



CITY OF DANBURY

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CHARLES J. VOLPE, JR.
PURCHASING AGENT

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November 9, 2022

To: File

Re: Board of Awards, Wednesday, November 9, 2022

Attending: D. Garrick, Acting Finance Director
R. Edwards, Assistant Corporation Counsel
T. Nolan, Superintendent of Public Services
J. Kleinhans, Government Affairs & Communications Advisor, Mayor's Office
D. Natale, Assistant Purchasing Agent
C. Volpe, Purchasing Agent

The Board of Awards convened at 10:03 A.M. in the Purchasing Dept. Conference Room (virtual meeting – attendees via Zoom conference call) to consider the following:

"Purchase Fertilizer, Herbicide & Grass Seed – Parks Maintenance Dept." Mr. Volpe reported that the Parks Maintenance Dept. submitted a requisition, made out to Tom Irwin, Inc., to purchase the subject items in the total quoted amount of \$18,745.69. Mr. Volpe informed the Board that Tom Irwin quoted the items per their current Capitol Region Council of Governments (CRCOG) bid award. Mr. Volpe noted that the City of Danbury is a member of CRCOG and participates in their cooperative bids. Mr. Nolan moved to award the requisitioned items to Tom Irwin, Inc. as per the CRCOG cooperative bid. Mr. Garrick seconded the motion, which was then carried unanimously.

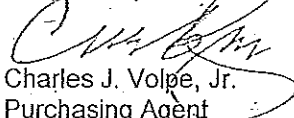
"Emergency Building Improvements to the 41 New Street Shelter – Office of the Mayor" Mr. Volpe informed the Board that he was contacted by Mr. Kleinhans in regards to have building improvements performed at the 41 New Street Shelter to make it habitable for the upcoming winter months. Mr. Volpe stated that Mr. Kleinhans advised that there was a desperate need to have an overflow shelter available to handle the area homeless population. Mr. Volpe stated that Mr. Kleinhans informed him that other options for an overflow shelter have been exhausted, and that renovating the previously closed shelter at 41 New Street presents the best solution at this time. Mr. Volpe stated that Mr. Kleinhans informed him that federal CARES Act funds were available for this purpose, and that he had estimated the repairs to be in the area of \$100,000.00. Mr. Volpe stated that Mr. Kleinhans informed him that he did not have formal plans and specifications for the work to be performed. Mr. Volpe stated that Mr. Kleinhans also informed him that the Public Works Dept. did not have sufficient staff available to perform this work in time. Mr. Volpe stated that he had advised Mr. Kleinhans that, under the present circumstances, the

Over

best way to proceed from a Purchasing Dept. standpoint would be to use the Capitol Region Council of Governments (CRCOG) competitively bid on-call construction services contract. Mr. Volpe noted that the City of Danbury is a member of CRCOG and participates in their cooperative bids. Mr. Volpe informed the Board that he then contacted Mrs. Andi Gray in the Finance Dept., who is the federal funds liaison, to determine if the suggested procurement process would comply with the CARES Act spending requirements. Mr. Volpe stated that Mrs. Gray reached out to her federal funds contact person, Ms. Millicent Meadows, Senior Community Planning and Development Representative for the U.S. Department of Housing and Urban Development, to provide her the background information regarding this emergency request and the City's Policies and Procedures Manual, with reference to the specific areas dealing with emergencies. Mr. Volpe informed the Board that Mrs. Gray sent an email, dated November 9, 2022, which summarized the response from Ms. Meadows. Mr. Volpe stated that he found the summary information provided by Mrs. Gray to be an affirmation that the use of the CRCOG on-call construction services contract for this requirement would be compliant with the spending requirements of the CARES Act. Mr. Volpe noted that, specifically, the construction services are being used because a public exigency exists. Mr. Volpe stated that the language in the CARES Act spending requirements also encourages grantees to enter into State and local government agreements for procurement or use of common goods and services. Mr. Volpe stated that the CRCOG on-call construction contract has been formally bid and awarded for use by its members. Mr. Volpe stated that Mrs. Gray also advised that Davis-Bacon prevailing wage rates would be applicable because the cost will exceed \$2,000.00. Mr. Volpe noted that BMP Construction, Inc. was the CRCOG awarded on-call construction services vendor for the region in which the City of Danbury is located. Mr. Kleinhaus then moved to award the emergency building improvements to BMP Construction, Inc. as per the CRCOG contract, in an amount not to exceed \$100,000.00. 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. Attorney Edwards made a motion to adjourn. Mr. Garrick seconded the motion, which was then carried unanimously. The Board of Awards adjourned at 10:12 A.M.

Respectfully submitted,



Charles J. Volpe, Jr.
Purchasing Agent

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