Roll Call

Mark Holden, Chairman, present
Judson Crawford, excused
Faith Hack, Board of A&T, present (acting for Judson Crawford)
Gene Sullivan, Purchasing Agent, present

Others Present

Don Coiro, Q Company Communication

Call to Order

Chairman Holden called the Regular Finance Meeting to order at 6:30 p.m. in Room 104 with the Pledge of Allegiance. He indicated that Faith Hack, Board of A&T will be acting on behalf of Judson Crawford who has been excused due to work related conflicts.

Agenda Add-Ons

FAITH HACK MOTIONS TO ADD TWO ITEMS TO THE AGENDA UNDER OLD BUSINESS FOR AWARD BID #30-71 LADDER TESTING FIRE DEPT. AND AWARD BID #30-72 HOSE TESTING FIRE DEPT. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).

Approval of the Minutes


Chairman Holden indicated that the minutes for the meeting of the Regular Meeting of March 10, 2011 will be tabled until Judson Crawford is in attendance.
New Business

OPEN BID #31-58 (SEDC) EASEMENT APPRAISALS CANAL & WOOSTER STREET (0 bidders)

No Bidders.

OPEN RFQ #31-61 RE-BID VENTILATION SYSTEM, STRUCTURAL SYSTEM, FINISHING OF INTERIOR CEILING OF THE POOL AREA AT COMMUNITY CENTER (3 bidders)

Donald Baerman, AIA, Architects, LLC of North Haven, CT submits a non-collusion affidavit and information regarding their qualifications.

Weston & Sampson Engineers, Inc. of Rocky Hill, CT submits a non-collusion affidavit and information regarding their qualifications.

Mingolello & Hayes Architects, P.C. of Shelton, CT submits information regarding their qualifications. They do not submit a non-collusion affidavit.

Chairman Holden indicated that he did not know if a non-collusion affidavit is really germane with an RFQ that has no pricing.

Gene Sullivan responded that it is requested on the information that goes out to all bidders – it is a bid requirement for all bids, RFP’s and RFQ’s.

Chairman Holden stated that they would reject the bid for Mingolello & Hayes on that basis.

FAITH HACK MOTIONS TO ACCEPT THE TWO BIDS FOR RFQ #31-61 RE-BID VENTILATION SYSTEM, STRUCTURAL SYSTEM, FINISHING OF INTERIOR CEILING OF THE POOL AREA AND REFER THEM TO THE COMMUNITY CENTER BLDG. COMMITTEE FOR REVIEW AND RECOMMENDATION.

FAITH HACK MOTIONS TO REJECT THE RFQ BID FROM MINGOLELLO & HAYES ON THE BASIS OF NO NON-COLLUSION AFFIDAVIT. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).

OPEN BID #31-62 PERMANENT PAVING OF STREET OPENINGS (4 bidders)

Birm-1 Construction Co, LLC of Ansonia CT submits a non-collusion affidavit and a bid which includes various prices based upon the size of the repairs.

Martin Laviero Contractor, Inc. of Bristol, CT submits a non-collusion affidavit and a bid with various prices on every component.

YB Paving LLC of Seymour, CT submits a non-collusion affidavit and a bid with various prices on every component.
Laydon Industries, LLC of New Haven, CT submits a non-collusion affidavit, a Certificate of Liability Insurance, and a bid including various prices on every component.

**FAITH HACK MOTIONS TO ACCEPT THE 4 BIDS FOR BID #31-62 PERMANENT PAVING OF STREET OPENINGS AND REFER THEM TO THE CITY ENGINEER FOR REVIEW AND RECOMMENDATION. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).**

**RFQ #31-64 PROPOSED ANIMAL SHELTER (8 bidders)**

Tomlinson Hawley Patterson of Trumbull, CT submits information regarding their qualifications. They do not submit a non-collusion affidavit.

G. Donovan Associates, Inc. of Lebanon, CT submits a non-collusion affidavit and information regarding their qualifications.

Olympus Construction of Milford, CT submits information regarding their qualifications. They do not submit a non-collusion affidavit.

Haynes of Seymour, CT submits information regarding their qualifications. They do not submit a non-collusion affidavit.

Larosa Building Group LLC of Meriden, CT submits information regarding their qualifications. They do not submit a non-collusion affidavit.

PDS Engineering & Construction Inc. of Bloomfield, CT submits information regarding their qualifications. They do not submit a non-collusion affidavit.

Chairman Holden comments that he thinks that they should get Legal Counsel to provide an opinion on this because seven of the eight submittals do not include a non-collusion affidavit.

There was a discussion regarding the requirements for the RFQ because it is specified in the bidder information. Gene Sullivan, Purchasing Agent indicated that he would contact Legal Counsel about this, although he has in the past discussed this issue with them and the non-collusion affidavit is a requirement for all bids, RFP’s and RFQ’s.

