



# CITY OF DANBURY

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

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July 19, 2023

To: File

Re: Board of Awards, Wednesday, July 19, 2023

Attending: D. Garrick, Finance Director  
R. Edwards, Assistant Corporation Counsel  
F. Carvalho, Acting Director of Health & Human Services  
M. Cassavechia, Director of Emergency Management  
K. Pearson, Library Director  
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 10:00 A.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

**“Medical Consulting Services – Health & Human Services Dept.”** Mr. Volpe reported that these services were previously awarded to William Begg III, MD for a one-year period, which expired on June 30, 2023. Mr. Volpe informed the Board that the agreement that was executed with Dr. Begg allowed for the renewal of an additional year, through June 30, 2024, at the same rate of \$1,250.00 per month. Ms. Carvalho moved to extend the contract award with William Begg III MD for an additional year at the same billing rate. Mr. Garrick seconded the motion, which was then carried unanimously.

**“NP Rental Agreement – Affordable Housing Units – Health & Human Services Dept.”** Mr. Volpe reported that the Health & Human Services Dept. submitted a proposal letter from NP Rentals & Management, dated July 12, 2023, to provide consulting services relative to affordable housing units, for a one-year period, at a rate of \$400.00 per unit, with any required additional consulting services at a rate of \$175.00 per hour – estimated annual cost of \$5,000.00. Mr. Volpe informed the Board that, along with the proposal letter, the Health & Human Services Dept. included a sole source letter for NP Rental & Management, which indicated that they are the only known area vendor presently providing this service. Ms. Carvalho moved to award the subject services to NP Rental & Management as proposed, contingent upon execution of an acceptable professional services agreement. Mr. Garrick seconded the motion, which was then carried unanimously.

Over



**“iPads & Related Mounts/Docks for City of Danbury Ambulances (2) – Dept. of Emergency Management”** Mr. Volpe reported that Mr. Cassavechia submitted a quote from Insight Public Sector, dated June 13, 2023, to provide four Apple iPads, with mounts and docks, at a total cost of \$3,534.00. Mr. Volpe informed the Board that Insight Public Sector quoted this equipment per their current Omnia government cooperative contract. Mr. Volpe stated that this purchase would be paid for through the American Rescue Plan Act (ARPA) funds. Mr. Volpe noted that, in his opinion, the Omnia contract satisfies the City of Danbury and ARPA procurement requirements. Mr. Cassavechia moved to award the quoted equipment to Insight Public Sector per the Omnia contract, contingent upon PKF O’Connor Davies, the City’s ARPA financial consultant, approval. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Furnish & Install Mobile Radios & Related Equipment in City of Danbury Ambulances (2) – Dept. of Emergency Management”** Mr. Volpe reported that Mr. Cassavechia submitted two State of CT contract quotes for this equipment. Mr. Volpe informed the Board that Marcus Communications quoted a total cost of \$43,685.88 and Motorola Solutions, through Northeastern Communications, quoted a total of \$61,963.12. Mr. Volpe stated that this purchase would be paid for through the American Rescue Plan Act (ARPA) funds. Mr. Volpe noted that, in his opinion, the two State of CT contract quotes would satisfy the City of Danbury and ARPA procurement requirements. Mr. Cassavechia moved to award the quoted equipment to Marcus Communications, the low bidder at \$43,685.88, per the State contract, contingent upon PKF O’Connor Davies, the City’s ARPA financial consultant, approval. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Furnish & Install Warning System Equipment on Special Service Vehicles (2) – Dept. of Emergency Management”** Mr. Volpe reported that Mr. Cassavechia submitted two contract quotes for this equipment. Mr. Volpe informed the Board that Precision Brakeworks quoted a total of \$36,361.27 per their current City of Danbury bid award and Fleet Auto Supply quoted a total of \$49,853.43 per their current Sourcewell government cooperative contract award. Mr. Volpe stated that this purchase would be paid for through the American Rescue Plan Act (ARPA) funds. Mr. Volpe noted that, in his opinion, the two contract quotes would satisfy the City of Danbury and ARPA procurement requirements. Mr. Cassavechia moved to award the quoted equipment to Precision Brakeworks, the low bidder at \$36,361.27, per the City’s bid, contingent upon PKF O’Connor Davies, the City’s ARPA financial consultant, approval. Mr. Garrick seconded the motion. Mr. Cassavechia noted that the quoted cost was a per vehicle cost, not a total. The motion was then carried unanimously.

