



CITY OF DANBURY
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CHARLES J. VOLPE, JR.
PURCHASING AGENT

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August 30, 2023

To: File

Re: Board of Awards, Wednesday, August 30, 2023

Attending: D. Garrick, Finance Director
R. Edwards, Assistant Corporation Counsel
N. Ballwig, Legal Secretary, Office of Corporation Counsel
T. Janesky, Assistant Superintendent of Public Services
S. Hanley, Superintendent of Public Buildings
M. Cassavechia, Director of Emergency Management
D. Day, Superintendent of Public Utilities
D. Natale, Assistant Purchasing Agent
C. Volpe, Purchasing Agent

The Board of Awards convened at 10:03 A.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

“Tires, Tubes & Services – Various City Departments” Mr. Volpe reported that the City of Danbury had previously issued a purchase order for the Equipment Maintenance Dept. to Belardinelli Tire, to purchase the subject items on an as required basis, in an amount not to exceed \$10,000.00. Mr. Volpe informed the Board that the purchase order was issued to Belardinelli Tire per the current State of CT contract award for Goodyear tires. Mr. Volpe reported that the Equipment Maintenance Dept. had now submitted a request to amend the initial purchase order by an additional \$10,000.00. Mr. Volpe stated that Board of Awards approval would now be required because the total cost of the amended purchase order would exceed \$15,000.00, which is the limit of his authority. Mr. Janesky moved to allow for the amendment request, and to award the purchase of any additional tires, tubes and services for the balance of the fiscal year to Belardinelli Tire per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

“Replace Hydraulic Elevator Cylinder Danbury High School “E” Building – Public Buildings Dept.” Mr. Volpe reported that the Public Buildings Dept. submitted a requisition, made out to Kone Elevator, to have the subject work performed in the total proposed amount of \$64,500.00. Mr. Volpe informed the Board that Kone Elevator proposed the work per their current Omnia government cooperative contract award. Mr. Hanley moved to award the requisitioned work to Kone elevator per the Omnia contract. Mr. Garrick seconded the motion, which was then carried unanimously.

Over



“Purchase New 2026 Wheeled Coach City Medic 148 Ambulances (4) – Dept. of Emergency Management” Mr. Volpe reported that Mr. Cassavechia submitted a quote from Greenwood Emergency Vehicles, dated August 23, 2023, to supply the subject ambulances at a cost of \$249,150.00/each – total of \$996,600.00 for the four units. Mr. Volpe informed the Board that Greenwood Emergency Vehicles quoted the ambulances per the current Wheeled Coach Sourcwell government cooperative contract award. Mr. Volpe also informed the Board that, along with the quote, Mr. Cassavechia included a sole source justification for Greenwood Emergency Vehicles to provide the ambulances. Mr. Volpe noted that the sole source justification indicated that the Dept. of Emergency Management had standardized on the Wheeled Coach because of the operational and maintenance efficiencies offered. Mr. Volpe stated that Greenwood Emergency Vehicles is the only authorized Wheeled Coach ambulance distributor for the Connecticut territory. Mr. Volpe noted that the cost of the ambulances would be paid for with American Rescue Plan Act (ARPA) funds. Mr. Volpe stated that, in his opinion, the Sourcwell government cooperative contract and sole source justification would satisfy both the City’s and ARPA’s procurement requirements. Mr. Cassavechia moved to award the quoted ambulances to Greenwood Emergency Vehicles as per the Sourcwell contract and as a sole source, contingent upon final approval by PKF O’Connor Davies, the City’s ARPA financial consultant. Mr. Garrick seconded the motion, which was then carried unanimously.

“Purchase Mobile Communications Equipment for New Ford Expeditions (2) – Dept. of Emergency Management” Mr. Volpe reported that Mr. Cassavechia submitted contract quotes from Marcus Communications and Newcom Wireless Services for this equipment. Mr. Volpe stated that Marcus Communications quoted a cost of \$21,552.07 per vehicle per their current State of CT contract award and Newcom Wireless Services quoted a total of \$19,999.00 per their current MHEC government cooperative contract award. Mr. Volpe stated that Mr. James Stead, the Operations Supervisor for Danbury Hospital Emergency Medical Services, advised that Newcom Wireless could not provide/quote the required scanner, camera, modem and related accessories items that were required – valued at an estimated total cost of \$2,730.00. Mr. Volpe noted that the quote from Marcus Communications included all the required items. Mr. Volpe noted that the cost of the communications equipment would be paid for with American Rescue Plan Act (ARPA) funds. Mr. Volpe stated that, in his opinion, the two contract quotes obtained would satisfy both the City’s and ARPA’s procurement requirements. Mr. Cassavechia moved to award the quoted communications equipment to Marcus Communications as having quoted all the required items per the State of CT contract, contingent upon final approval by PKF O’Connor Davies, the City’s ARPA financial consultant. Mr. Garrick seconded the motion, which was then carried unanimously.

