Roll Call

Mark Holden, Chair, present
Gene Sullivan, Purchasing Agent
Greg Kodz, present

Call to Order

The meeting was called to order at 6:30 p.m. on January 8, 2009 by Chairperson Mark Holden. All those present rose and pledged allegiance to the flag.

Approval of Meeting Minutes

The approval of the 12/18/08 Regular Meeting Minutes were tabled because Judson Crawford was not in attendance and Greg Kodz had not attended the 12/18/08 meeting.

Add-On

GREG KODZ MOTIONS TO ADD-ON TO THE AGENDA UNDER OLD BUSINESS THE AWARD BID#29-43 PRINTING & MAILING OF BILLS AND DELINQUENT NOTICES. SECONDED BY MARK HOLDEN. A VOICE VOTE WAS TAKEN. MOTION PASSED 2-0.

Chairman Holden indicated that they would be adjusting the order of Agenda items for this meeting to conduct Old Business prior to New Business in an effort to expedite the BOA action on these Award Bid items.

Old Business

Award Bid #29-40 Three New Entrance Doors with One Handicapped Accessible Huntington Branch Library
Chairman Holden indicated that there was one bidder with the bid amount of $13,897. The bid specifications were met and this will be funded through the LOCIP account and turned over to the Building and Maintenance Department.

**GREG KODZ MOTIONS TO AWARD BID #29-40 FOR 3 NEW ENTRANCE DOORS WITH ONE HANDICAPPED ACCESSIBLE AT THE HUNTINGTON BRANCH LIBRARY TO WILLCO SALES & SERVICE OF FAIRFIELD, CT IN THE AMOUNT OF $13,897. MARK HOLDEN SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSED 2-0.**

**Add-On**
**Award Bid #29-43 Printing & Mailing of Tax Bills and Delinquent Notices**

Chairman Holden indicated that there were two bidders. The low bidder did not provide references, the turn-around time, set-up charges and other pertinent information needed on the bid. The recommendation of the Tax Collector is to award the bid to the Firm Advantage of Shelton, CT in the amount of $28,970 and have it taken out of next year's budget.

**GREG KODZ MOTIONS TO AWARD BID #29-43 PRINTING & MAILING OF TAX BILLS AND DELINQUENT NOTICES TO THE FIRM ADVANTAGE OF SHELTON, CT IN THE AMOUNT OF $28,970. MARK HOLDEN SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSED 2-0.**

**New Business**

**Open RFP #29-60 Re-Bid Long Hill & Elizabeth Shelton Roof Replacement Design**

Haks Engineering & Land Surveyors of New York, NY submits their non-inclusion affidavit and a total lump sum fee of $37,500 for both projects. They provide a certificate of liability insurance and a copy of their professional license.

Friar Associates of Farmington, CT submits their non-inclusion affidavit, a certificate of liability insurance. They submit a proposed fee of $26,500 for Long Hill Elementary School with reimbursable expenses of $4,800, and a proposed fee of $25,500 for Elizabeth Shelton School with reimbursable expenses of 4,800.

Wiss Janney Elsner Associates of Shelton, CT submits their non-inclusion affidavit, a copy of their professional license, certificate of liability insurance, and a total proposed fee for both schools in the amount of $82,000.

Kaestle Boos Associates of New Britain, CT submits their non-inclusion affidavit, a liability insurance policy for $1M and an excess umbrella policy of $5M, and a copy of their professional license. No prices or schedule of fees have been submitted.
Anwar Hossain with Lawrence Associates of Manchester, CT submits the non-inclusion affidavit, a liability insurance policy for $1M and an umbrella policy of $2M. No pricing is provided.

B.L. Companies of Meriden, CT submits the non-inclusion affidavit, a certificate of insurance with liability coverage of $1M, $10 million umbrella and professional liability coverage in the amount of $5M per incident. No pricing is provided.

O’Riordan Migani of Seymour, CT submits their bid in the amount of $47,263 with a schedule of reimbursables and a copy of their professional license. A copy of proof of insurance with a notation indicating that coverage will be increased to meet limits specified in the RFQ, if awarded. Their current insurance coverage is $1M with $1M for professional liability. There is no mention of an umbrella, and a non-inclusion affidavit has not been submitted.

Chairman Holden calls a brief recess at 7 p.m. to provide the awarded bids to the Alderman in the BOA Meeting across the hall. The meeting reconvenes at 7:05 p.m.

Fletcher Thompson of Shelton, CT submits their non-inclusion affidavit, information regarding experience & qualifications, liability insurance in the amount of $1M, an excess umbrella policy of $10M and professional liability in the amount of $1M. No pricing is provided.

Martin A. Benassi AIA of Hamden, CT submits information regarding experience & photos of other jobs; a copy of certificate of liability insurance for coverage of $1M, with the notation that it can be increased to $2M, if awarded; professional liability coverage of $1M. A non-inclusion affidavit has not been submitted. No pricing is provided.

C.J. Lawlor Associates of West Hartford, CT submits information regarding experience, personnel, copy of professional license, references, and certificate of liability insurance with coverage of $1M, $3M umbrella and $1M professional liability policy. A non-inclusion affidavit has not been submitted. No pricing is provided.

