



CITY OF DANBURY

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February 23, 2022

To: File

Re: Board of Awards, Wednesday, February 23, 2022

Attending: D. St. Hilaire, Finance Director
R. Edwards, Assistant Corporation Counsel
D. Day, Superintendent of Public Utilities
T. Nolan, Superintendent of Public Services
S. Hanley, Superintendent of Public Buildings
R. Thode, Fire Chief
N. Kaplanis, Recreation Director
F. Gentile, Manager of Information Technology
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:

“Engineering Services – Westconn Pump Station Piping Repairs – Public Utilities Dept.” Mr. Volpe reported that the City of Danbury had previously issued a purchase order to Tata & Howard to have the subject services performed in an amount not to exceed \$14,500.00. Mr. Volpe informed the Board that the purchase order was issued to Tata & Howard as per their current on-call services contract with the City of Danbury. Mr. Volpe stated that the Public Utilities Dept. had now submitted a request to amend the previous purchase order by an additional \$3,500.00 to cover additional services. 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. Day moved to allow for the amendment as requested. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

“Pothole Repair Service – Highway Dept.” Mr. Volpe reported that the Highway Dept. submitted a requisition, made out to Patch Management, Inc., to have the subject service provided at a cost of \$650.00 per ton, in an amount not to exceed \$32,500.00. Mr. Volpe informed the Board that, along with the requisition, the Highway Dept. included a sole source justification, which indicated that the service provided by Patch Management was proprietary to them and that no other known product exists or is available from vendors. Mr. Nolan moved to award the requisitioned service to Patch Management, Inc. as a sole source. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

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“Purchase Catch Basin Tops, Grates & Frames – Highway Dept.” Mr. Volpe reported that the Highway Dept. submitted a requisition, made out United Concrete, to purchase the subject items at a total quoted cost of \$42,950.00. Mr. Volpe informed the Board that United Concrete quoted the items per their current State of CT contract award. Mr. Nolan moved to award the requisitioned items to United Concrete as per the State contract. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

Bid #01-21-22-01 “Boat Launch Dock – Public Services Dept.” Mr. Volpe reported that three bids were received, and that the apparent low bidder was Dock Hardware & Marine at a cost of \$34,499.00 to furnish a complete unit. Mr. Nolan moved to reject all bids and to issue a rebid for this item. Mr. St. Hilaire seconded the motion. Mr. Nolan informed the Board that the products offered by the two low bidders did not meet the bid specifications. Mr. Nolan stated that the product offered by the highest bidder did meet the bid specification, but the cost was over the budgeted amount. The motion was then carried unanimously.

“Upgrade Elevator Power Unit at the Patriot Garage – Public Buildings Dept.” Mr. Volpe reported that the Public Buildings Dept. submitted a requisition, made out to Kone, Inc., to have the subject work performed in the total proposed amount of \$41,975.00. Mr. Volpe informed the Board that Kone quoted the work per their current Omnia government cooperative contract award. Mr. Hanley moved to award the requisitioned work to Kone, Inc. as per the Omnia contract. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

“Injury Prevention and Health and Wellness Program – Fire Dept.” Mr. Volpe reported these services had previously been awarded to First Response Health and Wellness for a one-year period. Mr. Volpe informed the Board that the award period has now expired, and that the bid may be renewed for an additional year by mutual consent. Mr. Volpe informed the Board that, in an effort to align the contract term with the City's fiscal year, First Response Health was contacted to determine if they would be willing to hold their current monthly price of \$1,920.00 through June 30, 2022. Mr. Volpe reported that Ms. Sara Beckert, owner of First Response Health sent a letter in which she indicated that she would be willing to hold her existing pricing of \$1,920.00 per month through June 30, 2022 as requested. Mr. Volpe noted that, in her same letter, Ms. Beckert indicated that she would like to extend her services for an additional year with an adjusted price of \$2,083.00 per month. Chief Thode moved to extend the bid award with First Response Health and Wellness at the current rate of \$1,920.00 per month through June 30, 2022, and to extend the award for an additional year beyond that, through June 30, 2023, at the requested increase rate of \$2,083.00 per month. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

