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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

(203)797-4652
FAX: (203)796-1526

M E M O R A N D U M

DATE: 12/20/10
TO: HON. MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DST*
RE: RESOLUTION-WIC GRANT ADDITIONAL FUNDING REQUEST

Attached for your review is a resolution that will allow the City of Danbury Department of Health and Human Services to request additional funding State of Connecticut Department of Public Health for its WIC (Women, Infants and Children) Program.

The additional funding request will increase the budget for 4th and final year of the current WIC contract from \$345,380 to an amount not to exceed \$406,089. This request will not exceed \$60,709 and will be used to relocate the WIC program and to assist in renovations, rent and utilities for the new location as well as translation services. If awarded, total funding for the existing 4-year contract, which ends 9/30/11, will increase from \$1,254,764 to \$1,315,473. There is no local match required.

The City Council is respectfully requested to consider this resolution at its next scheduled meeting. Please contact me should you require any additional information.

DWS/sk

cc: S. LeRoy
P. Mascoli

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RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2010

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the State of Connecticut Department of Public Health has made available additional funding to the City of Danbury Health and Human Services Department for its Women, Infants and Children (WIC) program; and

WHEREAS, if awarded, this additional funding request, not to exceed \$60,709 for the 4th and final year of the contract, will increase the total amount of the grant contract from \$1,254,764 to \$1,315,473 and requires no matching funding from the City of Danbury; and

WHEREAS, if awarded, this funding will be used to relocate the WIC program, renovate the new location, rent, utilities, and translation services; and

WHEREAS, funding has been allocated as per the following: 10/1/07 - 9/30/08 in the amount of \$263,900; 10/1/08 - 9/30/09 in the amount of \$300,104; 10/1/09 - 9/30/10 in the amount of \$345,380; and 10/1/10 - 9/30/11 in an amount not to exceed \$406,089.

NOW THEREFORE BE IT RESOLVED THAT Mark D. Boughton, Mayor of the City of Danbury, or Scott Leroy, Director of Health, as his designee, is hereby authorized to accept this additional funding and execute on behalf of the City of Danbury all contracts, agreements or amendments and to take all actions necessary to effectuate the purposes thereof.



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CITY OF DANBURY
HEALTH & HUMAN SERVICES DEPARTMENT
155 DEER HILL AVENUE, DANBURY, CONNECTICUT 06810

Central Health Office
203 - 797-4625
Fax 796-1596

Social Services Office
203 - 797-4569
Fax 797-4566

TO: Mayor Mark Boughton & City Council
FROM: Scott LeRoy, Director of Health
DATE: 12/16/10
RE: WIC BUDGET AMENDMENT

The State of CT WIC Program requested a budget amendment for our program for the following line items: Maintain Office equipment / Furniture, Rental Real Estate and Communications Services. The justification for the amendment is based on the need to cover the move to a new space, the cost renovations of that new space and the language line to help communications with our clients.

If you have any questions about the program, please call Patricia Mascoli our WIC Coordinator at 203-797-4638.

Sincerely,



Scott T LeRoy MPH, MS
Direct of Health

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CITY OF DANBURY

HEALTH, HOUSING, & WELFARE DEPARTMENT
155 DEER HILL AVENUE, DANBURY, CONNECTICUT 06810

CENTRAL HEALTH AND HOUSING OFFICE
(203)-797-4625
FAX (203) 796-1596

WIC PROGRAM OFFICE
203-797-4629
FAX (203) 796-1567

December 15, 2010

TO: John Frassinelli, State WIC Director

FROM: Patty Mascoli, WIC Program Director

RE: Additional Money needed for purchases and renovations to move to 80 Main Street, Danbury, CT from 13 Main Street

I am requesting a total of \$45,208.78 for renovations and purchases to move the WIC office from the current location on 13 Main Street to a new location on 80 Main Street. I have enclosed the bids for the work / purchases that need to be completed prior to moving the office. I have separated out purchases and renovations and included the bid process.

Bid Process for the City of Danbury is as follows:

Any vendor can now go to the City's website and register to receive bid notifications - we do not have an "approved" vendor list any requisitions for goods and/or services \$500 or more require 3 prices - if the cost is over \$2500, the prices need to be in writing - if the cost is over \$5000, then we have to put out to sealed bid. Those bid thresholds do not apply if we piggyback on a State or gov't awarded contract.

Renovations-

The City of Danbury has agreed to make modifications to the open space. Modifications include erecting an 8ft X 12 ft wall to enclose a kitchen/class room area, create an energy efficient entry way. Please see attached bid=\$2,622.98

David Rusco Paint Contractor- see attached bid. =\$9,950.00

Commerical Moving Service, LLC-is on the approved bid list for the State of Connecticut. Please see attached Bid. = \$5,261.50

Solidus-is on the approved bid list for the State of Connecticut. see attached bid for carpeting in Program assistant and waiting room area.=\$1,972.38

Purchases

Solidus-is on the approved bid list for the State of Connecticut. Purchase additional panels for existing workstations to create privacy for Nutritionists to have an enclosed cubicle so children are not rooming free and participants can have complete privacy. Purchase 1 additional workspace cubicle, we are currently short one workstation due to current space limitations. Please see attached bid for the work.=\$25,401.92

Insalco-is on the approved list for the State of Connecticut .Purchase 30 waiting room chairs. See attached bid. \$1425.00

Please do not hesitate to contact me via phone or email.

Best Regards,

Patty Mascoli

CC: Scott Leroy
Sue Kaminski

emater 12-15-10

Contractor/Agency Name:

Contract Log:

Contract Period:

Budget Period:

Program:

Danbury

Budget Line Items	Approved Amounts	Amendment Request Change (+/-)	Amendment Approved Amounts	Revised Contract Totals	Revision Request	Revised Total	Justification
Maintain Office Equip/Furni	0.00	45,208.78		0.00		0.00	For Renovations/Purchases to
				0.00		0.00	move to a new larger space
				0.00		0.00	
				0.00		0.00	
Rental Real Estate	13,500.00	13,500.00		13,500.00		27,000.00	Increase in Rent /Utilities at
				0.00		0.00	new space
				0.00		0.00	
				0.00		0.00	
Communication Services	450.00	2,000.00		2,000.00		2,450.00	To be able to utilize a language
				0.00		0.00	line to help with the high rate
				0.00		0.00	of Spanish/Portugese clients
				0.00		0.00	
				0.00		0.00	
				0.00		0.00	
				0.00		0.00	
Total	\$13,950.00	\$60,708.78	\$0.00	\$15,500.00	\$0.00	\$29,450.00	

Requested by (Contractor)

Print Name & Title Signature Date

Reviewed by (CGMS)

Print Name & Title Signature Date

Approved by (DPH Program)

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