



CITY OF DANBURY

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November 16, 2022

To: File

Re: Board of Awards, Wednesday, November 16, 2022

Attending: D. Garrick, Acting Finance Director
L. Pinter, Deputy Corporation Counsel
D. Petrovich, Assistant City Engineer
T. Nolan, Superintendent of Public Services
S. Hanley, Superintendent of Public Buildings
F. Gentile, Manager of Information Technology
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:

Bid #02-21-22-04 "Comprehensive Architectural Services for the Danbury Career Academy" Mr. Volpe reported that this bid had initially been awarded to Friar Architecture in the summation of \$3,515,325.00. Mr. Volpe informed the Board that the initial award amount was amended by an additional \$10,097.00 to cover the cost of a State of CT required environmental study. Mr. Volpe stated that the Engineering Dept. had now submitted a request to amend the total award amount by an additional \$19,107.40 to cover the cost of proposed hazardous materials abatement services, required as a result of the environmental services. Mr. Petrovich moved to allow for the hazardous materials abatement services as proposed. Mr. Garrick seconded the motion, which was then carried unanimously.

"Purchase of 2023 Ford Cargo Van and 2023 Ford Escapes (2) – Highway Dept." Mr. Volpe informed the Board that the Highway Dept. submitted two requisitions, both made out to Gengras Ford, to purchase the subject vehicles. Mr. Volpe stated that the 2023 Ford Cargo Van XL, with the inclusion of a wire partition and a rack, was quoted at a total of \$35,963.40. Mr. Volpe stated that the two 2023 Ford Escape SE AWD vehicles were quoted at a cost of \$31,598.30/each. Mr. Volpe informed the Board that Gengras Ford quoted all the vehicles per their current State of CT contract award. Mr. Nolan moved to award the requisitioned vehicles to Gengras Ford as per the State contract. Mr. Garrick seconded the motion, which was then carried unanimously.

"Purchase Electrical Equipment & Supplies – Generator Installations – Public Buildings Dept." Mr. Volpe reported that, due to supply chain concerns, the Public Buildings Dept. submitted separate requisitions for two vendors to purchase the subject

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items on an as required basis. Mr. Volpe stated that the first requisition was made out to Northeast Electrical Distributors, to purchase items in an amount not to exceed \$23,000.00, per their current State of CT contract award. Mr. Volpe stated that the second requisition was made out to Graybar, to purchase items in an amount not to exceed \$20,000.00, per their current Omnia government cooperative contract award. Mr. Hanley moved to award the purchase of the requisitioned items to Northeast Electrical Distributors per the State contract and to Graybar per the Omnia government contract. At this point in the meeting, Mr. Garrick lost his remote connection and Mr. Volpe became a voting member in his absence. Attorney Pinter seconded the motion, which was then carried unanimously.

“Applications Support Integrator Services – IT Dept.” Mr. Volpe reported that these services had previously been awarded to TEK Systems at a billing rate of \$59.00 per hour, in an amount not to exceed \$67,850.00. Mr. Volpe informed the Board that the award was made to TEK Systems based upon having a comparatively low billing rate. Mr. Volpe stated that Mr. Gentile has now submitted a request to amend the previous award amount by an additional \$42,185.00 to cover additional required services at the same billing rate of \$59.00 per hour. Mr. Volpe noted that, in his request memo, Mr. Gentile indicated that the additional services would be required for the Civic Clerk Agenda Management System, the new City website, Viewpoint Health Dept. Inspections Module, Kronos Dimensions Time & Attendance System, MUNIS Payroll/HRMS System, and other application integrations as required. Mr. Gentile moved to allow for the amendment as requested, contingent upon the availability of funds. Attorney Pinter seconded the motion, which was then carried unanimously.


“Data Entry, Applications Configuration & Administrative Services – IT Dept.” Mr. Volpe reported that these services had previously been awarded to TEK Systems at a billing rate of \$43.50 per hour, in an amount not to exceed \$30,450.00. Mr. Volpe informed the Board that the award was made to TEK Systems based upon having a comparatively low billing rate. Mr. Volpe stated that Mr. Gentile has now submitted a request to amend the previous award amount by an additional \$30,450.00 to cover additional required services at the same billing rate of \$43.50 per hour. Mr. Volpe noted that, in his request memo, Mr. Gentile listed a number of administrative tasks that the additional services would be required for. Mr. Gentile moved to allow for the amendment as requested, contingent upon the availability of funds. Attorney Pinter seconded the motion, which was then carried unanimously.

At this point in the meeting Mr. Garrick reestablished his remote connection and joined the meeting again.

“Affordable Care Act (ACA) Reporting for Years 2017 – 2022 – Risk Management Dept.” Mr. Volpe reported that the Risk Management Dept. submitted a requisition, made out to HR Best Practices, to perform the subject work at a cost of \$6,200.00 per year – total cost of \$37,200.00. Mr. Volpe informed the Board that, along with the requisition, Mr. Garrick included a sole source form for HR Best Practices to perform the work. Mr. Volpe noted that the sole source justification indicated that HR Best Practices had previously been vetted by Lockton, the City's employee benefits consultant. Mr. Volpe noted that the sole source justification goes on to indicate that there is a Business Associate Agreement in place to protect the City's and City employees' protected information, and that using HR Best Practices, who has successfully performed the ACA reporting for prior years, would limit the sharing of protected information to other vendors that are an unknown risk. Mr. Garrick moved to award the requisitioned work to HR Best Practices as a sole source. Attorney Pinter 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 Pinter 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