Bid #01-21-22-03 “License/Operation of Vending Truck at Rogers Park – Recreation Dept.” Mr. Volpe informed the Board that this bid was for monies to be paid to the City of Danbury for the right to operate a vending truck at any one of three designated locations within Rogers Park, for the period April 1, 2022 through October 31, 2022. Mr. Volpe reported that four bids were received. Mr. Volpe reported that The Pink Elephant was the only bidder on Location 1 – Softball Field Parking Lot at \$2,000.00, J&E Ice Cream was the only bidder on Location 2 – Playground Area at \$5,000.00, and El Valle del Upano was the high bidder on Location 3 – Volleyball Court Area at \$6,800.00. Mr. Kaplanis moved to award the high bidder by location, contingent upon execution of the required license agreement. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

"Afterhours Troubleshooting & Remediation Support – Computer Integrated Services (CIS) – IT Dept."

Mr. Volpe reported that the IT Dept. submitted a requisition, made out to CIS, to have the subject work performed on an as required basis, in an amount not to exceed \$15,000.00. Mr. Volpe informed the Board that CIS proposed these services as a change order to their current IT Support Solutions contract with the City of Danbury. Mr. Gentile moved to award the proposed services to CIS, contingent upon execution of a contract change order. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

"Website Redesign – CivicPlus CivicClerk Agenda Management Module – IT Dept."

Mr. Volpe reported Mr. Gentile submitted a quote from Civic Plus, dated February 14, 2022, to provide the subject module at a total first year cost of \$15,385.00. Mr. Volpe noted that the quote indicated that the annual recurring services for the second year would be at a total cost of \$9,366.00. Mr. Volpe informed the Board that Civic Plus quoted this module per their current The Interlocal Purchasing System (TIPS) government cooperative contract award. Mr. Gentile moved to award the quoted services to Civic Plus per the TIPS contract, contingent upon execution of an agreement acceptable to the City of Danbury. Mr. St. Hilaire seconded the motion. Mr. Gentile stated that this web design work would be building on the success of the web applications created by Civic Plus for the City's Tax Collector and Assessor departments. Mr. Kleinhans stated that this work was a priority for Mayor Esposito as his desire was to make the website more user friendly for taxpayers and City employees. The motion, which was then carried unanimously.

At this point in the meeting, Mr. Day moved to add **"Emergency Bypass Plan for West Lake High Service Pump Station"** to the agenda as an emergency. Mr. St. Hilaire seconded the motion. Mr. Day informed the Board that there are three pumps located at this location. Mr. Day stated that two of the pumps are now inoperable. Mr. Day stated that the one remaining pump is currently operational, but has no back up. Mr. Day stated that if the pump that is operating were to fail, there would be a serious water distribution issue. The motion was then carried unanimously. Mr. Day then reported that a sales engineer from Godwin Pump, the manufacturer of the pumps, is on site with his staff to evaluate the situation and propose a solution. The motion to add the item to the agenda as an emergency was then carried unanimously. Mr. Day informed the Board that Godwin Pump would most likely be providing a rental pump to set-up a bypass system. Mr. Day stated that the system would most likely involve the purchase of related valves and fittings to make the proper connection. Mr. Day informed the Board that Godwin Pump would be working up a formal cost proposal after they perform their evaluation. Mr. Day stated that it has been estimated that a pump rental of this size could cost approximately \$30,000 to \$50,000.00 per month. Mr. Volpe informed Mr. Day that the City of Danbury is a member of the HGAC government cooperative contract, and that Xylem Corp., the parent company of Godwin Pump, is on the contract for pump rentals. Mr. Volpe requested that Mr. Day make Godwin Pump aware of this contract. Mr. Day then moved to waive the formal bidding requirements to rent any required equipment and purchase any related items as necessary to set-up a functioning bypass system for this water pump station. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

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Having no further business to come before the Board, Mr. Volpe asked for a motion to adjourn. Mr. St. Hilaire made a motion to adjourn. Attorney Edwards seconded the motion, which was then carried unanimously. The Board of Awards adjourned at 10:23 A.M.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "C. Volpe, Jr.", written in black ink.

Charles J. Volpe, Jr.
Purchasing Agent

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