



CITY OF DANBURY

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May 18, 2022

To: File

Re: Board of Awards, Wednesday, May 18, 2022

Attending: D. Garrick, Assistant Finance Director
R. Edwards, Assistant Corporation Counsel
T. Nolan, Superintendent of Public Services
D. Scalzo, Chief of Water Quality & Technical Services
F. Gentile, Manager of Information Technology
S. Hanley, Superintendent of Public Buildings
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:

“Purchase of OEM Camel, Everest & Falcon Repair Parts – Equipment Maintenance Dept.” Mr. Volpe reported that the City of Danbury had previously issued a purchase order to Howard P. Fairfield to purchase the subject items on an as required basis, in an amount not to exceed \$15,000.00. Mr. Volpe informed the Board that the purchase order was issued to Howard P. Fairfield based on sole source. Mr. Volpe stated that Howard P. Fairfield is the only authorized Connecticut dealer for the manufacturers indicated. Mr. Volpe stated that the Equipment Maintenance Dept. submitted a request to amend the existing purchase order by an additional \$2,000.00. 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 award the purchase of the subject items from Howard P. Fairfield as a sole source and approve the amendment request. Mr. Garrick seconded the motion, which was then carried unanimously.

“Purchase of OEM John Deere Repair/Replacement Parts – Equipment Maintenance Dept.” Mr. Volpe reported that the City of Danbury had previously issued a purchase order to WI Clark Company to purchase the subject items on an as required basis, in an amount not to exceed \$12,500.00. Mr. Volpe informed the Board that the purchase order was issued to WI Clark Company based on sole source. Mr. Volpe stated that WI Clark Company is the only authorized Connecticut dealer for John Deere construction equipment. Mr. Volpe stated that the Equipment Maintenance Dept. submitted a request to amend the existing purchase order by an additional \$4,500.00. Mr. Volpe stated that Board of Awards

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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 award the purchase of the subject items from WI Clark Company as a sole source and approve the amendment request. Mr. Garrick seconded the motion, which was then carried unanimously.

“Purchase Stone Materials & Topsoil – Highway Dept.” Mr. Volpe reported that the Highway Dept. submitted a requisition, made out to John J. Brennan Construction, to purchase the subject items on an as needed basis, in an amount not to exceed \$50,000.00. Mr. Volpe informed the Board that the material prices would be per the current State of CT contract award. Mr. Nolan moved to award the purchase of the requisitioned materials to John J. Brennan Construction as per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

RFQ #20-21-05-02 “Laboratory Analysis – Public Utilities Dept.” Mr. Volpe reported that this was a unit price bid that was previously awarded to Aqua Environmental Lab, for services to be provided on an as needed basis, for a one-year period. Mr. Volpe informed the Board that the previous award period is expiring on June 30, 2022, and that the award period may be extended for an additional year by mutual consent. Mr. Volpe stated that Aqua Environmental Lab had offered to hold their current bid prices for an additional year. Mr. Scalzo moved to extend the bid award with Aqua Environmental Lab for an additional year as offered. Mr. Garrick seconded the motion, which was then carried unanimously.

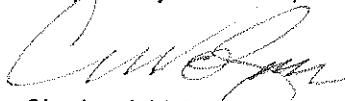
Bid #05-19-20-02 “Qualifications – Architectural Services for the Ellsworth Avenue School Annex” Mr. Volpe reported that this bid had previously been awarded to Friar Architecture. Mr. Volpe informed the Board that Mr. Thomas Hughes, Danbury Superintendent of Construction Services, submitted an amendment to their agreement to include additional environmental services in the amount of \$6,800.00. Mr. Volpe stated that Mr. Hughes, in his transmittal email, indicated that the environmental services were required because asbestos was discovered under the basement stairs. Mr. Nolan moved to allow for the additional services, contingent upon execution of the contract amendment. Mr. Garrick seconded the motion. Mr. Volpe noted that Mr. Hughes indicated that the cost of the additional services would be charged to SNAPP.BOE-077401.PROFSVCS. The motion was then carried unanimously.

“Purchase Microsoft Software – IT Dept.” Mr. Volpe reported that the IT Dept. submitted a requisition, made out to Dell Computer, to purchase six Microsoft VLA SQL Server Standard Licenses at a cost of \$4,038.00/each – total of \$24,228.00. Mr. Volpe informed the Board that Dell Computer quoted the software per their current State of CT contract award. Mr. Gentile moved to award the requisitioned software to Dell Computer as per the State contract. Mr. Garrick seconded the motion. Mr. Gentile noted that this software was required for the upgrade of the Nexgen database server and its disaster recovery counterpart server for the Police Dept. and Dispatch. The motion was then carried unanimously.

“Emergency HVAC Repairs – Danbury High School – Public Buildings Dept.” Mr. Volpe reported that, May 11, 2022, the Public Buildings Dept. submitted a requisition, made out to Johnson Controls, to perform the subject work in the total quoted amount of \$29,205.82. Mr. Volpe informed the Board that Johnson Controls quoted this work per their current Sourcewell government cooperative contract award. Mr. Volpe stated that, after conferring with Mr. St. Hilaire and Attorney Edwards, an emergency purchase order was issued on May 12, 2022. Mr. Hanley moved to ratify the action taken to issue the purchase order to Johnson Control for this work, based upon their Sourcewell contract. 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. Mr. Nolan made a motion to adjourn. Mr. Garrick seconded the motion, which was then carried unanimously. The Board of Awards adjourned at 10:10 A.M.

Respectfully submitted,



Charles J. Volpe, Jr.
Purchasing Agent

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