



CITY OF DANBURY

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April 14, 2022

To: File

Re: Board of Awards, Wednesday, April 13, 2022

Attending: D. St. Hilaire, Finance Director
R. Edwards, Assistant Corporation Counsel
M. Cassavechia, Director of Emergency Management
J. Kleinhans, Government Affairs & Communications Advisor, Mayor's Office
T. Hughes, Superintendent of Construction Services
F. Gentile, Manager of Information Technology
D. Day, Superintendent of Public Utilities
R. Thode, Fire Chief
W. Lounsbury, Assistant Fire Chief
D. Natale, Assistant Purchasing Agent
C. Volpe, Purchasing Agent

The Board of Awards convened at 10:02 A.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

“Technology Equipment for EMS Vehicles – Emergency Management” Mr. Volpe reported that the Dept. of Emergency Management submitted a requisition, made out to Insight Public Sector, to purchase sixteen Apple iPads, and related accessory items, at a total cost of \$15,705.51. Mr. Volpe informed the Board that Insight quoted the equipment per their current Omnia government cooperative contract award. Mr. Cassavechia moved to award the requisitioned equipment to Insight Public Sector per the Omnia contract. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

Bid #03-21-22-03 “RFP – Video Production Services – Office of the Mayor” Mr. Volpe reported that four firms responded to this request for proposals. Mr. Volpe noted that one firm submitted three alternate proposals, so six proposals were submitted. Mr. Volpe informed the Board that a committee, consisting of Ms. Lindsay Seti, Executive Aide to the Mayor, Mr. Jonathan Barney, Community Services Coordinator, and Mr. Kleinhans, reviewed the proposals. Mr. Volpe stated that the committee scored the proposals based upon cost, references, experience and responsiveness. Mr. Volpe stated that the proposal submitted by Rmedia, LLC of Danbury, CT scored the highest, and that all score sheets are now on file in the Purchasing Dept. Mr. Volpe noted that Rmedia offered the lowest annual cost proposal at \$18,000.00. Mr. Kleinhans moved to award the bid to Rmedia, LLC based upon their lowest cost proposal, qualifications and proposed process, contingent upon execution of a contract acceptable to the City of Danbury. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

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Bid #12-18-19-01 "RFQ – On-Call Environmental Consultants" Mr. Volpe reported that this bid had previously been awarded to Fuss & O'Neill, TRC Environmental Corporation, WSP USA, Inc., and Eagle Environmental for a three-year period. Mr. Volpe informed the Board that the initial three-year award period had now expired, and that the award period may be extended for an additional two-year period by mutual consent. Mr. Volpe reported that all four firms responded that would be willing to extend their services for the additional two-year period. Mr. Volpe stated that each firm provided an updated Certificate of Insurance and an updated fee schedule for review. Mr. Hughes stated that all the fee schedules have been reviewed and found to be acceptable. Mr. Hughes then moved to extend the bid award with each firm for a two-year period, contingent upon execution of the required contract amendments. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

"Technology Equipment Purchases for Ellsworth Avenue School Annex Project – Construction Services Dept." Mr. Volpe reported that the Construction Services Dept. submitted a requisition, made out to CDW Government, to purchase a variety of technology equipment items at a total cost of \$61,463.30. Mr. Volpe informed the Board that CDW Government quoted the technology per their respective State of CT and PEPPM government cooperative contract awards. Mr. Hughes moved to award the requisitioned items to CDW Government as per the State of CT and PEPPM contracts. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

"Furnish & Install Playscape Equipment for Ellsworth Avenue School Annex Project – Construction Services Dept." Mr. Volpe reported that the Construction Services Dept. submitted an estimate from Childscapes, to perform the subject work at the total quoted cost of \$286,616.30. Mr. Volpe noted that the estimate was released as back up to this agenda item. Mr. Volpe stated that, after the agenda was released, Mr. Hughes provided him with another estimate from Childscapes for this work, which also included the provision of benches that were desired by the school administration, at a total cost of \$299,887.18. Mr. Volpe informed the Board that Childscapes quoted the work as per their current State of CT contract award. Mr. Hughes moved to award the requisitioned work to Childscapes as per the State contract, and to include the cost of \$9,000.00 for a performance bond if it is determined to be needed for this project. Mr. St. Hilaire seconded the motion. Mr. Hughes stated that the contract should be executed in the form of a purchase order for this work as per State Education requirements. Mr. Volpe stated that he would confirm with Corporation Counsel if the performance bond would actually be required and if a purchase order could be issued for this work in the place of a construction contract. The motion was then carried unanimously.

