



**CITY OF SHELTON
BOARD OF APPORTIONMENT & TAXATION
FINANCE COMMITTEE**

**MINUTES OF THE REGULAR MEETING
6:30 PM Thursday, December 11, 2008
SHELTON CITY HALL
54 HILL STREET
Room 104
SHELTON, CT 06484**

Roll Call

Mark Holden, Chair, present
Judson Crawford, present
Gene Sullivan, Purchasing Agent

Other Persons Present:

Merle Chase, Shelton Fire Department
Representative (not identified), Special Testing Laboratories, Inc. Bethel, CT

Call to Order

The meeting was called to order at 6:30 p.m. on December 11, 2008 by Chairperson Mark Holden. All those present rose and pledged allegiance to the flag.

Approval of Meeting Minutes

JUDSON CRAWFORD MOTIONS TO ACCEPT THE MINUTES FOR THE REGULAR MEETING OF OCTOBER 23, 2008, AND ACCEPT THEM AS SUBMITTED. SECONDED BY MARK HOLDEN. A VOICE VOTE WAS TAKEN. MOTION PASSED 2-0.

Add-On

JUDSON CRAWFORD MOTIONS TO ADD ON UNDER OLD BUSINESS REJECTION OF THE RFP 29-27 THE LONG HILL SCHOOL AND ELIZABETH SHELTON SCHOOL ROOF REPLACEMENT. SECONDED BY MARK HOLDEN. A VOICE VOTE WAS TAKEN. MOTION PASSED 2-0.

New Business

A. Open RFP #29-36 Insurance Broker Property & Casualty Insurance – 4 bids

Miller Association, Inc. of Ansonia, CT submits their non-collusion affidavit. Their program cost structure proposes to be paid on a fee only basis, no commission. The agency will not accept any contingency commission. The annual fee schedule is July 2009, \$39,500; July 2010, \$41,500; July 2011, \$43,500; July 2012, \$45,500 and July 2013, \$47,000. They provide references, copy of insurance license for the agency, and a certificate of liability insurance.

T.D. Insurance of Wethersfield, CT submits the non-collusion affidavit, a fee schedule. Their fee schedule is \$35,000 per year for each of the five years. They include copy of their insurance license.

H.D. Segur of Cheshire, CT submits their fee arrangement of \$40,000 for Year 1; \$38,000 for Year 2; \$36,000 for Years 3, 4 and 5. They provide the non-collusion affidavit. Their copy of the insurance license has not been submitted.

USI Connecticut of Meriden, CT submits their non-collusion affidavit and their proposed fee schedule of \$45,000 for each of the five years.

JUDSON CRAWFORD MOTIONS TO ACCEPT THE FOUR BIDS RECEIVED FOR RFP #29-36 REQUEST FOR INSURANCE BROKER PROPERTY AND CASUALTY INSURANCE AND REFER THEM TO ADMINISTRATIVE ASSISTANT, SANDRA NESTERIAK, FOR REVIEW AND RECOMMENDATION. SECONDED BY MARK HOLDEN. A VOICE VOTE WAS TAKEN. MOTION PASSED 2-0.

***Note: Three bids meet all specifications; one bid from H.D. Segur of Cheshire, CT lacks an insurance license copy.**

B. Open Bid #29-37 Snow Plowing & Equipment – 1 bid

Dean Cawthra, General Contractor, Shelton, CT submits non-collusion affidavit. His bid is as follows:

- 1 4-wheel drive Mason Dump Truck with sander and 9-foot commercial plow, without driver, \$95/hour; optional City supplies fuel, \$85/hour
- 1 35,000 gross vehicle weight 250-horse power truck with 5 CY sander and 11 foot commercial road plow with dragger, \$135/hr; optional City supplies fuel, \$125/hour.

Two copies of the bid are submitted.

**JUDSON CRAWFORD MOTIONS TO ACCEPT THE 1 BID FOR BID #29-37
SNOW PLOWING AND EQUIPMENT AND REFER IT TO HIGHWAYS &
BRIDGES FOR REVIEW AND RECOMMENDATION. MARK HOLDEN
SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSED 2-0.**

***CHAIRMAN'S NOTE: SINGLE BIDDER, CONSIDER RE-BID**

C. Open Bid #29-38 Motorola Minitor V – for Fire Dept. – 7 Bids

Industrial Communications of San Antonio, TX submits their bid for a quantity of 20-30: \$383.97; 31-40: \$376.13; 41-50: \$370.00. Option 1 Engraving, no charge; Pager Nylon Case: \$7.25; Extended Warrantee \$34.98/2 years and \$69.97/4 years. They include their non-collusion affidavit, certificate of liability insurance, and information about the radio.

