



# CITY OF DANBURY

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

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July 12, 2023

To: File

Re: Board of Awards, Wednesday, July 12, 2023

Attending: D. Garrick, Finance Director  
R. Edwards, Assistant Corporation Counsel  
N. Ballwig, Legal Secretary, Corporation Counsel  
R. Thode, Fire Chief  
S. Hanley, Superintendent of Public Buildings  
A. Iadarola, Public Works Director/City Engineer  
D. Day, Superintendent of Public Utilities  
T. Nolan, Superintendent of Public Services  
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:

**“Annual Assessment for Medical Frequency Coordination Services – Fire Dept.”** Mr. Volpe reported that the Fire Dept. submitted a requisition, made out to Northwest CT Public Safety, to have the subject services performed in the total amount of \$35,571.00. Chief Thode moved to award the requisitioned services to Northwest CT Public Safety as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

**RFQ #21-22-05-20 “Alarm Monitoring & Maintenance Services – Various Buildings”** Mr. Volpe reported that this bid had previously been awarded to United Alarm Services, Inc. for a one-year period, which expired on June 30, 2023. Mr. Volpe informed the Board that the bid allowed for a one-year extension by mutual consent. Mr. Volpe reported that United Alarm Services corresponded that they would be willing to hold their current bid pricing for an additional year. Mr. Hanley moved to extend the bid award with United Alarm Services for an additional year at the same bid pricing as offered. Mr. Garrick seconded the motion, which was then carried unanimously.

**Bid #02-21-22-03 “Custodial Services – Public Buildings”** Mr. Volpe reported that this bid had previously been awarded to Custom Care Building Services for a one-year period, which expired on June 30, 2023. Mr. Volpe informed the Board that the bid allowed for a one-year extension with a 3% price increase. Mr. Hanley moved to extend the bid award with Custom Care Building Services for one-year with the 3% price increase. Mr. Garrick seconded the motion, which was then carried unanimously.

Over



**“Annual Fire Alarm Test, Inspection & Cleaning for Danbury School Buildings (22) – Public Buildings Dept.”** Mr. Volpe reported that the Public Buildings Dept. submitted a quote from United Alarm Services, dated June 29, 2023, to perform the subject work in an amount not to exceed \$39,300.00. Mr. Volpe informed the Board that United Alarm quoted the work per their current time and material bid award for alarm services. Mr. Hanley moved to award the quoted work to United Alarm per the time and material bid for alarm services. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Renewal of Annual Building Operation Management Software System Maintenance & Support – Public Buildings”** Mr. Volpe reported that Public Buildings Dept. submitted a requisition, made out to Brightly Software, to have the subject service provided in the total amount of \$58,916.64. Mr. Volpe informed the Board that, along with the requisition, the Public Buildings Dept. included a sole source justification, which indicated that Brightly Software is the developer of the proprietary software system presently being used. Mr. Hanley moved to award the requisitioned service to Brightly Software as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Renewal of Annual Trane HVAC Equipment Maintenance Agreements (4) – Public Buildings”** Mr. Volpe reported that the Public Buildings Dept. submitted four requisitions, all made out to Trane US, for the subject work. Mr. Volpe noted that the proposed cost for City Hall was at \$7,500.00, the Head Start School at \$10,249.00, the Public Library at \$8,701.00 and the Beaver Brook Administration Building at \$8,244.00. Mr. Volpe informed the Board that Trane proposed the maintenance services per their current Omnia government cooperative contract award. Mr. Hanley moved to award the requisitioned maintenance agreements to Trane US as per the Omnia government cooperative contract. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Danbury High School Nurse’s Office Renovation – Public Works Dept.”** Mr. Volpe reported that the Public Buildings Dept. submitted a proposal from BMP Construction to perform the subject in the total amount of \$96,544.89. 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. Iadarola noted that the City had previously issued a purchase order to BMP Construction for this work in the amount of \$22,539.87. Mr. Iadarola then moved to amend the previous purchase order with BMP Construction by an additional \$74,005.02, for a new total of \$96,544.89. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Osborne Street Sidewalk Project – Construction Services Dept.”** Mr. Volpe reported that Mr. Hughes submitted a proposal from Reliable Excavating Co., Inc. to perform the subject work at a total cost of \$99,098.50. Mr. Volpe informed the Board that Reliable Excavating proposed the work per their current on-call sidewalk replacement bid with the City of Danbury. Mr. Iadarola moved to award the proposed sidewalk to Reliable Excavating as per their on-call bid. Mr. Garrick seconded the motion. Mr. Volpe noted that it was indicated to him that the cost of the work would be paid for through CP2021BND.3041-7000.0358. The motion was then carried unanimously.