Bid #05-19-20-01 "Furnish & Install Amber Emergency Vehicle Lights – Public Utilities Dept." Mr. Volpe reported that this was an annual bid, for work to be performed on an as required basis, which had previously been awarded to Precision Brakeworks. Mr. Volpe informed the Board that the previous award period is expiring June 3, 2022, and that the award may be renewed for an additional year by mutual consent. Mr. Volpe reported that Mr. Michael Skelly, Manager of Precision Brakeworks, sent an email on April 5, 2022, in which he indicated that his company would be willing to hold their current bid pricing for an additional year. Mr. Day moved to extend the bid award with Precision Brakeworks for an additional year as offered. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

“Governmentjobs.com/Insight Annual Subscription Fee & Integration – IT Dept.” Mr. Volpe reported that the JT Dept. submitted a requisition, made out to Governmentjobs.com/Neogov, for the subject service in the total amount of \$15,467.47. Mr. Volpe informed the Board that, along with the requisition, Mr. Gentile included a sole source for Governmentjobs.com/Neogov to provide this service. Mr. Gentile moved to award the requisitioned subscription and service to Governmentjobs.com/Neogov as a sole source. Mr. St. Hilaire seconded the motion. Mr. Gentile noted that this was annual subscription maintenance for the recruitment system being used by the Human Resources Dept. The motion was then carried unanimously.

“Temporary Accounts Payable Services – Finance Dept.” Mr. Volpe reported a purchase order had previously been issued to Creative Financial Staffing for these services, at a billing rate of \$42.00 per hour, in an amount not to exceed \$14,700.00. Mr. Volpe informed the Board that the person performing the work had been in-place from the previous fiscal year due to an unfilled vacancy. Mr. Volpe reported that the Finance Dept. had submitted a request to amend the previous purchase order amount by an additional \$7,371.50. 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. St. Hilaire moved to allow for the amendment as requested. Attorney Edwards seconded the motion, which was then carried unanimously.

“West Lake Water Treatment Plant Roof System Design Services – Public Utilities Dept.” Mr. Volpe reported that Mr. Day submitted a proposal from HB Fishman & Co., Inc., dated April 5, 2022, to provide the subject services, along with bidding and project administrative services, at the total estimated cost of \$33,400.00. Mr. Volpe informed the Board that, along with the proposal, Mr. Day included a sole source justification for HB Fishman to perform this work. Mr. Volpe stated that the sole source justification indicated that HB Fishman, while under contract with the City of Danbury for on-call roofing services, did the inspection and preliminary assessment of this roof and others at the Public Utilities Dept. complex. Mr. Volpe noted that the sole source justification goes on to indicate that HB Fishman had successfully provided design and project administrative services on a number of those other roofs. Mr. Day moved to award the proposed roofing services to HB Fishman & Co., Inc. as a sole source, contingent upon execution of a professional services contract acceptable to the City of Danbury. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

“Physical Evaluations, Hepatitis B Titer Tests & Hepatitis B Vaccines – Fire Dept.” Mr. Volpe reported that the Fire Dept. submitted an email cost proposal from Nuvance Health, dated April 7, 2022, to provide the subject services. Mr. Volpe stated that Nuvance Health proposed a cost of \$140.00 for each physical evaluation, \$65.00 for each Hepatitis B Titer Test and \$115.00 for each Hepatitis B Vaccine. Mr. Volpe informed the Board that, along with the cost proposal, the Fire Dept. included a sole source justification for Nuvance Health to perform these services. Mr. Volpe stated that AFC Urgent Care is presently the City of Danbury contracted provider of occupational medical services and, as such, would normally provide these services. Mr. Volpe stated that, after a recent OSHA audit at the Fire Dept., a directive was issued to have the subject services provided by June 2022. Mr. Volpe stated that, due to union and logistical considerations, AFC Urgent Care, could not provide these services in the required period. Mr. Volpe stated that the Fire Dept. had indicated that Nuvance Health is the only known area source capable of providing these services in the required period. Mr. Volpe informed the Board that AFC Urgent Care had

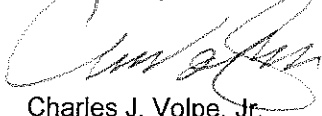
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been made aware of this situation and of the City's intent to have Nuvance Health perform the services. Chief Thode moved to award the proposed services to Nuvance Health as a sole source, contingent upon execution of an agreement acceptable to the City of Danbury. Mr. St. Hilaire seconded the motion, which was then carried unanimously.

At this point in the meeting, Mr. Day moved to add "Westconn Pump Station Emergency Pipe Repairs – Public Utilities Dept." to the agenda as an emergency. Mr. Volpe informed the Board that a waiver of bid had previously been authorized for this work, and that the repair costs appear to be coming in higher than the estimated cost that was provided at the time of the waiver. The motion to add the item to the agenda as an emergency was carried unanimously. Mr. Day then informed the Board that the original estimate for the repair work was \$160,000.00. Mr. Day stated that, with increased material costs and the prevailing wage rate contract requirement, the cost is now expected to be in the area of \$220,000.00 in total. Attorney Edwards moved to accept the updated cost information provided by Mr. Day and to allow for any necessary adjustments to the contract to be executed for this work. Mr. St. Hilaire seconded the motion. Mr. Day noted that, in addition to the cost of the work, he is estimating \$35,000.00 for engineering design and administrative services for this project. 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. St. Hilaire seconded the motion, which was then carried unanimously. The Board of Awards adjourned at 10:26 A.M.

Respectfully submitted,



Charles J. Volpe, Jr.
Purchasing Agent

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