



CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

CHARLES J. VOLPE, JR., CPPB
PURCHASING AGENT

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

July 26, 2023

To: File

Re: Board of Awards, Wednesday, July 26, 2023

Attending: D. Garrick, Finance Director
R. Edwards, Assistant Corporation Counsel
J. Kleinhans, Government Affairs & Communications Advisor, Mayor's Office
C. Norman, HR Generalist, Human Resources Dept.
T. Hughes, Superintendent of Construction Services
T. Nolan, Superintendent of Public Services
D. Day, Superintendent of Public Utilities
P. Ridenhour, Police Chief
M. Sturdevant, Deputy Police Chief
D. Natale, Assistant Purchasing Agent
C. Volpe, Purchasing Agent

The Board of Awards convened at 2:06 P.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

“Western Connecticut Council of Governments (WestCOG) 2023-2024 Membership Fee – Office of the Mayor” Mr. Volpe reported that the Office of the Mayor submitted a requisition, made out to WestCOG, to allow for payment of the subject membership fee in the amount of \$34,112.00. Mr. Kleinhans moved to allow for payment of the annual membership fee to WestCOG as requisitioned. Mr. Garrick seconded the motion, which was then carried unanimously.

“Drug & Alcohol Testing Services – Human Resources Dept.” Mr. Volpe reported that the Human Resources Dept. submitted a requisition, made out to the Connecticut Conference of Municipalities (CCM), to have the subject services provided on an as required basis in the estimated amount of \$27,000.00. Mr. Volpe informed the Board that, as a member benefit, the City of Danbury has the opportunity to participate in CCM's Drug & Alcohol Testing Services Consortium. Mrs. Norman moved to award the subject services to CCM as per their Drug & Alcohol Testing Services Consortium. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #04-22-23-05 “Heavy Equipment Rental & Related Trade Labor Services 2023-2024 – Public Works Dept.” Mr. Volpe informed the Board that this was a unit price bid for work to be performed on an as required basis for a one-year period, and that eleven bids were received. Mr. Hughes moved to award utilization of this bid subject to the following conditions: 1. In certain awarded projects, in consideration of the level of expertise

Over

required of the contractor(s) performing the work, the Director of Public Works and/or his designee, will have the right to pre-qualify all contractors he deems eligible to perform such work; 2. No single, self-contained project, with a defined scope of the services, awarded under this bid shall exceed the amount of \$95,000.00; 3. For emergency or repair projects performed under this bid, where it is not possible to define the scope of services in advance of such work, such emergency or repair work may be permitted upon approval of the Board of Awards, in accordance with the provisions set forth in Section 2-148 of the City of Danbury Code of Ordinances; 4. For projects performed under this bid as a supplement to the City's existing work force, such supplemental work may be permitted upon approval of the Board of Awards, in accordance with the provisions set forth in Section 2-148 of the City of Danbury Code of Ordinances; 5. Any project shall be awarded to the low bidder by item; 6. Any project shall be awarded to the lowest available bidder by group of items; 7. Any project shall be awarded to the lowest available bidder; and 8. A contract and bond shall be required in instances wherein the project awarded requires statutory prevailing wages and/or bonding, or in instances wherein a contract and/or bond is deemed advisable by the Director of Public Works or his designee after consultation with the Office of the Corporation Counsel. Insurance shall be required in all instances. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #10-21-22-07 “RFQ – On-Call Structural Engineering Services” Mr. Volpe reported that this bid had previously been awarded to four firms in March 2022. Mr. Volpe noted that the initial contract period for those four firms was for three years, into May 2025. Mr. Volpe stated that the professional services contract executed allows for the firms to amend their fee schedules on an annual basis, subject to City of Danbury approval. Mr. Volpe informed the board that one of the awarded firms, The DiSalvo Engineering Group, has submitted a request to amend their fee schedule for the 2023 – 2024 fiscal year. Mr. Hughes moved to allow for the revised fee schedule as submitted. Mr. Garrick seconded the motion, which was then carried unanimously.

“Architectural Services for Richter House Improvements – Construction Services Dept.” Mr. Volpe reported that these services had previously been awarded to Friar Architecture in the total amount of \$167,397.00. Mr. Volpe informed the Board that Mr. Hughes submitted a letter from Friar Architecture, dated July 21, 2023, requesting an amendment in the amount of \$1,573.75 to cover the cost of additional required environmental services. Mr. Volpe stated that Friar Architecture noted that the additional environmental services were required due to the discovery of unforeseen asbestos pipe insulation debris on existing floor surfaces. Mr. Hughes moved to allow for the amendment as requested. Mr. Garrick seconded the motion, which was then carried unanimously.

RFQ #22-23-06-21 “Tree Services – Public Works Dept.” Mr. Volpe informed the Board that this bid was for tree services to be performed on an as needed basis from the date of award through June 30, 2024. Mr. Volpe reported that three bids were received, and that the apparent low bidder was Bart's Tree Service. Mr. Nolan moved to award the bid to Bart's Tree Service. Mr. Garrick seconded the motion, which was then carried unanimously.

“Peterbilt Truck Long Block Engine Replacement – Equipment Maintenance Dept.” Mr. Volpe reported that the Equipment Maintenance Dept. submitted a requisition, made out to Peterbilt of Southern Connecticut, to have the subject work performed in the total quoted amount of \$39,193.61. Mr. Volpe informed the Board that, along with the requisition, the Equipment Maintenance Dept. included a sole source justification for Peterbilt of Southern Connecticut, which indicated that they are the only authorized Peterbilt parts and service representative for the CT territory. Mr. Nolan moved to award the requisitioned work to Peterbilt of Southern Connecticut as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

“Purchase Field Marking Paint – Parks Maintenance Dept.” Mr. Volpe reported that the Parks Maintenance Dept. submitted a requisition, made out to Pioneer Athletics to purchase assorted colors of field marking paint, in various quantities, at a total quoted cost of \$20,647.20. Mr. Volpe informed the Board that Pioneer Athletics quoted the paint per their current State of CT contract award. Mr. Nolan moved to award the requisitioned field marking paint to Pioneer Athletics as per the state contract. Mr. Garrick seconded the motion, which was then carried unanimously.