Chairman Holden commented that based on the number of people not submitting the non-collusion affidavit, it may be something that they should consider for a re-bid.

There was further discussion about possible alternatives to rejecting the majority of the submittals or having a re-bid. Chairman Holden suggested a brief recess at 6:56 p.m. so that he could consult with Legal Counsel who is present in the building at another meeting.

**Recess 6:56 p.m. to 7:00 p.m.**

Chairman Holden indicated that he has been advised that they can refer it to Corporation Counsel or to the Department Head and have them decide what they want to do.
Gene Sullivan suggested that they refer it to Corporation Counsel instead of the Dept. Head, followed up by a phone call from him, because they needed to standardize this practice. He added that sending it to the Dept. Head won’t standardize their practice. Chairman Holden agreed. They continued to open the bids for RFQ #31-64. Any bids without a non-collusion affidavit would be referred to Corporation Counsel for legal clarification.

Cadwell & Walsh Bldg. Construction Inc. of Sandy Hook, CT submits information regarding their qualifications. They do not submit a non-collusion affidavit.

Bismark Construction Co. of Milford, CT submits information regarding their qualifications. They do not submit a non-collusion affidavit.

FAITH HACK MOTIONS TO ACCEPT THE ONE (1) BID FOR RFQ #31-64 PROPOSED ANIMAL SHELTER FROM G. DONOVAN ASSOCIATES INC. AND TO SUBMIT THE OTHER 7 RFQ’S (Tomlinson Hawley Patterson; Olympus Construction; Haynes; Larosa Bldg. Group LLC; PDS Engineering & Construction Inc.; Cadwell & Walsh Bldg. Const. Inc.; and Bismark Const. Co) TO CORPORATION COUNSEL FOR LEGAL CLARIFICATION BECAUSE THEY DID NOT INCLUDE A NON-COLLUSION AFFIDAVIT IN THEIR RFQ SUBMITTALS. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).

Chairman Holden stated that he would like to return to RFQ #31-61 Re-Bid Ventilation System, Structural System, Finishing of Interior Ceiling of the Pool Area for the Community Center. He would like to request a motion to accept the bid from Mingolello & Hayes Architects and refer it to Corporation Counsel instead of rejecting it on the same basis.

RFQ #31-61 RE-BID VENTILATION SYSTEM, STRUCTURAL SYSTEM, FINISHING OF INTERIOR CEILING OF POOL AREA

FAITH HACK MOTIONS TO WITHDRAW THE MOTION TO REJECT AND ACCEPT THE BID FOR RFQ #31-61 FROM MINGOLELLO & HAYES ARCHITECTS AND REFER IT TO CORPORATION COUNSEL FOR LEGAL CLARIFICATION. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).

Chairman Holden added that this is on the foundation that they are not certain, while it is a requirement to have the non-collusion affidavit form, whether or not a bidder can really collude on their qualifications. He would like to have the legal opinion.

OPEN BID #31-68 RE-BID FUEL MANAGEMENT SYSTEMS HIGHWAYS & BRIDGES (5 bidders)

SCI Distribution LLC of Clearwater FL submits a non-collusion affidavit and a bid of $10,390 for Alternate Bid #1. This is not for the base bid because it includes Wi-Fi which is not on the base bid.
Enviro-Shield of Stratford, CT submits a non-collusion affidavit and a bid for Alternate #1 in the amount of $27,480 and Alternate #2 in the amount of $39,390.

Biermann Services Inc. of Chicopee MA submits a non-collusion affidavit and a base bid of $23,957. Alternate #1 bid in the amount of $23,957 and Alternate #2 bid for an additional $5,597 to supply/install a new fuel pump.

Sal Mangione & Sons of Seymour, CT submits a non-collusion affidavit and a base bid of $22,380. Alternate #1 bid is for an additional $3,200 (add-on to the base bid) and Alternate #2 is for an additional $5,230 to supply/install a new fuel pump.

Liberty Auto & Electric Co. Inc. of Bridgeport, CT submits a non-collusion affidavit and a base bid of $26,200. Alternate #1 bid is not provided. Alternate #2 bid is for an additional $9,779 to supply/install new fuel pump.

FAITH HACK MOTIONS TO ACCEPT THE 5 BIDS FOR BID #31-68 RE-BID FUEL MANAGEMENT SYSTEMS FOR HIGHWAYS & BRIDGES AND REFER IT TO THE DEPARTMENT HEAD FOR REVIEW AND RECOMMENDATION. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).

