



CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

CHARLES J. VOLPE, JR., CPPB
PURCHASING AGENT

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

May 25, 2022

To: File

Re: Board of Awards, Wednesday, May 25, 2022

Attending: D. Garrick, Assistant Finance Director
R. Edwards, Assistant Corporation Counsel
D. Day, Superintendent of Public Utilities
T. Nolan, Superintendent of Public Services
M. Cassavechia, Director of Emergency Management
F. Gentile, Manager of Information Technology
S. Hanley, Superintendent of Public Buildings
R. Thode, Fire Chief
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:

“Replacement of HDPE Zink Moisture Separator in Landfill Biogas System – Public Utilities Dept.” Mr. Volpe reported that the Public Utilities Dept. submitted a requisition, made out to John Zink Company, to have the subject work performed in the total amount of \$39,000.00. Mr. Volpe informed the Board that, along with the requisition, the Public Utilities Dept. included a sole source justification for John Zink Company to perform this work. Mr. Volpe stated that the sole source justification indicated that John Zink is the manufacturer of the moisture separator to be replaced. Mr. Day moved to award the requisitioned work to John Zink Company as a sole source. Mr. Garrick seconded the motion, which was then carried unanimously.

“Purchase Stone Materials – Highway Dept.” Mr. Volpe reported that the City of Danbury had previously issued a purchase order to Tilcon CT to purchase stone products as required, in an amount not to exceed \$15,000.00. Mr. Volpe informed the Board that the purchase order was issued to Tilcon based upon their current State of CT contract award. Mr. Volpe reported that the Highway Dept. had now submitted a request to amend the existing purchase order by an additional \$5,000.00. Mr. Volpe stated that Board of Awards approval is 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 stone products to Tilcon CT as per the State contract, and to allow for the amendment as requested. Mr. Garrick seconded the motion, which was then carried unanimously.

“Furnish & Install Motorola Self-Contained Dispatch Console in Emergency Operations Center (EOC) – Dept. of Emergency Management” Mr. Volpe reported that

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the Dept. of Emergency Management submitted a requisition, made out to Motorola Solutions, to have the subject work performed in the total quoted amount of \$17,521.31. Mr. Volpe informed the Board that Motorola Solutions quoted the work per their current State of CT master contract award. Mr. Cassavechia moved to award the requisitioned work to Motorola Solutions as per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #04-21-22-01 "Ornamental Street Lights & Bollards" Mr. Volpe reported that this was a unit price bid for items to be purchased as required. Mr. Volpe informed the Board that F&M Electric was the only bidder. Mr. Volpe stated that F&M Electric was the incumbent supplier of these lights, and that they only offered to hold their unit prices for sixty days. Mr. Volpe noted that the bid prices are approximately 6% higher than last year's prices. Mr. Nolan moved to award the bid to F&M Electric. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #04-21-22-03 "14,000 GVWR Low Profile Extreme Duty Trailer – Highway Dept." Mr. Volpe reported that two bids were received, and that Elm City Trailer was the apparent low bidder at a cost of \$10,526.93. Mr. Nolan moved to award the bid to Elm City Trailer. Mr. Garrick seconded the motion, which was then carried unanimously.

"Purchase Dell Latitude 5430 Rugged Laptops with Docking Stations – IT Dept." Mr. Volpe reported that the IT Dept. submitted a requisition, made out to Dell Computer, to purchase ten Dell Latitude 5430 rugged laptops at a cost of \$2,120.79/each and ten docking stations at a cost of \$640.72/each, for a total of \$27,615.10. Mr. Volpe informed the Board that Dell Computer quoted the equipment per their current State of CT contract award. Mr. Gentile moved to award the requisitioned equipment to Dell Computer as per the State contract. Mr. Garrick seconded the motion. Mr. Gentile informed the Board that these were replacement units for the Police Dept., and that the cost was approximately \$1,500.00 less than the Panasonic units that had previously been used. The motion was then carried unanimously.

