



# CITY OF DANBURY

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October 5, 2022

To: File

Re: Board of Awards, Wednesday, October 5, 2022

Attending: D. Garrick, Assistant Finance Director  
R. Edwards, Assistant Corporation Counsel  
K. Prunty, Director of Health & Human Services  
W. Lounsbury, Assistant Fire Chief  
J. Spang, Jr., Chief Financial Officer, Danbury Public Schools  
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 Influenza Vaccines – Dept. of Health & Human Services”** Mr. Volpe reported that the Health & Human Services Dept. submitted a requisition, made out to Sanofi Pasteur, to purchase flu vaccines as needed, in the total amount of \$30,000.00. Mr. Volpe informed the Board that the Health & Human Services Dept. is a member of the Atlantic Health Partners vaccine buying group and would be paying the negotiated price for any flu vaccines purchased. Mr. Volpe noted that he had also provided Mrs. Prunty with a copy of the State of CT awarded contract pricing for flu vaccines for her to compare. Mr. Volpe stated that Mrs. Prunty advised that she found the Atlantic Health Partners to be more favorable. Mrs. Prunty then moved to award the purchase of flu vaccines to Sanofi Pasteur as per the Atlantic Health Partners contract pricing. Mr. Garrick seconded the motion, which was then carried unanimously.

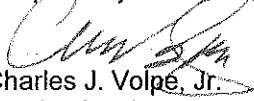
**“Amendment to Add Installation of Rear Storage Cabinet to the Purchase New 2022 Chevrolet Tahoe 4WD 4DR Commercial Vehicle – Fire Dept.”** Mr. Volpe informed the Board that the actual purchase of the subject vehicle was previously awarded to Commander Fleet Corp. at a total cost of \$64,968.00. Mr. Volpe reported that the Fire Dept. had now submitted an amendment request to have Commander Fleet furnish and install a storage cabinet on the awarded vehicle at a total cost of \$3,500.00. Assistant Chief Lounsbury moved to allow for the amendment as requested. Mr. Garrick seconded the motion. Assistant Chief Lounsbury informed the Board that the Fire Dept. had intended to purchase the storage cabinet and install it on its own. Assistant Chief Lounsbury stated that the manufacturer of the storage cabinet would not sell directly to the Fire Dept., so it was necessary to have the dealer, who was an authorized distributor, furnish and install the storage cabinet. The motion was then carried unanimously.

Over

**Bid #04-16-17-01 "Propane Fuel – Board of Education"** Mr. Volpe informed the Board that this bid had initially been awarded to Norbert E. Mitchell Co., Inc. for the 2017 – 2018 school year at a cost of \$1.09/gallon. Mr. Volpe stated that the bid allowed for two additional one-year extensions by mutual consent. Mr. Volpe stated that Mitchell was awarded the first extension for the 2018 – 2019 school year at a cost of \$1.19 per gallon and the second extension for the 2019 – 2020 school year at a cost of \$1.29 per gallon. Mr. Volpe stated that in October 2019 propane pricing collapsed to a 20-year low and the Board of Awards acted quickly to secure two additional one-year extensions. Mr. Volpe stated that the Board approved a lock-in price of \$.975 per gallon for the 2020 – 2021 school year and a lock-in price of \$.997 per gallon for the 2021 – 2022 school year. Mr. Volpe reported that once again, in January 2021 due to the COVID pandemic, the City took advantage of historically low oil prices to lock-in its unleaded, diesel and heating fuel requirements through June 2023. Mr. Volpe stated that he had reached out to the school Finance Director at the time about locking-in the propane at a cost of \$1.165 per gallon for the 2022 – 2023 school year. Mr. Volpe stated that, because we were operating under COVID protocols and there was a transition underway in the school Finance Dept., he was unable to obtain an approval to lock-in the extended price. Mr. Volpe stated that the propane price then expired in June 2022. Mr. Volpe stated that a rebid was not issued for the propane because it was a new commodity that was not on the annual bid listing. Mr. Volpe stated that by the time he realized the propane pricing had expired on June 30, 2022, there was insufficient time to issue a new bid for the current 2022 – 2023 school year. Mr. Volpe stated that, when Mitchell was first contacted about an extension through June 30, 2023, the lock-in price offered was in the \$1.60 to \$1.70 area. Mr. Volpe stated that, after conferring with Mr. Spang, who had recently been appointed as the Chief Financial Officer for Danbury Public Schools, it was decided that it would be best to wait on a lock-in price. Mr. Volpe stated that, in the meantime, Mitchell had offered to provide the propane at a cost of \$.25 over OPIS Selkirk daily price, for the day of delivery, with the option to lock-in a fixed price at any time. Mr. Volpe stated that he contacted Mr. Jeff Mayer of Tradition Energy, the City's energy consultant, and he advised that \$1.50 per gallon would be a good target lock-in price for this commodity. Mr. Volpe stated that Mitchell was made aware to advise us if we could get that target lock-in number. Mr. Volpe stated that Mitchell had contacted him this morning and advised that they could lock-in the propane at \$1.49 per gallon today, but needed approval immediately to execute the trade. Mr. Volpe informed the Board that he had a conversation with Mr. Spang yesterday afternoon about locking in a fixed price, and that they agreed on the target number of \$1.50 per gallon. Mr. Volpe stated that he had authorized Mitchell to execute the trade for the \$1.49 per gallon lock-in price. Mr. Volpe then moved to ratify the action taken to lock-in the price of propane at \$1.49 per gallon through June 30, 2023. Mr. Garrick seconded the motion. Mr. Volpe noted that this commodity would be rebid along with all the other fuels for the period beginning July 1, 2023. 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. Garrick seconded the motion, which was then carried unanimously. The Board of Awards adjourned at 10:15 A.M.

Respectfully submitted,

  
Charles J. Volpe, Jr.  
Purchasing Agent

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