Jacunski Humes Architects of Berlin, CT submits their non-inclusion affidavit, certificate of liability insurance with basic limits of $2M, umbrella limits of $2M and professional liability of $1M. No pricing is provided.

Hoffman Architects of Hamden, CT submits information regarding experience, personnel and insurance coverage of $1M, $5M umbrella and $5M for professional liability. A non-inclusion affidavit has not been submitted. No pricing is provided.

Silver Petrucelli Associates of Hamden, CT submits information regarding experience, resumes, and certificate of liability insurance showing $1M general liability coverage, $5M excess umbrella coverage and $1M professional liability coverage. A non-inclusion affidavit has not been submitted. No pricing is provided.

Pustola & Associates of Naugatuck, CT submits their non-inclusion affidavit, information regarding experience, certificate of liability insurance showing $1M general liability, $2M umbrella coverage and copies of professional licenses. They submit fees for Structural
Analysis only in the amount of $5,400 for Long Hill Elementary School and $5,300 for Elizabeth Shelton School.

Diversified Technical Consultants of North Haven, CT submits their non-inclusion affidavit, information regarding their experience, organizational charts, liability insurance coverage of $1M, $5M umbrella, and a $2M professional liability policy. No pricing is provided.

Hibbard & Rosa Architect of Middletown, CT submits their non-inclusion affidavit, information regarding their experience, an organizational chart, and insurance coverage of $1M for general liability and $1M for professional liability with a notation that, if awarded, additional insurance would be purchased.

Cuoco Structural Engineering LLC of Fairfield, CT submits their non-inclusion affidavit, examples of experience, organizational chart, copies of professional licenses and insurance coverage of $1M general liability and $1M professional liability. They do not currently have an umbrella policy but, if necessary, they can secure one. No pricing is provided.

Salamone & Associates of Hamden, CT submits their non-inclusion affidavit and a fee schedule for Elizabeth Shelton School including various items with a total of $26,900. They submit a fee schedule for Long Hill Elementary School including various items with a total of $27,400. They submit examples of other work completed, professional references, a certificate of liability insurance for $1M general liability coverage, $1M umbrella coverage, $2M professional liability coverage and copies of licenses.

Chairman Holden notes that this bid was sent “Next Day Air Urgent Delivery,” however, UPS did not meet their delivery guarantee and it arrived at noon time today.

GREG KODZ MOTIONS TO ACCEPT THE 18 BIDS FOR RFQ#29-60 (RE-BID) LONG HILL SCHOOL & ELIZABETH SHELTON ROOF REPLACEMENT DESIGN AND FORWARD TO EILEEN VICTORIA FOR DISTRIBUTION. MARK HOLDEN SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSED 2-0.

Open Bid #29-61 Custodial Service at Shelton Community Center

Class Act Cleaning Services of Berlin, CT submits their non-inclusion affidavit, references, a bid of $1,025.39/monthly, a copy of their certificate of liability insurance showing liability coverage in the amount of $1M and umbrella coverage of $1M.

Jan King Cleaning Service of Windsor Locks, CT submits their non-inclusion affidavit, their pricing schedule of $2,500/monthly, and a certificate of liability insurance showing liability coverage in the amount of $1M and a $30 million umbrella policy.

Master Custodial Service of North Haven, CT submits their non-inclusion affidavit, a bid of $1,513/monthly, and a certificate from the State stating their qualifications for the Supplier Diversity Program. A certificate of liability insurance is not provided.
One Solution Service, LLC of Fairfield, CT submits their non-inclusion affidavit, their bid of $2,695/monthly plus applicable Connecticut sales tax, which shouldn’t apply. A certificate of liability insurance is not provided.

KeeClean Mang Inc. of Shelton, CT submits their non-inclusion affidavit, their bid for $1,200/monthly, references, and general liability insurance in the amount of $2M and umbrella insurance in the amount $3M.

R&L Morgan Enterprises of South Windsor, CT submits their non-inclusion affidavit, references, and their bid for $1,779.56/monthly.

Global Comm Cleaning of Newington, CT submits their non-inclusion affidavit, their bid of $1,280/monthly and general liability insurance in the amount of $1M for general liability with $5M umbrella coverage. They also note there is crime coverage.

KSB Service of Shelton, CT submits their non-inclusion affidavit and their bid of $1,595/monthly.

GREG KODZ MOTIONS TO ACCEPT THE 8 BIDS FOR RFQ#29-61 CUSTODIAL SERVICE TO BE PERFORMED AT SHELTON COMMUNITY CENTER AND FORWARD THEM TO RON HERRICK.  MARK HOLDEN SECONDS.  A VOICE VOTE IS TAKEN. MOTION PASSED 2-0.

Adjournment

Chairperson Mark Holden stated to adjourn the meeting due to no further business on the agenda at 7:40 p.m.

Respectfully submitted,

Karin C. Tuke
Clerk, Board of Apportionment and Taxation

Tape (1) on File with the City Town Clerk’s Office.