“Engineering Services – 2024 Water Supply Plan and Comprehensive Water Service Plan – Public Utilities Dept.” Mr. Volpe reported that Mr. Day submitted a proposal from WSP USA, Inc., dated August 4, 2023, to perform the subject services in the total estimated cost of \$149,000.00. Mr. Volpe informed the Board that WSP proposed the work per their current on-call services contract with the City of Danbury. Mr. Volpe noted that, in his transmittal email, Mr. Day indicated that the cost of these services would be paid for through the Water 2023 Bond. Mr. Day moved to award the proposed work to WSP USA, Inc. as per their on-call services contract with the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

“Engineering Services – 2023-2024 Environmental Services for the Landfill – Public Utilities Dept.” Mr. Volpe reported that Mr. Day submitted a proposal from WSP USA, Inc., dated August 4, 2023, to perform the subject services in the total estimated cost of \$97,125.00. Mr. Volpe informed the Board that WSP proposed the work per their current on-call services contract with the City of Danbury. Mr. Volpe noted that, in his transmittal email, Mr. Day indicated that funds were available in the Landfill Consultant line item to cover proposed Tasks 1 – 6, and that an additional \$32,000.00 would be required to cover Tasks 7 & 8. Mr. Day moved to award the proposed work to WSP USA, Inc. as per their on-call services contract with the City of Danbury, contingent upon the availability of funds. Mr. Garrick seconded the motion. Mr. Day noted that this work involved a number of one-time costs associated with renewing a stewardship permit, which is required every 10 years. The motion was then carried unanimously.

“Engineering Services – Lead Service Line Inventory and LCR Compliance – Public Utilities Dept.” Mr. Volpe reported that Mr. Day submitted a proposal from GHD, Inc., dated August 7, 2023, to perform the subject services in the total not to exceed amount of \$115,000.00. Mr. Volpe informed the Board that GHD proposed the work per their current on-call services contract with the City of Danbury. Mr. Volpe noted that, in his transmittal email, Mr. Day indicated that the cost of these services would be paid for through the Water 2023 Bond. Mr. Day moved to award the proposed work to GHD, Inc. as per their on-call services contract with the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

“Engineering Services – SCADA (Supervisory Control and Data Acquisition) and PLC (Programmable Logic Controllers) Maintenance at the Water Treatment Plants – Public Utilities Dept.” Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to GHD, Inc., to have the subject work performed in the total proposed amount of not to exceed \$20,000.00. Mr. Volpe informed the Board that GHD proposed the work per their current on-call services contract with the City of Danbury. Mr. Day moved to award the proposed work to GHD, Inc. as per their on-call services contract with the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

“Engineering Services – West Lake Water Treatment Plant Rehabilitation Work – Public Utilities Dept.” Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to GHD, Inc., to have the subject work performed in the total proposed amount of not to exceed \$15,000.00. Mr. Volpe informed the Board that GHD proposed the work per their current on-call services contract with the City of Danbury. Mr. Day moved to award the proposed work to GHD, Inc. as per their on-call services contract with the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

“Engineering Services – West Lake and Margerie Water Treatment Plants Operations Consulting – Public Utilities Dept.” Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to GHD, Inc., to have the subject work performed in the total proposed amount of not to exceed \$25,000.00. Mr. Volpe informed the Board that GHD proposed the work per their current on-call services contract with the City of Danbury. Mr. Day moved to award the proposed work to GHD, Inc. as per their on-call services contract with the City of Danbury. Mr. Garrick seconded the motion, which was then carried unanimously.

“Engineering Services – Atmospheric Water Storage Tanks Rehabilitation – Public Utilities Dept.” Mr. Volpe reported that Mr. Day submitted a proposal from Tata & Howard, dated August 21, 2023, to perform the subject services in the total budget amount of \$20,000.00. Mr. Volpe informed the Board that Tata & Howard proposed the work per their current on-call services contract with the City of Danbury. Mr. Day moved to award the proposed work to Tata & Howard as per their on-call services contract with the City of Danbury, contingent upon the availability of funds. Mr. Garrick seconded the motion, which was then carried unanimously.

“Emergency Road Pavement Repair Work – Water Main Break in the area of Main and North Streets – Public Utilities Dept.” Mr. Volpe reported that Mr. Day informed him that, due to two recent water main breaks in the road areas of Main and North streets, pavement repair work was now required. Mr. Volpe stated that Mr. Day advised that, because these were State roads, the CT DOT was requiring that the pavement repairs be made as soon as possible. Mr. Volpe stated that Mr. Day had provided him with a quote for this work that was in excess of \$10,000.00, which is the City's sealed bid limit. Mr. Volpe stated that, after discussing this with Mr. Day, it was determined that there would not be sufficient time to prepare and issue a formal bid solicitation for this work before the asphalt plants close for the 2023 season. Mr. Day moved to declare this item an emergency for the reasons indicated, waive the formal bidding requirement, and attempt to obtain three written quotes. Mr. Garrick seconded the motion. Mr. Volpe noted that once the quote process is completed, this item will be brought back to the Board for a final award. 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 10:20 A.M.

Respectfully submitted,


Charles J. Volpe, Jr.
Purchasing Agent

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