RFQ #21-22-06-28 “On-Call Electrical Contractor Services – Public Utilities Dept.” Mr. Volpe reported that this bid had previously been awarded to Yankee Electric, Acorn Electric and Electrical Energy System for work to be performed on an as required basis for a one-year period. Mr. Volpe stated that the previous award period expired on June 30, 2023, and that the bid award may be renewed for an additional year by mutual consent. Mr. Volpe informed the Board that all three vendors had offered to extend their existing service rates for an additional year. Mr. Day moved to extend the bid award with each of the three vendors for an additional year as offered. Mr. Garrick seconded the motion, which was then carried unanimously.

“Engineering Services – South Street Culvert Replacement CTDOT Project #0034-0354 Test Pits – Reimbursement – Public Utilities Dept.” Mr. Volpe reported that Mr. Day submitted two proposal letters from Tata & Howard, both dated July 10, 2023, to perform test pits for the subject project. Mr. Volpe informed the Board that Tata & Howard proposed the services as per their on-call services contract with the City of Danbury. Mr. Volpe stated that Mr. Day, in his transmittal email of July 24, 2023, had requested an approval amount of not to exceed \$16,640.00 for these services. Mr. Volpe stated that Mr. Day provided a copy of an email from Mr. Gregg Hendrickson, CTDOT, in which he advised that the City of Danbury will be reimbursed 100% for engineering and construction expenditures for the protection and relocation of water and sewer appurtenances. Mr. Day moved test pit work to Tata & Howard in the amount not to exceed \$16,640.00 as per their on-call services contract with the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

“Engineering Services – South Street Culvert Replacement CTDOT Project #0034-0354 Water and Sewer Utility Protection – Design – Public Utilities Dept.” Mr. Volpe reported that Mr. Day submitted a proposal letter from Tata & Howard, dated July 10, 2023, to perform design services for the subject project in a total amount of not to exceed \$49,216.00. Mr. Volpe informed the Board that Tata & Howard proposed the work as per their current on-call services contract with the City of Danbury. Mr. Volpe stated that Mr. Day provided a copy of an email from Mr. Gregg Hendrickson, CTDOT, in which he advised that the City of Danbury will be reimbursed 100% for engineering and construction expenditures for the protection and relocation of water and sewer appurtenances. Mr. Day moved to award the proposed work to Tata & Howard in the amount not to exceed \$49,216.00 as per their on-call services contract with the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

“Furnish & Install Chain Link Fence at 98 Elm Street Shelter – Public Buildings Dept.” Mr. Volpe reported that Mr. Hanley submitted a proposal from Total Fence, dated June 28, 2023, to perform the subject work in the total amount of \$34,320.00. Mr. Volpe informed the Board that Total Fence proposed the work as per their current State of CT contract award. Mr. Hanley moved to award the proposed work to Total Fence as per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

Over

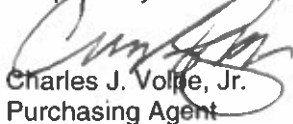
“Renewal of Annual Motorola Communication System Service Contract – Police Dept.”

Mr. Volpe reported that the Police Dept. submitted a requisition, made out to Motorola Solutions, to have the subject service provided in the total amount of \$46,911.35. Mr. Volpe informed the Board that, along with the requisition, the Police Dept. included a sole source justification for Motorola Solutions, which indicated that they are the original equipment manufacturer of the system equipment presently being used. Deputy Chief Sturdevant moved to award the requisitioned service to Motorola Solutions as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

“Purchase Undercover Vehicles (2) – Police Dept.” Mr. Volpe informed the Board that Danbury Detective Captain Mark Williams contacted him a few weeks ago about purchasing two undercover vehicles through the use of State Asset Forfeiture funds. Mr. Volpe noted that Detective Captain Williams indicated to him that they had a particular make and model in mind for their purposes. Mr. Volpe stated that he had checked the automotive contracts presently being used by the City of Danbury and determined that the requested make and model was not available. Mr. Volpe stated that he had checked with a couple of dealers and learned that the requested make and model was still being impacted by supply chain issues – limited availability for new 2023 models. Mr. Volpe suggested to Detective Captain Williams that, because of the current market conditions, he reach out to three dealers and obtain written quotes for new 2023 vehicles of the desired make and model that were presently in-stock. Mr. Volpe stated that Detective Captain Williams contacted him this past Monday with the quotes received. Mr. Volpe reported that Riley Automotive was the low quote for the two vehicles at a total cost of \$57,800.00. Mr. Volpe noted that Detective Captain Williams told him that Riley Automotive agreed to hold the two vehicles pending the action of today’s Board of Awards. Mr. Volpe stated that, because of the unusual market conditions still impacting the desired make and model vehicles, and because the total cost is over the City’s sealed bid limit, his recommendation would be to declare this request an emergency, waive the formal bidding requirement and award based upon the three written quotes received. Deputy Chief Sturdevant then moved to declare this request an emergency because of the unusual market conditions related with the desired undercover vehicles, waive the formal bidding requirement and to award the purchase of the two undercover vehicles to Riley Automotive as the low bidder. 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 2:28 P.M.

Respectfully submitted,


Charles J. Volpe, Jr.
Purchasing Agent

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