



CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

CHARLES J. VOLPE, JR.
PURCHASING AGENT

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

November 8, 2023

To: File

Re: Board of Awards, Wednesday, November 8, 2023

Attending: J. Kleinhans, Assistant Finance Director
R. Edwards, Assistant Corporation Counsel
N. Ballwig, Legal Secretary, Corporation Counsel
R. Thode, Fire Chief
K. Prunty, Director of Health & Human Services
D. Day, Superintendent of Public Utilities
T. Hughes Superintendent of Construction Services
P. Ridenhour, Police Chief
S. Fabich, Lieutenant, Police Dept.
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 Google Meet conference call) to consider the following:

“Purchase Motorola Portable Radio Equipment – Fire Dept.” Mr. Volpe reported that the Fire Dept. submitted four quotes from Motorola Solutions to purchase the subject items. Mr. Volpe stated that the equipment quotes totaled \$142,816.24. Mr. Volpe informed the Board that Motorola Solutions quoted the equipment per their current State of Connecticut Master Contract award. Mr. Volpe reported that, along with the equipment quotes, the Fire Dept. included a sole source justification, which indicated that they had standardized on Motorola radio equipment for front line firefighters. Mr. Volpe noted that Motorola Solutions indicated on their quotes that the equipment purchase will be coordinated with NorcomCT, their Connecticut representative. Mr. Volpe stated that it was his understanding that this purchase was being funded with American Rescue Plan Act (ARPA) funds. Mr. Volpe stated that, in his opinion, the State of Connecticut contract pricing and sole source justification would satisfy both the City's and ARPA procurement requirements. Chief Thode moved to award the quoted radio equipment to Motorola Solutions per the State contract and as a sole source, contingent upon approval by PKF O'Connor Davies, the City's financial ARAP consultant. Mr. Kleinhans seconded the motion, which was then carried unanimously.

“Memorandum of Understanding (MOU) between the City of Danbury and the Association of Religious Communities (ARC) to operate a Homeless Shelter at 41 New Street – Health & Human Services Dept.” Mr. Volpe reported that Mrs. Prunty

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submitted that subject MOU, that had been prepared by the Office of Corporation Counsel, for the period November 2023 through December 31, 2024. Mr. Volpe noted that the MOU included a Scope of Services, Insurance Requirements, and a Business Associate Agreement. Mr. Volpe noted that the MOU indicated that the cost of these services would be funded through the CARES ACT CDBG-CV grant in an amount not to exceed \$90,000.00. Mr. Volpe informed the Board that, along with the MOU, Mrs. Prunty included a sole source justification for ARC to provide these services. Mr. Volpe noted that the sole source justification indicated that ARC is the only known area source with the required experience and expertise to provide this service in the given timeframe. Mrs. Prunty moved to award the 41 New Street Shelter operation services to ARC as a sole source, contingent upon execution of the prepared MOU and provision of the required Certificate of Insurance. Mr. Kleinhans seconded the motion. Attorney Edwards noted that if a lease agreement is executed for this location, the MOU will terminate at that time. The motion was then carried unanimously.

“Memorandum of Understanding (MOU) between the City of Danbury and the Association of Religious Communities (ARC) to operate a Homeless Shelter at 98 Elm Street – Health & Human Services Dept.” Mr. Volpe reported that Mrs. Prunty submitted that subject MOU, that had been prepared by the Office of Corporation Counsel, for the period November 2023 through December 31, 2024. Mr. Volpe noted that the MOU included a Scope of Services, Insurance Requirements, and a Business Associate Agreement. Mr. Volpe noted that the MOU indicated that the cost of these services would be funded through the CARES ACT CDBG-CV grant in an amount not to exceed \$80,000.00. Mr. Volpe informed the Board that, along with the MOU, Mrs. Prunty included a sole source justification for ARC to provide these services. Mr. Volpe noted that the sole source justification indicated that ARC is the only known area source with the required experience and expertise to provide this service in the given timeframe. Mrs. Prunty moved to award the 98 Elm Street Shelter operation services to ARC as a sole source, contingent upon execution of the prepared MOU and provision of the required Certificate of Insurance. Mr. Kleinhans seconded the motion. Attorney Edwards noted that if a lease agreement is executed for this location, the MOU will terminate at that time. The motion was then carried unanimously.