Northeastern Communications of Waterbury, CT submits their non-collusion affidavit. Their price ranges are for 10-24: \$409.16; 25-49: \$401.32; 50+ \$393.48. Engraving is \$5; Nylon Case is \$8.50; Extended Warranty \$39/3 years and \$78/5 years.

Utility Comm Inc. of Hamden, CT submits their non-collusion affidavit. Their pricing is from 20-30: \$409; 31-40: \$367; 41-50: \$364.50. Engraving is \$6/per radio; Nylon Case \$8.75 with purchase of the pager. Extended Warranty \$36/2 years and \$71.50/4 years.

Radio Express Inc. of Centreville, VA submits their non-collusion affidavit. Their bid for 20-30: \$392; 31-40: \$388; 41-50: \$384. Engraving is \$15.00; Nylon Case is \$7.00. Extended Warranty \$36/3 year and \$71/5 year.

First Communications of Tallahassee, FL submits their non-collusion affidavit and their bid for 20-30: \$389; 31-40: \$383; 41-50: \$374. Engraving is \$7/each; Nylon Case is \$7.50. Extended Warranty \$37/2years and \$72/4 years.

KR Nida Corp. of La Crescenta, CA submits their non-collusion affidavit and their bid for 20-30: \$419.44; 31-40: \$415.52; 41-50: \$411.60. Engraving is 1-5: \$35.69; 6-25: \$29.88; 26-100: \$24.07; 101+: \$18.26. Nylon Case is \$8 and Extended Warranty \$40/2 year and \$80/4 year.

AEG Group Inc. of Gages Lake, IL submits their non collusion affidavit and bid for 20-30: \$466.11; 31-40: \$456.72; 41-50: \$456.72. Engraving is \$5.90/each. Nylon Case is \$6.90. Extended Warranty \$41.96/3 year and \$79.98/each for 5 years. Additional pricing at a slightly lower cost for a different model pager is provided as an option (20-30: \$458.11; 31-50: \$448.72).

**JUDSON CRAWFORD MOTIONS TO ACCEPT THE 7 BIDS FOR BID #29-38
MOTOROLA MINITOR V-FIRE DEPT. AND REFER THEM TO THE FIRE
DEPARTMENT FOR REVIEW AND RECOMMENDATION. MARK HOLDEN
SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSED 2-0.**

D. Open Bid #29-39 Hook Lift for Parks and Rec.

No Bids received.

**E. Open Re-Bid #29-40 Three (3) New Entrance Doors with One Handicapped
Accessible for the Huntington Branch Library – 1 Bid**

Willco Sales & Service of Fairfield, CT submits their non-collusion affidavit, a certificate of liability, and specifications of the door and the bid of \$13,897. As options, add factory paint in standard colors \$326; custom colors requires set-up fee \$300; alternate cylinder dogging(?) and Allen dogging(?) and standard is \$169. Substitution with an 8-inch thick plate would save \$21.

**JUDSON CRAWFORD MOTIONS TO ACCEPT THE REBID OF THE
ORIGINAL BID FOR #29-40 AND TURNED OVER TO THE LIBRARY
DEPARTMENT FOR THEIR REVIEW AND RECOMMENDATION. MARK
HOLDEN SECONDS. A VOICE VOTE WAS TAKEN. MOTION PASSED 2-0.**

***CHAIRMAN'S NOTE: SINGLE BIDDER, CONSIDER RE-BID**

F. Open RFP #29-41 Const. Testing Services Perry Hill Project – 5 Bids

Thielsch Engineering, Cranston, RI submits their non-collusion affidavit, information relating to project, price breakdown and lump sum pricing to the nearest ten thousand is \$20,000.

MT Group LLC of Wallingford, CT submits their bid for multi-disciplined inspector with a 140 estimated at \$275/day; lab analysis of hardened concrete (est. 350 cylinders) \$10.50/cylinder; lab analysis of masonry units (est. 495 cubes & 160 grout samples) mortar cubes/\$10 each and grout samples/\$25 each; site work 110 days estimated field tech \$225/day; engineering training 40 hours estimated @ \$65/hr; pick up charges concrete and masonry samples (70 pick ups estimated, \$45/rate per trip); shop inspection (5 days estimated) \$435/day; field inspection (20 days estimated) \$385/day. They provide a non-collusion affidavit, certificate of insurance, and references.

Test-Com Inc. of Danbury, CT submits their non-collusion affidavit and construction, materials, services and rates for a half day and a full day.