**“Purchase New 2024 Chevrolet Blazer AWD 4DR LT – Public Utilities Dept.”** Mr. Volpe reported that the Public Utilities Dept. submitted a quote from National Auto Fleet Group to provide the subject vehicle at a total cost of \$42,595.30. Mr. Volpe informed the Board that National Auto Fleet Group quoted the vehicle per their current Sourcewell government cooperative contract award. Mr. Day moved to award the quoted vehicle to National Auto Fleet Group per the Sourcewell contract. Mr. Garrick seconded the motion, which was then carried unanimously.

**RFQ #22-23-06-15 “Laboratory Analysis – Public Utilities Dept.”** Mr. Volpe informed the Board that this was an annual bid for a variety of lab tests to be performed on an as required basis. Mr. Volpe reported that four bids were received, and that the apparent low bidder was York Analytical/Aqua Environment Laboratories at a lump sum total of \$21,443.00. Mr. Volpe informed the Board that Mr. David Scalzo, Chief of Water Quality and Technical Services, sent an email in which he detailed a number of performance related issues that he had experienced with York Analytical/Aqua Environment Laboratories this past year. Mr. Volpe stated that Mr. Scalzo indicated that it would be in the best interest of the City of Danbury to award this bid to Phoenix Environmental, the second low bidder, at a lump sum total of \$22,774.00. Mr. Volpe noted that the performance issues reported by Mr. Scalzo were serious and impacted State of CT compliance requirements. Mr. Day moved to award this bid to Phoenix Environmental, the second low bidder. Mr. Garrick seconded the motion, which was then carried unanimously.

**“City of Danbury Share of Cost for Household Hazardous Waste Days – Public Utilities Dept.”** Mr. Volpe reported that the Public Buildings Dept. submitted a requisition, made out to Housatonic Resources Recovery Authority (HRRA), to allow for the payment of the City of Danbury’s share of the cost for participation in three Household Hazardous Waste events. Mr. Volpe detailed Danbury’s share of the costs for the 2023 events as follows: April 13 in Danbury at \$10,618.42, May 15 in Newtown at \$2,220.33 and June 3 in Bethel at \$3,632.01 – total of \$16,470.76. Mr. Volpe noted that these were contractual costs that the City of Danbury was required to pay as a member of HRRA. Mr. Day moved to allow for payment of the Household Hazardous Waste event costs as noted. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Purchase IDEXX Lab Reagents – Public Utilities Dept.”** Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to Idexx Laboratories, to purchase the subject items at the total quoted cost of \$16,426.52. Mr. Volpe informed the Board that, along with the requisition, the Public Utilities Dept. included a sole source justification for Idexx Laboratories. Mr. Volpe noted that the sole source justification indicated that certain lab reagents manufactured by Idexx were required to maintain compliance with public water standards. Mr. Volpe noted that Idexx Laboratories, the manufacturer, submitted a letter, which indicated that they are the sole distributor of the required reagents. Mr. Day moved to award the requisitioned items to Idexx Laboratories as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Renewal of Annual Hach Laboratory Equipment Service Agreement – Public Utilities Dept.”** Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to Hach Company, to have the subject service provided in the total amount of \$20,685.00. Mr. Volpe informed the Board that, along with the requisition, the Public Utilities Dept. included a sole source justification, which indicated that Hach is the original equipment manufacturer of the instruments to be maintained. Mr. Day moved to award the requisitioned service to Hach Company as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Purchase New JCB Forklift – Public Utilities Dept.”** Mr. Volpe reported that the Public Utilities Dept. submitted a quote from Northland JCB to furnish a new JCB Model #505-20TC forklift at a total cost of \$92,193.30. Mr. Volpe informed the Board that Northland JCB quoted the forklift per their current Sourcwell government cooperative contract award. Mr. Day moved to award the quoted forklift to Northland JCB per the Sourcwell contract. Mr. Garrick seconded the motion. Mr. Volpe noted that it was indicated that the cost of the forklift would be paid for through WWTP Upgrade Funds #WWTP2018.9506. The motion was then carried unanimously.

**“Pump Upgrades at the Beaver Brook Pump Station – Public Utilities Dept.”** Mr. Volpe reported that the Public Utilities Dept. submitted a Construction Services Agreement for Veolia Water to perform the subject work in the total proposed amount of \$99,039.00. Mr. Volpe informed the Board that Veolia Water proposed this work as additional to their operating agreement with the City of Danbury for the Waste Water Treatment Plant (WWTP). Mr. Day moved to award the proposed work to Veolia Water as per their operating agreement for the WWTP, contingent upon execution of the Construction Services Agreement. Mr. Garrick seconded the motion. Mr. Volpe noted that it was indicated that the cost of the work would be paid for through Sewer Capital Funds CP1415 and CP2223. The motion was then carried unanimously.