“Emergency Replacement of the Vaughn Chopper Pump in the Grease Receiving Scum Station – Public Utilities Dept.” Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to Veolia Water, to have the subject work performed in the total estimated amount of \$16,480.00. Mr. Volpe informed the Board that Veolia Water was requesting to have this work performed as per their operating agreement with the City of Danbury for the Wastewater Treatment Plant (WTP). Mr. Volpe noted that Veolia provided a quote from Walker Wellington, the only Connecticut authorized Vaughn pump dealer, which demonstrated that the actual cost of the repair work as being requested. Mr. Day moved to award the requisitioned work to Veolia Water as per their operating agreement with the City of Danbury for the WTP. Mr. Kleinhans seconded the motion, which was then carried unanimously.

“Engineering Services – PCB Delineation and Remedial Oversight for Drying Bed #4 at the Wastewater Treatment Plant – Public Utilities Dept.” Mr. Volpe reported that the Public Utilities Dept. submitted a proposal from WSP, dated November 6, 2023, to provide the subject services in the total proposed amount of \$88,200.00. Mr. Volpe informed the Board that WSP proposed these services as per their current on-call services contract with the City of Danbury. Mr. Day moved to award the proposed work to WSP as per their on-call services contract with the City of Danbury. Mr. Garrick seconded the motion. Mr. Day noted that the cost of these services would be funded through the WWTP2018 project. The motion was then carried unanimously.

“Demolition Services at the 98 Elm Street Shelter – Construction Services Dept.” Mr. Volpe reported that Mr. Hughes submitted a proposal from BMP Construction, dated November 6, 2023, to have the subject work performed in the total amount of \$174,625.19. 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. Hughes moved to award the proposed work to BMP Construction per the CRCOG on-call construction services contract, contingent upon HUD environmental approval and execution of an agreement acceptable to the City of Danbury. Mr. Kleinhans seconded the motion, which was then carried unanimously.

“Purchase New 2023 Ford Utility Police Interceptor Vehicles (6) – Police Dept.” Mr. Volpe reported that the Police Dept. submitted a requisition, made out to MHQ Municipal Vehicles, to purchase the subject vehicles at the quoted cost of \$43,156.00/each – total of \$258,936.00. Mr. Volpe informed the Board that MHQ Municipal quoted the vehicles per their current State of Connecticut contract award. Chief Ridenhour moved to award the requisitioned vehicles to MHQ Municipal Vehicles as per the state contract. Mr. Kleinhans seconded the motion, which was then carried unanimously.

Bid #08-22-23-05 “Street Sign Materials & Traffic Safety Equipment” Mr. Volpe reported that this was a unit price bid for items to be purchased on an as required basis for a one-year period. Mr. Volpe informed the Board that this bid was awarded to Garden State Highway Products, now known as National Highway Products, for the period November 2022 to November 2023. Mr. Volpe informed the Board that the bid had an option to renew for an additional year by mutual consent. Mr. Volpe reported that National Highway Products corresponded that they would like to renew their bid for an additional year with some minor change requests. Mr. Volpe stated that the changes that were requested involved the addition of two additional street sign sizes and a minor increase on the unit costs of the 42” traffic looper cones. Mr. Nolan moved to extend the bid award with National Highway Products for an additional year with the requested changes. Mr. Kleinhans seconded the motion, which was then carried unanimously.

“OEM Sweeper Parts & Service – Equipment Maintenance Dept.” Mr. Volpe informed the Board that the City of Danbury previously issued a purchase order to CN Wood Enviro 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 CN Wood Enviro based upon their current State of CT contract award. Mr. Volpe reported that the Equipment Maintenance Dept. submitted a request to amend the exiting purchase order by an additional \$8,000.00. Mr. Volpe stated that Board of Awards approval would now be required because the cost of the amended purchase order would exceed \$15,000.00, which is the limit of his authority. Mr. Nolan moved to allow for the amendment and to allow for the purchase of additional parts and services as needed for the balance of the fiscal year as per the State contract. Mr. Kleinhans seconded the motion, which was then carried unanimously.