OPEN BID #31-74 RE-BID ABOVE GROUND FUEL TANK FOR FIRE DEPARTMENT (3 bidders)

Excavation Technologies Inc. of Cheshire, CT submits a non-collusion affidavit and a bid of $22,462. Option #1 bid is for an additional $1,595 for an extended warranty on convault tank to the 30-year warranty. Option #2 to provide and deliver to site is for an additional $7,300. Option #3 to provide licensed electrician to install fuel management system is for an additional $2,200.

Lemelin Environmental of Chicopee MA submits a non-collusion affidavit and a 5% Bid Bond, which is not a requirement. The base bid is in the amount of $26,324 and an Option “D” bid price of $14,640 to supply and install one Fuel Master 2500 fuel management system with software and 25 pro-keys.

Tyree Service Corporation of Farmingdale, NY submits a non-collusion affidavit, a bid bond and a base bid of $33,185. Alternate bid is to furnish and install an electronic fuel management system for diesel service only with software and 25 keys. It includes connections to conduit wiring provided by the City for an additional $17,700.

FAITH HACK MOTIONS TO ACCEPT THE 3 BIDS FOR BID #31-74 RE-BID ABOVE GROUND FUEL TANK FOR FIRE DEPT. AND REFER THEM TO THE FIRE MARSHAL FOR REVIEW AND RECOMMENDATION. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0)

OPEN BID #31-75 PRE-PRODUCTION OF 2011-2012 ANNUAL REPORT (1 bidder)

Q Company Communications of Shelton, CT submits a non-collusion affidavit and a total bid of $5,000.
City of Shelton
Board of Apportionment & Taxation
Finance Committee
April 14, 2011

FAITH HACK MOTIONS TO ACCEPT THE ONE BID FOR BID #31-75 PRE-
PRODUCTION OF 2011 – 2012 ANNUAL REPORT AND REFER IT TO SEDC FOR
REVIEW AND RECOMMENDATION. A VOICE VOTE IS TAKEN. MOTION PASSES
(2-0).

Chairman's Note: Single bidder, consider a re-bid.

OPEN BID #31-76 POST PRESS ADDRESS LABELS, MAIL MERGE AND MAILING
FOR DISTRIBUTION (2 bidders)

Fairfield Marketing Group, Inc. of Easton, CT submits a non-collusion affidavit and a bid
for Part #1, mailing list requisition, in the amount of $481.95 and for Part #2, mailing
services, in the amount of $1,261.68.

Graphic Image of Milford, CT submits a non-collusion affidavit and a bid including three
items. Cache, inkjet, sort tray and delivered Post Office for $680; de-dup? one supply
list and MCOA services for $80.00 and one wafer seal on 11-inch edge for $280.00.
They are not including postage in their bid.

FAITH HACK MOTIONS TO ACCEPT THE TWO BIDS FOR BID #31-76 POST PRESS
ADDRESS LABELS, MAIL MERGE AND MAILING FOR DISTRIBUTION. A VOICE
VOTE IS TAKEN. MOTION PASSES (2-0).

OLD BUSINESS

AWARD BID #31-65 PRINTING OF ANNUAL REPORT

PER RECOMMENDATION OF SEDC, FAITH HACK MOTIONS TO AWARD BID #31-
65 PRINTING OF ANNUAL REPORT TO GRAPHIC IMAGE IN THE AMOUNT OF
$11,280. ALL SPECS. MET. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).

AWARD BID #31-48 CITY-WIDE PAVEMENT REHAB & PAVEMENT RECLAMATION
SERVICES

Chairman Holden indicated that he had a letter from Robert Kulacz, City Engineer
requesting to award this bid to Cocchiola Paving since their bid is the lowest bid and
they have completed their previous City-paving work projects in a workman-like manner.
All specifications met.

PER THE RECOMMENDATION OF THE CITY ENGINEER, FAITH HACK MOTIONS
TO AWARD BID #31-48 CITY-WIDE PAVEMENT REHAB & PAVEMENT
RECLAMATION SERVICES TO COCCHIOLA PAVING. LOWEST BIDDER; SPECS.
MET. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).

AWARD BID #30-71 LADDER TESTING FOR FIRE DEPT.

PER THE RECOMMENDATION OF THE BOFC, FAITH HACK MOTIONS TO AWARD
BID #30-71 LADDER TESTING FOR FD TO FIRE ONE. SOLE BIDDER, SPECS.
MET. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).
AWARD BID #30-72 HOSE TESTING FOR FIRE DEPT.

PER THE RECOMMENDATION OF THE BOFC, FAITH HACK MOTIONS TO AWARD BID #30-72 HOSE TESTING FOR FD TO H20DWG ENTERPRISES INC. (also known as WATERWAY). ALL SPECS MET. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).

Adjournment

Chairman 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.