$12,750.00. Mr. Volpe informed the Board that the quoted amount was over the City’s sealed bid limit of \$10,000.00. Mr. Volpe stated that Mr. Safranek informed him that the existing gate and operator is damaged beyond repair, which has presented safety and security concerns. Mr. Safranek moved to declare this situation an emergency and to waive the formal bidding requirements. Mr. Garrick seconded the motion. The motion was then carried unanimously. Mr. Volpe reported that, in addition to the quote of \$12,750.00 by Architectural Fence & Gate, two other quotes were obtained for this work – Connecticut Fence at a total cost of \$18,040.00 and Roots Landscaping at a total cost of \$14,343.00. Mr. Safranek moved to award the repair work to Architectural Fence & Gate as the low quote. Mr. Garrick seconded the motion, which was then carried unanimously.

At this point in the meeting, Mr. Hanley moved to add **“Replace/Upgrade Building Management System (BMS) at City Hall”** to the agenda as an emergency. Mr. Garrick seconded the motion. Mr. Hanley informed the Board that the existing BMS at City Hall failed and is beyond repair. Mr. Hanley stated that the existing BMS is at its end of life and repair parts are no longer available. Mr. Hanley stated that the BMS is responsible for controlling the temperature in the building. The motion was then carried unanimously. Mr. Volpe then reported that Mr. Hanley submitted a requisition, made out to SNE Building Systems, to have the subject work performed in the total quoted amount of \$54,800.00. Mr. Volpe stated that, along with the quote, Mr. Hanley included a sole source justification, which indicated that this repair and upgrade work is for a specific brand of equipment that is only available from SNE Building Systems. Mr. Hanley moved to award the proposed work to SNE Building Systems as a sole source. 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 10:25 A.M.

Respectfully submitted,



Charles J. Volpe, Jr.  
Purchasing Agent

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