Bid #09-23-24-01 “Plow Blades – Highway Dept.” Mr. Volpe informed the Board that this work was a unit price bid to purchase items on an as required basis for the 2023 – 2024 winter season. Mr. Volpe reported that three bids were received. Mr. Nolan stated that he felt the unit prices were comparatively much higher than the previous year’s bid, in particular the Polarflex carbide blades. Mr. Nolan noted that the Highway Dept. presently has a fairly good inventory of plow blades. Mr. Nolan moved to reject all the bids received. Mr. Kleinhans seconded the motion. Mr. Nolan stated that he felt the purchase

requirements would be less than the City's sealed bid limit of \$10,000.00 and that we could obtain spot quotes for blades as actually needed throughout the 2023 – 2024 winter season. The motion was then carried unanimously.

“Peterbilt Truck Long Block Engine Replacement – Change Order – Equipment Maintenance Dept.” Mr. Volpe informed the Board that this work was previously awarded to the Peterbilt Store of Southern CT as a sole source in the total amount of \$49,227.46. Mr. Volpe informed the Board that the Equipment Maintenance Dept. had now submitted a change order request to increase the previous award amount by an additional \$2,410.30 to cover additional unforeseen repairs. Mr. Nolan moved to allow for the change order request as submitted. Mr. Kleinhans seconded the motion, which was then carried unanimously.

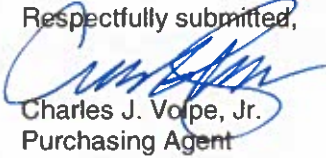
“Repair Vactor Sewer Cleaning Truck – Equipment Maintenance Dept.” Mr. Volpe reported that the Equipment Maintenance Dept. submitted a requisition, made out to CN Wood Enviro, to have the subject work performed in the total quoted amount of \$17,170.79. CN Wood Enviro is the only authorized Vactor dealer for the State of Connecticut. Mr. Nolan moved to award the requisitioned work to CN Wood Enviro as a sole source. Mr. Kleinhans seconded the motion, which was then carried unanimously.

“Annual Public Meeting Streaming Captioning & Minute Taking Services – IT Dept.” Mr. Volpe informed the Board that these services were previously awarded to Granicus for a three-year period, at the July 12, 2023 Board of Awards, in the amount of \$49,202.07 for the first year plus minute taking services in the estimated amount of \$14,000.00, contingent upon execution of a contract acceptable to the City of Danbury. Mr. Volpe informed the Board that, after the previous award was made, it was learned that the City of Danbury had executed a contract with Granicus on June 8, 2022 for these same services. Mr. Volpe noted that the June 8, 2022 agreement allowed for three optional renewal years. Mr. Gentile moved to rescind the previous award to Granicus for a new agreement, and to award to Granicus for the first optional renewal year under their existing contract at the same cost of \$49,202.07 plus minute taking services in the estimated amount of \$14,000.00. Mr. Kleinhans seconded the motion, which was then carried unanimously.

“Conversion of City Voice over Internet Protocol (VoIP) Primary Rate Interference (PRI) Circuits to Session Initiation Protocol (SIP) – IT Dept.” Mr. Volpe reported that Mr. Gentile submitted a memo, dated November 5, 2023, in which he is requesting approval to purchase an annual subscription with Total Communications, the City's VoIP phone system support vendor, to convert the two Frontier PRI circuits used to provide service to the City's VoIP phone system to a SIP service. Mr. Volpe stated that, in his memo, Mr. Gentile indicated that four cost proposals were received for this conversion, and that the low-cost proposal was from Frontier through Total Communications at a cost of \$705.54 per month, with no installation cost, based on a 36-month term. Mr. Gentile moved to award the subject conversion to Total Communications at the cost of \$705.54/month for a 36-month term, contingent upon execution of an agreement acceptable to the City of Danbury. Mr. Kleinhans seconded the motion. Mr. Gentile indicated that the conversion to SIP would save the City approximately \$7,000.00 annually. 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. Kleinhans seconded the motion, which was then carried unanimously. The Board of Awards adjourned at 10:28 A.M.

Respectfully submitted,



Charles J. Volpe, Jr.
Purchasing Agent

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