- Soil sampling \$105/half day and \$199/full day
- concrete placement & sampling \$95/half day and \$185/full day
- curing and protection temperature monitoring \$79/half day and \$149/full day

- form work inspection \$79/half day and \$149/full day

- reinforcing inspection (concrete or masonry) \$85/half day and \$169/full day
- installation masonry \$99/half day and \$195/full day
- mortar and/or grout operation & sampling \$89/half day and \$179 full day
- fire proofing/surface preparation & application \$98/half day and \$190/full day
- material thickness measurement \$89/half and \$180/full day
- multi-discipline construction inspector for any 2 or more above services per inspector \$165/half day and \$325/full day;
- construction inspection overtime (before 7 a.m. or after 4 p.m. weekdays) \$55/hour
- seal inspection based on Conn. Shop structural seal inspection, visual \$185/half day and \$335/full day
- structural steel inspection NDT \$195/half day and \$350/full day
- cold formed steel inspection \$169/half day and \$295/full day
- steel inspection overtime \$70/hour
- principal/engineering services (if required) \$345/half day and \$495/full day; engineering overtime \$135/hour
- aggregate soils and asphalt tests, proctor tests \$85
- sieve analysis dry \$75
- #200 wash \$20
- Unified soil classification \$25
- Cement concrete cylinder compression and curing \$13
- Masonry materials, curing, compression and mortar of grout \$10
- Curing, compression of grout ASTM C 1019 \$30
- Curing, compression of CMUs and prisms \$45
- Fire proofing material density test \$35
- Cohesion test \$35
- Lump Sum Breakdown of Services
- Soils and Asphalt 19 times for \$1995/half day and 10 times for \$1990/full day
- Cast and place concrete estimated 6 @\$570/half day and 8 @\$1480/full day
- Masonry half day 22 times/\$2178 and full day 20 times \$3900
- Spray and apply fire resistant material 6@\$588/half day and 10@\$1900/full day
- Combination multiple discipline inspector soils asphalt, concrete and masonry and spray applied fire proof 18@\$2970/half day and 54@1750/full day
- structural steel 17@3145/half day and 24@\$8040full day
- cold formed steel frame estimate 15@\$2535/half day and 9@\$2055/full day
- engineering 8@\$760/half day and 4@\$1980/full day
- Overtime allowance 7 hours @ a total of \$385
- Field testing subtotal \$56,661
-

- Laboratory Testing Services aggregate soils and asphalt proctor 3 unit value at \$355
- Sieve 8 unit value \$600
- #200 wash 2@ \$40
- Unified soil class 8@\$200
- Cement and concrete cylinders 304 \$3952
- Masonry material mortar/grout cubes 99 for \$990
- Grout prisms 25 for \$750
- CMUs and prisms 20 for \$900
- Fire proofing tests adhesion/cohesion 6 \$210
- Density 6 \$210
- Laboratory testing subtotal \$8,107
- Field and laboratory testing total \$64,728

They provide a certificate of liability insurance and a variety of sample projects and qualifications.

End of Tape 1, 7:25 p.m.

Special Testing Laboratories of Bethel, CT submits sample certificates of liability insurance, non-collusion affidavit, and pricing.

- Fill, soil placement, inspection including reviews services offered at \$110/half day or \$200/full day. 12 total half days are estimated to be required. 12 estimated half day inspections \$1320 and 6 total full day inspections \$1200.
- Asphalt placement inspections service offered at \$110 half day, \$200/full day; 7 total estimated half day inspections \$770; 4 total estimated full day inspections \$800.
- Cast and place concrete inspections service offered at \$105 half day or \$190/full day.
- Reinforcing arrangement in sections including reviews of bar sizes& positions/concrete cover surface conditions services offered at \$105/half day or \$190/full day.
- Masonry construction, inspection including reviews of use of specified materials services offered @ \$105/half day or \$190/full day. 18 total estimated half day inspections \$1890; 6 total estimated full days \$1140.
- Structural steel inspection \$195/half day and \$360/full day; 14 estimated total half day inspections for \$2730 and 10 estimated total full day inspections \$3600.
- Cold form steel frame inspection services \$205/half day and \$370/full day. 19 half day inspections estimated at \$3705; 12 full day inspections projected at \$4680.
- Spray applied fire-proofing inspection \$100/half day or \$180 full day; estimate 24 half day inspections \$2400 and 7 full day inspections for \$1260.
- Combination rate schedule: Fill soil placement inspection tests and place concrete inspection, reinforcing arrangement inspection, asphalt

placement inspection, masonry inspection or any combination of above listed services can be provided by a single technician at the same time for a unit rate of \$200/half day or \$350/full day; estimated 47 half days inspections for \$9400 and 58 full day inspections for \$20,300.

Total for field inspection services is \$55,195.

