



CITY OF DANBURY

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CHARLES J. VOLPE, JR.
PURCHASING AGENT

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May 17, 2023

To: File

Re: Board of Awards, Wednesday, May 17, 2023

Attending: D. Garrick, Finance Director
R. Edwards, Assistant Corporation Counsel
N. Ballwig, Legal Secretary, Office of the Corporation Counsel
W. Lounsbury, Assistant Fire Chief
V. Werner, Director of Human Resources
T. Hughes, Superintendent of Construction Services
F. Gentile, Manager of Information Technology
D. Natale, Assistant Purchasing Agent
C. Volpe, Purchasing Agent

The Board of Awards convened at 10:07 A.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

“Injury Prevention and Health and Wellness Program – Fire Dept.” Mr. Volpe reported that these services were previously awarded to First Response Health and Wellness for a one-year period at the annual rate of \$25,000.00, payable in equal monthly installments. Mr. Volpe informed the Board that the previous award period is expiring June 30, 2023, and that the agreement may be renewed for an additional year by mutual consent. Mr. Volpe stated that First Response Health and Wellness proposed to extend their services for an additional year at the annual cost of \$27,000.00, payable in equal monthly installments. Assistant Chief Lounsbury moved to extend the agreement with First Response Health and Wellness for additional year as proposed. Mr. Garrick seconded the motion. Assistant Chief Lounsbury noted that the impact of this program was evident in the performance of the firefighters fighting a recent structure fire on Main Street. The motion was then carried unanimously.

RFQ #20-21-8-01 “Background Screening Services – Human Resources Dept.” Mr. Volpe reported that these services had previously been awarded to Employers Reference Source, Inc. (ERS) for a one-year period, which expired September 2022. Mr. Volpe informed the Board that ERS advised that they could not extend their current bid prices for an additional year. Mr. Volpe stated that a new bid had been issued for these services and ERS was the only vendor that responded. Mr. Volpe stated that several other vendors that were awarded government cooperative contracts were also evaluated. Mr. Volpe stated that ADP was eventually awarded these services per their Omnia government cooperative contract award, contingent upon execution of an agreement acceptable to the City of Danbury. Mr. Volpe stated that there are some issues with the ADP contract that are still in the process of being worked out. Mr. Volpe stated in the meantime the Human Resources

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Dept. is continuing with ERS for these services. Mr. Volpe stated that ERS had a new fee schedule that went into effect on February 1, 2023. Mrs. Werner moved to continue with ERS at the revised fee schedule until such time that the ADP contract can be finalized or a new source selected. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #06-19-20-01 "RFP – Testing & Consulting Services – Human Resources Dept."

Mr. Volpe reported that this bid had previously been awarded to Resource Management Associates (RMA) for a one-year period. Mr. Volpe informed the Board that the previous award period expired, and that the bid award could be renewed for an additional year by mutual consent. Mr. Volpe stated that Mr. Steven Hale sent an email, dated May 10, 2023, in which he offered to extend his existing rates through December 31, 2023. Mrs. Werner moved to extend the bid award with RMA through December 31, 2023 as offered. Mr. Garrick seconded the motion, which was then carried unanimously.


"Purchase of Burke Playscape Repair Parts – Construction Services Dept." Mr. Volpe reported that Mr. Hughes submitted an estimate from Childscapes, dated May 3, 2023, for the subject items in the total amount of \$52,473.17. Mr. Volpe informed the Board that Childscapes quoted the items per their current State of CT contract award. Mr. Volpe stated that, along with the estimate, Mr. Hughes included a sole source justification, which indicated that Childscapes is the only authorized Burke equipment dealer for the Connecticut territory, and that the parts to be purchased are to be compatible with existing Burke equipment. Mr. Hughes moved to award the estimated equipment to Childscapes as per the State contract and as a sole source, contingent upon PKF O'Connor Davies, the City's ARPA financial consultant, approval. Mr. Garrick seconded the motion, which was then carried unanimously.

"Purchase Tower Computers, Monitors & Related Accessory Items for Public Safety – IT Dept."

Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Dell Computer to purchase 30 tower computers, with wired mice and wireless keyboards, and 45 monitors at a total quoted cost of \$41,412.75. Mr. Volpe informed the Board that Dell Computer quoted the equipment per their current State of CT contract. Mr. Volpe reported that he had also obtained a State contract quote from Wholesale Computer for Lenovo equipment in the total amount of \$44,835.00. Mr. Gentile moved to award the requisitioned computer equipment to Dell Computer as the low quote per the State contract, contingent upon PKF O'Connor Davies, the City's ARPA financial consultant, approval. Mr. Garrick seconded the motion. Mr. Garrick asked where this computer equipment would be used. Mr. Gentile advised that this equipment was for lifecycle replacements at the Police Dept. and Fire Dept. 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 10:17 A.M.

Respectfully submitted,


Charles J. Volpe, Jr.
Purchasing Agent

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