**RFQ #22-23-05-14 “Tire Service Charges – Various Departments”** Mr. Volpe reported that this bid was for services to be provided on an as required basis for a one-year period. Mr. Volpe reported that Mohawk Tire, Belardinelli Tire and Pete’s Tire all responded with their rates. Mr. Volpe informed the Board that all three vendors provide tires as needed under the current State of CT contract. Mr. Nolan moved to award the bid to all three vendors for work as needed. Mr. Garrick seconded the motion, which was then carried unanimously.

**Bid #02-22-23-02 “Paving Related Road Reclamation”** Mr. Volpe reported that this was a unit price bid for work to be performed as required during the 2023 paving season. Mr. Volpe reported that six bids were received. Mr. Nolan moved to award the bid to A&J Construction as the low bidder for all work area size 5001+ square yards, contingent upon execution of the required contract. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Annual Public Meeting Streaming Captioning & Minute Taking Services – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Granicus, to provide annual streaming, archiving and captioning services in the amount of \$49,202.07, and minute taking services in the estimated amount of \$14,000.00. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification and a three-year agreement from Granicus. Mr. Volpe stated that the sole source justification indicated that only Granicus could provide these services for their system that is presently installed. Mr. Volpe noted that Granicus proposed a cost of \$51,170.15 for fiscal year 2024/2025 and \$53,216.96 for fiscal year 2025/2026 for the annual streaming, archiving and captioning services. Mr. Gentile moved to award the requisitioned services to Granicus as a sole source, contingent upon execution of an agreement acceptable to the City of Danbury. Mr. Garrick seconded the motion. Mr. Gentile noted that he requested a multi-year agreement in effort to better control the cost. The motion was then carried unanimously.

**“Annual Tax Collector QDS Software System Maintenance – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Equality Valuation Services, to provide the subject services in the total amount of \$22,661.90. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for Equality Valuation Services. Mr. Volpe stated that the sole source justification indicated that Equality Valuation Services is the developer of the software system presently being used by the Tax Collector. Mr. Gentile moved to award the requisitioned service to Equality Valuation Services as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Annual Tax Assessor QDS & CAMA Software Systems Maintenance – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Equality Valuation Services, to provide the subject services in the total amount of \$35,919.28. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for Equality Valuation Services. Mr. Volpe stated that the sole source justification indicated that Equality Valuation Services is the developer of the software systems presently being used by the Tax Collector. Mr. Gentile moved to award the requisitioned service to Equality Valuation Services as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Annual Sophos Firewall & End Point Anti-Virus Maintenance – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Trebron Security, to provide the subject services at a proposed annual cost of \$35,932.00 based on a three-year term. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for Trebron Security. Mr. Volpe stated that the sole source justification indicated that Trebron Security is the Sophos designated Value-Added Reseller (VAR) for the City of Danbury account. Mr. Gentile moved to award the requisitioned services to Trebron Security as a sole source, contingent upon execution of an agreement acceptable to the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Annual Mitel Phone System Maintenance & Support – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Total Communications, to provide the annual maintenance at a cost of \$7,737.06, and support services as required, on a time and material basis, in the estimated amount of \$15,000.00. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for Total Communications. Mr. Volpe stated that the sole source justification indicated that these services were spun off to Total Communications from Frontier Communications, the company that originally installed the Mitel VOIP phone system presently being used by the City of Danbury. Mr. Gentile moved to award the requisitioned services to Total Communications as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Annual Permitting & Licensing Software System Maintenance – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Opengov, Inc., to provide the subject services at the first-year cost of \$83,011.13 for a three-year term. Mr. Volpe noted that the cost of year #2 would be at \$86,801.69 and year #3 would be at \$90,781.78. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for Opengov, Inc. Mr. Volpe stated that the sole source justification indicated that Opengov, Inc. is the developer of the proprietary permitting and licensing system presently being used. Mr. Gentile moved to award the requisitioned services to Opengov, Inc. as a sole source, contingent upon execution of an agreement acceptable to the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Annual License & Support for NEOGOV Recruitment System – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to NEOGOV, to provide the subject services at a total cost of \$19,883.21. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for NEOGOV. Mr. Volpe stated that the sole source justification indicated that NEOGOV is the developer of the proprietary recruitment system presently being used. Mr. Gentile moved to award the

requisitioned services to NEOGOV as a sole source. Mr. Garrick seconded the motion. Mr. Gentile informed the Board that these services would be provided through the MUNIS system scheduled to be installed by next year. The motion was then carried unanimously.

