



**CITY OF DANBURY**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

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

(203) 797-4571 PHONE  
(203) 796-1527 FAX  
c.volpe@danbury-ct.gov

June 21, 2023

To: File

Re: Board of Awards, Wednesday, June 21, 2023

Attending: D. Garrick, Finance Director  
R. Edwards, Assistant Corporation Counsel  
C. Gardner, Chief of Water Distribution, Sewer Collection & Maintenance  
F. Gentile, Manager of Information Technology  
D. Natale, Assistant Purchasing Agent  
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:

**“Purchase New 2024 Chevrolet Silverado 2500HD 4WD Crew Cab – Public Utilities Dept.”** Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to National Auto Fleet Group, to purchase the subject vehicle at a total cost of \$52,608.38. Mr. Volpe informed the Board that National Auto Fleet Group quoted the vehicle per their current Sourcewell government cooperative contract award. Mr. Gardner moved to award the requisitioned truck to National Auto Fleet Group per the Sourcewell contract. Mr. Garrick seconded the motion, which was then carried unanimously.

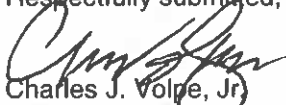
**“Payroll & Financial Systems Integration Manager Services for Fiscal Year 2023-2024 – IT Dept.”** Mr. Volpe informed the Board that these services had previously been awarded to Creative Financial Staffing (CFS) for fiscal year 2022-2023 at a billing rate of \$120.00 per hour. Mr. Volpe noted that the previous award to CFS was based upon them having a comparatively low billing rate. Mr. Volpe reported that Mr. Gentile submitted a memo, dated June 19, 2023, in which he requested an extension of these same services into fiscal year 2023-2024 at the same billing rate of \$120.00 per hour, in an initial amount not to exceed \$133,800.00. Mr. Volpe informed the Board that, along with his memo, Mr. Gentile included a sole source justification for CFS to continue to provide these services. Mr. Volpe stated that the sole source justification indicated that CFS would be providing the same resource that has been assigned to this project from the beginning. Mr. Gentile moved to award the subject services to CFS as requested as a sole source. Mr. Garrick seconded the motion. Mr. Gentile informed the Board that this was a partial year award, and that he will review the need for an extension once the Payroll and Human Resource system implementations are completed. The motion was then carried unanimously.

Over



Having no further business to come before the Board, Mr. Volpe asked for a motion to adjourn. Attorney Pinter made a motion to adjourn. Mr. Garrick seconded the motion, which was then carried unanimously. The Board of Awards adjourned at 10:10 A.M.

Respectfully submitted,



Charles J. Volpe, Jr.  
Purchasing Agent

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