Roll Call

Mark Holden, Chairman, present
Judson Crawford, present
Faith Hack, Board of A&T, present
Gene Sullivan, Purchasing Agent, present

Others Present

Debra Onderco, Tax Collector

Call to Order

The meeting was called to order with the Pledge of Allegiance at 6:30 p.m. on Thursday, December 16, 2010 in Room 104.

Approval of the Minutes

JUDSON CRAWFORD MOTIONS TO ACCEPT THE MINUTES OF DECEMBER 9, 2010. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).

Chairman Holden indicated that there was an error from the December 9th meeting because they had missed an item that was included in one of the bids. It will be discussed under Old Business this evening.

New Business

OPEN RFP #31-38 OUTSIDE VENDOR FOR SNOW REMOVAL (1 bidder)

Dean Cawthra, General Contractor of Shelton, CT submitted a non-collusion affidavit and the following bid information:

One 4-wheel drive Mason Dump Truck with sander and 9 foot commercial plow without driver for $105/hour; if the City supplies fuel, it is $90/hour.
One 35,000 gross vehicle weight with 5CY sander and 11 foot commercial road plow with driver for $140/hour; if the City supplies fuel, it is $90/hour.

*Chairman’s Note: Please consider a re-bid as there is only one bidder.

**JUDSON CRAWFORD MOTIONS TO ACCEPT THE ONE BID FOR RFP #31-38 OUTSIDE VENDOR FOR SNOW REMOVAL AND REFER IT TO HIGHWAYS & BRIDGES FOR REVIEW AND RECOMMENDATION. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).**

**Old Business**

**RE-OPEN OF BID #31-37 TAX BILLS AND DELINQUENT NOTICES** (due to an omission in reading one of the bidders bid information.

Debra Onderco, Tax Collector indicated that on the second page of the bid for No Junk Mail Net LLC there was a bid of $17,741.00 for the tax bills and then there is the second part which is the delinquent notices.

Chairman Holden indicated that he recalled that they had read that but their total bid for the second part, Delinquent Tax Notices for Specifications #1-10 is $7,823.00 (does not include postage). Specification #11 is 33 ½ cents per mail piece. The majority of bills will qualify at this rate.

It was determined that in minutes of December 9, 2010 the information for Delinquent Tax Notices had been read into the record; however, it was inadvertently omitted on the Purchasing Dept. tally sheet.

Chairman Holden determined that no official action would be required by the Finance Committee. He asked Debra Onderco for clarification about her decision not to award Bid #31-37 to the lowest bidder. The award will be done at the next meeting, however, he'd like to discuss her decision about it tonight.

Debra Onderco explained that the low bidder was Hygrade and they are the company that is presently doing the bills, and they’ve had a lot of difficulties in working with them. Additionally, Hygrade indicated on their bid that they may require non-specific programming fees at $150/hour, if they run into any problems. She commented that she didn’t know what the control on that would be and past experience has shown that they have many problems in their processing.

Also, the bid specification for the turn-around time called for a 4-day turn-around time and the Hygrade bid indicated files received and approved would be mailed within 5 business days. She stated that the “approval” portion is where Hygrade seems to have many problems.

Ms. Onderco explained some other formatting issues that have taken place with the tax bills previously printed by Hygrade. She concluded that this company is just not doing a good job.
Chairman Holden summarized that as far as the City is concerned, the Tax Collector's assessment is that when they factor in the unknown programming charges in this bid, and the less than favorable experience with Hygrade, she is feeling that this would cost more money for the City in the long run. They would be better off with the other bidder even though that bid is a little bid higher.

Debra Onderco commented that was correct and she feels as though the other company, Junk Mail Net LLC, has more expertise in this area than Hygrade.

Chairman Holden asked about the turn around time of 4 days versus 5 days and if that was part of her bid spec.

Debra Onderco commented that yes, it is part of the bid specification for a turn-around time not to exceed 4 days. Hygrade is stating that they would take 5 days.

Chairman Holden indicated that if they aren’t meeting the bid specifications then that is a legitimate explanation for selecting the other bidder. Additionally, she has had a poor prior experience with Hygrade.

**Adjournment**

Chairperson Mark Holden stated to adjourn the meeting due to no further business on the agenda at 6:55 p.m.

Respectfully submitted,

*Karin C. Tuke*

Clerk, Board of Apportionment and Taxation
Tape (1) on File with the City Town Clerk’s Office.