**“Annual Primary Fiber Internet Service Provider – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Crown Castle Fiber, to provide the subject services for the first year of a three-year term at a cost of \$2,310.00 per month. Mr. Volpe stated that this is also a dark fiber lease charge of \$75.00 per month based upon a twenty-year agreement that was executed in January 2016. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for Crown Castle Fiber. Mr. Volpe stated that the sole source justification indicated that Crown Castle Fiber presently used by the State of CT as their standard fiber-based internet access provider and provides fiber network background for the State's wide area network. Mr. Volpe stated that the sole source justification goes on to indicate that the State's service relationship with Crown Castle Fiber would provide the City of Danbury with redundancies and performance guarantees. Mr. Gentile moved to award the requisitioned services to Crown Castle Fiber as a sole source, contingent upon execution of any required agreement. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Annual Cable TV & Remote Site Internet Services – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Comcast, to provide the subject services in the estimated annual amount of \$71,000.00. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for Comcast. Mr. Volpe stated that the sole source justification indicated that Comcast is the only vendor capable of providing cost effective network extensions and cable TV services in the Danbury area. Mr. Volpe stated that the sole source justification goes on to indicate that, after investigation, there were no lower cost alternatives available presently. Mr. Gentile moved to award the requisitioned services to Comcast as a sole source. Mr. Garrick seconded the motion. Mr. Gentile noted that he would be initiating a cost review of the Comcast provided services. The motion was then carried unanimously.

**“Annual Maintenance & Support for City Website – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Civicplus, to provide the subject services at a total cost of \$27,749.13. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for Civicplus. Mr. Volpe stated that the sole source justification indicated that Civicplus is the developer of the proprietary website system presently being used. Mr. Gentile moved to award requisitioned services to Civicplus as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Annual 311 Information Services System Hosting & Maintenance – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Catalis Public Works & Citizen Engagement, to provide the subject services for the first year of a four-year term at a cost of \$27,917.98. Mr. Volpe stated that the cost for year #2 would be at \$29,593.06, year #3 at \$31,368.64 and year #4 at \$33,250.76. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for Catalis Public Works & Citizen Engagement. Mr. Volpe stated that the sole source justification indicated that Catalis Public Works & Citizen Engagement is the developer of the 311 system presently being used by the City of Danbury. Mr. Gentile moved to award the requisitioned services to Catalis Public Works & Citizen Engagement as a sole source, contingent upon execution of an agreement acceptable to the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.


**“Annual GIS System Support, Maintenance & Updates – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to CAI Technologies, to provide internal GIS system maintenance at \$10,000.00 and tax map maintenance at \$9,300.00 – total of \$19,300.00. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for CAI Technologies. Mr. Volpe stated that the sole source justification indicated that CAI Technologies is the developer of the proprietary GIS system presently being used. Mr. Gentile moved to award requisitioned services to CAI Technologies as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Annual Kronos Telestaff Timekeeping System Maintenance & Support – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Kronos, to provide the subject service at the total cost of \$30,786.00. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for Kronos. Mr. Volpe stated that the sole source justification indicated that Kronos is the developer of the proprietary timekeeping system presently being used. Mr. Gentile moved to award requisitioned services to Kronos as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Electric Energy Supply for City & School Buildings”** Mr. Volpe informed the Board that, through Tradition Energy’s Omnia government cooperative contract award, the City is presently locked-in with Constellation Energy at a rate of \$.0786/kWh through December 2024. Mr. Volpe informed the Board that Mr. Jeff Mayer, Tradition Energy account representative, reached out to him to have the City consider taking advantage of the recent drop in electric supply rates and extend the current agreement for an additional three-year term beyond the December 2024 expiration. Mr. Volpe stated that, under the Omnia contract, he directed Tradition Energy to reach out for competitive rates quotes for the City to consider. Mr. Volpe stated that Tradition Energy reported that Constellation Energy responded with the lowest cost proposal for the three-year extension at a rate of \$.10390/kWh. Mr. Volpe stated that Tradition Energy recommended that the City extend their current contract for the period December 2024 to December 2027 at the rate of \$.10390/kWh. Mr. Volpe stated that, after conferring with Mr. Garrick and Mr. John Spang, Chief Finance Officer for Danbury Public Schools, the decision was made to extend the electric supply agreement as recommended. Mr. Volpe stated that, because the rates are time sensitive and only valid for the day when quoted, he directed Tradition Energy to lock-in the electric supply rate at \$.10390/kWh for the period December 2024 through December 2027. Mr. Volpe then made a motion to ratify the action that he had taken for the extended lock-in. 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 10:50 A.M.

Respectfully submitted,



Charles J. Volpe, Jr.  
Purchasing Agent

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