



# CITY OF DANBURY

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

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September 27, 2023

To: File

Re: Board of Awards, Wednesday, September 27, 2023

Attending: D. Garrick, Finance Director  
R. Edwards, Assistant Corporation Counsel  
N. Ballwig, Legal Secretary, Office of Corporation Counsel  
S. Hanley, Superintendent of Public Buildings  
F. Gentile, Manager of Information Technology  
D. Murphy, Assessor  
T. Hughes, Superintendent of Construction Services  
W. Lounsbury, Assistant Fire Chief  
C. Gardner, Chief of Water Distribution, Sewer Collection & Maintenance  
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:

**“Steam Repair in Tunnel at Danbury High School – Public Buildings Dept.”** Mr. Volpe reported that the Public Buildings Dept. submitted a requisition, made out to McKenney Mechanical, to have the subject work performed in the proposed estimate of \$19,250.00. Mr. Volpe informed the Board that McKenney Mechanical proposed the work per their current City of Danbury time and material bid award for boiler repairs. Mr. Hanley moved to award the requisitioned work to McKenney Mechanical as per their time and material bid for boiler repairs. Mr. Garrick seconded the motion. Mr. Hanley stated that the cost may come in lower if the work can be performed while the school is in session. Mr. Hanley noted that the cost estimate was provided with overtime rates. The motion was then carried unanimously.

**“Boiler Repairs at Rogers Park School and the Magnet School – Public Buildings Dept.”** Mr. Volpe reported that the Public Buildings Dept. submitted two requisitions, both made out to McKenney Mechanical, to have the subject work performed in the estimated amount of \$10,955.00 at Rogers Park School and in the estimated amount of \$16,865.00 at the Magnet School. Mr. Volpe informed the Board that McKenney Mechanical proposed the work per their current City of Danbury time and material bid award for boiler repairs. Mr. Hanley moved to award the requisitioned work to McKenney Mechanical as per their time and material bid for boiler repairs. Mr. Garrick seconded the motion, which was then carried unanimously.

Over



**“Pictometry GIS Imagery & Changefinder Service – IT Dept.”** Mr. Volpe informed the Board that these services had previously been awarded to Pictometry International in the total amount of \$300,870.40. Mr. Volpe informed the Board that the agreement executed for this service was for a one-year period with four optional projects. Mr. Volpe reported that Mr. Gentile submitted a requisition, made out to Pictometry International, for the third optional project at a total cost of \$51,487.90. Mr. Gentile moved to allow for the third optional project per the agreement. Mr. Garrick seconded the motion. Mr. Gentile stated that this work would be for a GIS flyover. The motion was then carried unanimously.

**Bid #07-22-23-02 “RFP – Motor Vehicle Registration Compliance – Assessor’s Office”**

Mr. Volpe reported that this bid had previously been awarded to Capital Tax Recovery for a one-year period, which will be expiring November 14, 2023. Mr. Volpe noted that Capital Tax Recovery's contracted compensation was 40% of the tax, interest and fees collected. Mr. Volpe informed the Board that the bid agreement allowed for a renewal year at the City's sole option. Mr. Volpe reported that Capital Tax Recovery corresponded that they would be willing to hold their current compensation rate for an additional year. Ms. Murphy moved to extend the bid award with Capital Tax Recovery for an additional year at the same compensation rate as offered. Mr. Garrick seconded the motion, which was then carried unanimously.

**Bid #08-22-23-03 “Playground Wood Fiber – Public Works Dept.”** Mr. Volpe reported that this bid had previously been awarded for a one-year period to US Playground Surfacing, Ferris Mulch Products, The Fibar Group, Grillo Services, EQ Quinn Landscape Contracting and Supreme Forest Products. Mr. Volpe informed the Board that the bid included picked-up product, delivered product, product delivered and installed, and the installation of product on hand. Mr. Volpe stated that the previous bid award expired on September 20, 2023, and that the bid award may be extended for an additional year by mutual consent. Mr. Volpe reported that all six vendors corresponded that they would be willing to hold their current bid pricing for an additional year. Mr. Hughes moved to extend the bid award with all six vendors for an additional year as offered. Mr. Garrick seconded the motion, which was then carried unanimously.

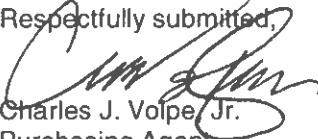
**“Emergency Replacement of Boiler at Engine 26 – Fire Dept.”** Mr. Volpe informed the Board that Assistant Chief Lounsbury reached out to him last week to inform him that the boiler at Engine 26 is not working. Mr. Volpe stated that Assistant Chief Lounsbury advised that he had three HVAC vendors evaluate the condition of the boiler. Mr. Volpe stated that Assistant Chief Lounsbury provided written quotes from the three vendors for the initial repair work that ranged from \$16,730.00 to \$29,379.79. Mr. Volpe stated that Assistant Chief Lounsbury noted that the vendors advised that there is also an indication that the boiler is leaking and that serious consideration should be given to replace the unit at this time. Mr. Volpe stated that Assistant Chief Lounsbury noted that the boiler is 16 years old and that there have been numerous issues with the boiler the past several years. Mr. Volpe informed the Board that Assistant Chief Lounsbury had obtained quotes to replace the unit which were all in an amount slightly over \$100,000.00. Mr. Volpe stated that the estimated boiler replacement amount was over the City's sealed bid limit of \$10,000.00. Mr. Volpe stated that the sealed bid process would take 4 to 6 weeks to complete, and that it has been indicated that the boiler replacement would take approximately 6 weeks after execution of contract. Assistant Chief Lounsbury stated that there is concern with going into the heating season with the existing boiler. Assistant Chief Lounsbury then moved to declare this situation an emergency, waive the formal bidding procedure and seek to obtain three written quotes. Mr. Garrick seconded the motion. Mr. Volpe noted that he had

discussed this situation with Attorney Edwards and it was determined that a bond and a contract would be required for this work, and also that State wage rates would be applicable. Mr. Volpe stated that the Purchasing Dept. would assist with obtaining the three quotes and bring this item back to the Board next week for a final award. The motion was then carried unanimously.

**“Emergency Installation of Insertion Valves (4) – Hospital Avenue – Public Utilities Dept.”** Mr. Volpe informed the Board that Mr. David Day, Superintendent of Public Utilities, contacted him on Friday, September 22, 2023 to inform him of the need to perform the subject work on an emergency basis. Mr. Volpe noted that City Hall is closed on Fridays. Mr. Volpe reported that Mr. Day informed him that Eversource was dealing with a gas main issue on Hospital Avenue, and that the insertion valves were needed to protect the Danbury Hospital’s water supply should the water main become compromised as a result of the repair work. The Jack Farrelly Company was able to install two valves at a cost of \$6,764.07/each and Underground Testing & Services was able to install two valves at a cost of \$6,600.00/each. Mr. Volpe stated that he emailed Mr. Garrick and Attorney Edwards to inform them of the emergency situation, that the cost of the required work would exceed the City’s sealed bid limit of \$10,000.00, and to make them aware that purchase orders were going to be issued to The Jack Farrelly Company and Underground Testing Services to perform the work as quoted. Mr. Gardner moved to ratify the action taken to declare this situation an emergency, waive the formal bidding requirement, and issue the purchase orders as indicated. 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