"Data Entry, Application Configuration & Administrative Services – IT Dept." Mr. Volpe reported that these services were recently awarded to TEK Systems at a billing rate of \$42.10 per hour, in the total amount of \$17,682.10. Mr. Volpe informed the Board that Mr. Gentile now submitted a request to change the billing rate to \$43.50 per hour. Mr. Volpe noted that the total amount of \$17,682.10 would remain the same. Mr. Gentile moved to allow for the rate revision as requested. Mr. Garrick seconded the motion. Mr. Gentile informed the Board that he had been informed of the rate adjustment after the TEK resource started to work. Mr. Gentile stated that the adjustment was a result of TEK's negotiating with the selected resource. Mr. Gentile stated that he found the request to be reasonable. The motion was then carried unanimously.

RFQ #20-21-05-01 "Generator Preventative Maintenance – Various Public Buildings" Mr. Volpe reported that this bid had previously been awarded to Kinsley Power Systems for the 10 generators located at Public Utilities Dept. locations and to Tri State Generator for the 27 generators located at various public buildings for a one-year period. Mr. Volpe informed the Board that the award period is expiring on June 30, 2022, and that the bid award may be renewed for an additional year by mutual consent. Mr. Volpe reported that both vendors have offered to hold their current bid prices for an additional year. Mr. Hanley moved to extend the bid award with both vendors as offered. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #05-20-21-02 "Cleaning of Boilers – Public Buildings" Mr. Volpe reported that this bid had previously been awarded to Ratick Combustion, Inc. for a one-year period. Mr.

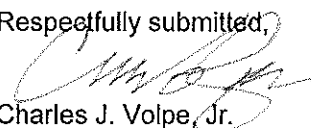
Volpe informed the Board that the award period is expiring on June 30, 2022, and that the bid award may be renewed for an additional year by mutual consent. Mr. Volpe reported that Ratick Combustion has offered to hold their current bid prices for an additional year. Mr. Hanley moved to extend the bid award with Ratick Combustion, Inc. as offered. Mr. Garrick seconded the motion, which was then carried unanimously.

Bid #02-21-22-03 "Custodial Services – Public Buildings" Mr. Volpe reported that six bids were received, and that the apparent low bidder was Preferred Cleaning Services at a corrected total monthly cost of \$27,935.88. Mr. Volpe noted that Preferred Cleaning had a minor computational error on their bid form. Mr. Volpe informed the Board that there were several deficiencies with the Preferred Cleaning Services bid. Mr. Volpe stated that Preferred Cleaning Services did not include the required material safety data sheets (MSDS), that their Certificate of Insurance was for \$2 million instead of the required \$5 million, and that their references did not indicate that they have serviced an account similar in size to that of the City of Danbury. Mr. Volpe stated that Mr. David Cardoso, owner of Preferred Cleaning Services, advised that he could provide the MSDS sheets and the required \$5 million insurance. Mr. Volpe stated that Mr. Cardoso confirmed that his largest account was \$35,000.00, whereas the City of Danbury account is approximately \$400,000.00. Mr. Volpe reported that the second low bidder was the incumbent provider of this service, Custom Care Building Services, Inc. at a total monthly cost of \$32,448.00. Mr. Volpe noted that the Custom Care bid was completely responsive. Mr. Hanley moved to award the bid to Custom Care Building Services, Inc. Mr. Garrick seconded the motion, which was then carried unanimously.

At this point in the meeting, Chief Thode moved to add **"Purchase of Special Operations Vehicle – Fire Dept."** to the agenda as an emergency. Mr. Garrick seconded the motion. Chief Thode informed the Board that this request is for a 1-ton pick-up truck for the Tactical Unit. Chief Thode stated that, due to current supply chain issues, this type truck is extremely hard to locate. Chief Thode noted that the lead-time for new trucks ordered like this are running over one year. Chief Thode stated that they located a contracted dealer who had one such truck on their lot, and that they were hoping to make an award and order that truck while it was still available. The motion was then carried unanimously. Mr. Volpe then reported that the Fire Dept. submitted a requisition, made out to National Auto Fleet Group, to purchase a new 2022 Ford Super Duty F-350 SRW WXT 4WD crew cab truck at a total cost of \$54,990.00. Mr. Volpe informed the Board that National Auto Fleet Group quoted the truck per their current Sourcewell government cooperative contract award. Chief Thode moved to award the requisitioned truck to National Auto Fleet Group as per the 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. Hanley made a motion to adjourn. Attorney Edwards seconded the motion, which was then carried unanimously. The Board of Awards adjourned at 10:20 A.M.

Respectfully submitted,


Charles J. Volpe, Jr.
Purchasing Agent

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