**“Security Guard Services – Public Library”** Mr. Volpe reported that the Public Library submitted a requisition, made out to Allied Universal, for security services as required for fiscal year 2023-2024, at a billing rate of \$37.56 per hour, in the total estimated amount of \$95,000.00. Mr. Volpe informed the Board that Allied Universal would be providing these services per their current State of CT contract award. Mrs. Pearson moved to award the requisitioned security guard services to Allied Universal as per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Purchase Adult & Children’s Books – Public Library”** Mr. Volpe reported that the Public Library submitted two requisitions, both made out to Baker & Taylor, to purchase the subject items on an as required basis. Mr. Volpe noted that the estimated annual cost for adult books was \$60,000.00 and the estimated annual cost for children’s books was \$20,000.00. Mr. Volpe informed the Board that the cost of the books would be discounted per the Connecticut Library Consortium’s (CLC) cooperative bid award with Baker & Taylor. Mrs. Pearson moved to award the purchase of the subject items to Baker & Taylor as per the CLC cooperative contract. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Engineering Services for National Pollutant Discharge Elimination System (NPDES) Permit Modification for the Water Pollution Control Plant – Public Utilities Dept.”** Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to Wright-Pierce, to have the subject work performed in a proposed amount not to exceed \$25,000.00. Mr. Volpe informed the Board that Wright-Pierce proposed the work per their current on-call services contract award with the City of Danbury. Mr. Day moved to award the proposed work to Wright-Pierce as per their on-call services contract with the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

**“Purchase New 2023 Chevrolet 3500 4X4 Dump Truck – Public Utilities Dept.”** Mr. Volpe informed the Board that the Public Utilities Dept. submitted a quote from Northwest Hills Chevrolet, dated July 11, 2023, to provide the subject vehicle in the total amount of \$50,960.00. Mr. Volpe informed the Board that Northwest Hills Chevrolet quoted the vehicle per their current State of CT contract award. Mr. Day moved to award the quoted vehicle to Northwest Hills Chevrolet as per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

**Bid #01-22-23-02 “RFP – Automated Meter Reading System – Public Utilities Dept.”** Mr. Volpe reported that five proposals were received. Mr. Volpe informed the Board that Public Utilities Dept. staff reviewed all the proposals along with Raybern Utility Solutions, the project consulting firm. Mr. Volpe reported that Raybern Utility Solutions sent an email, dated July 17, 2023, in which they recommended that the award be made to Stiles Company as having proposed the best overall solution. Mr. Volpe stated that, in that same email, Raybern included a scoring matrix, which indicated that Stile Company scored the highest on the established evaluation criteria. Mr. Day moved to award the bid to Stiles Company, Inc. as having been determined to provide the best overall solution to the Public Utilities Dept., contingent upon execution of the required contract, and to have \$2,640,000.00 from the 2024 Water System Bond encumbered to cover the cost of the project and the cost of project contingency. Mr. Garrick seconded the motion. After Mr. Day provided the Board with a detailed project overview, the motion was then carried unanimously.

**“Annual Maintenance & Support for Technology Systems in the City Hall Emergency Operations Center (EOC) – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Red Thread, to provide the subject services at a total cost of \$17,636.67. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile submitted a sole source justification for Red Thread. Mr. Volpe stated that the sole source justification indicated that Red Thread designed and integrated the Technology Solutions presently being used in the EOC. Mr. Gentile moved to award requisitioned services to Red Thread as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

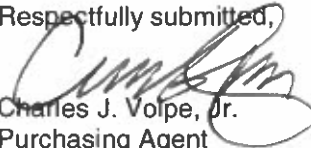
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**“Annual Maintenance & Support for Kronos Hardware & Time Clocks – IT Dept.”** Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Kronos, to provide the subject service at the total cost of \$15,912.56. Mr. Volpe informed the 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.

**“Annual Maintenance & Support for Kronos Dimensions Timekeeping & Accruals System – 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 \$34,245.92. 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.

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 10:20 A.M.

Respectfully submitted,

  
Charles J. Volpe, Jr.  
Purchasing Agent

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