- Laboratory Testing: concrete samples, cylinder sample storage transporting reports at \$14.50/cylinder; estimating 1520 cylinders @\$22,040.
- Soil samples: gradation SID analysis per sample \$55.
- Proctor density tests \$80/each; ¾ core correction @\$45/each.
- Soil description and identification @\$25/each; total estimated soil samples \$1025.
- Masonry samples mortar cubes @\$12.50/each; 33 estimated total \$1050; Grout prism tests @\$35/each; 21 estimated \$735.
- Masonry and prism tests @\$80/each; 24 estimated \$1920.
- Fireproofing samples @\$65/each; 22 estimated \$1430.
- Total for laboratory testing services is \$28,200.

Total estimated overall budget \$83,395.

IMTL of Plainville, CT submits two bids mixed together for #29-41 and #29-42. They submit their non-collusion affidavit and estimated bottom line for both \$83,130. No certificate of insurance is included.

JUDSON CRAWFORD MOTIONS TO ACCEPT THE 5 BIDS for RFP #29-42 CONSTRUCTION MATERIALS TESTING SERVICES – PERRY HILL SCHOOL PROJECT AND REFER IT TO THE SCHOOL BUILDING COMMITTEE FOR REVIEW AND RECOMMENDATION. MARK HOLDEN SECONDS. A VOICE VOTE WAS TAKEN. MOTION PASSED 2-0.

G. Open RFP #29-42 Special Inspections Perry Hill Project

IMTL of Plainville, CT submits combined bid from RFP #29-41 and #29-42. They submit their non-collusion affidavit and estimated bottom line for both \$83,130. No certificate of insurance is included.

Special Testing Laboratories, Inc. of Bethel, CT submits bid for \$15,120.

Test-Con, Inc. of Danbury, CT submits their non-collusion affidavit, certificate of insurance and their bid of \$14,820.

MT Group, LLC of Wallingford, CT submits their non-collusion affidavit, certificate of insurance and a bid not to exceed \$10,000 and estimate 95 hours @/\$105.00.

Thielsch Engineering of Cranston, RI submits their non-collusion affidavit and estimated lump sum bid of \$280,000.

***Chairman's Note: Error: Thielsch Engineering Bids for RFP #29-41 and #29-42 have bids that seem to be reversed and mislabeled (RFP #29-41 estimated bid is \$20,000 and should be \$280,000/RFP #29-42 estimated bid is \$280,000 and should be \$20,000).**

JUDSON CRAWFORD MOTIONS TO ACCEPT 5 BIDS FOR RFP #29-42 CONSTRUCTION TESTING SPECIAL INSPECTIONS AND TURN IT OVER TO THE SCHOOL BUILDING COMMITTEE FOR REVIEW AND RECOMMENDATION. MARK HOLDEN SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSED 2-0.

H. Open Bid #29-43 Printing of Tax Bills & Delinquent Notices – 2 Bids

The Firm Advantage of Shelton, CT submits their non-collusion affidavit, references, estimated bid for tax bills \$19,410, delinquent notices \$9,560, and note for additional postage rate 32.4 cents.

Hygrade Business Group of Waterbury, CT submits their non-collusion affidavit, estimated bid total \$19,760 and approximate postage cost of 33 cents.

JUDSON CRAWFORD MOTIONS TO ACCEPT 2 BIDS FOR #29-43 PRINTING AND MAILING OF TAX BILLS & DELINQUENT NOTICES AND TURN THEM OVER TO THE TAX COLLECTOR FOR REVIEW AND RECOMMENDATION. MARK HOLDEN SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSED 2-0.

I. Open Bid #29-44 Repair A 2007 Ford Crown Victoria Police Car

No Bids.

OLD BUSINESS

A. Award Bid #29-31 SHS Telephone System Upgrade

Per recommendation is to award the bid to Delta Com Corporation of East Haven, CT. The specifications were met and they were the low bidder. Funds are available and approved for purchase in the amount \$17,126.

JUDSON CRAWFORD MOTIONS TO AWARD BID #29-31 SHS TELEPHONE SYSTEM UPGRADE TO THE DELTA COM CORPORATION IN THE AMOUNT OF \$17,126. SECONDED BY MARK HOLDEN. A VOICE VOTE WAS TAKEN. MOTION PASSED 2-0.

B. Award Bid #29-03 Switches for Board of Ed

The recommendation is to award the contract to SAI Systems in the amount of \$14,872. They were the lowest bidder meeting the specifications. Funds are available and approved for purchase in the amount of \$14,872.

JUDSON CRAWFORD MOTIONS TO AWARD BID#29-03 SWITCHES FOR BOARD OF EDUCATION TO THE SAI SYSTEMS IN THE AMOUNT OF \$14,872. LOWEST BID WAS NOT THE CORRECT PRODUCT. SECONDED BY MARK HOLDEN. A VOICE VOTE WAS TAKEN. MOTION PASSED 2-0.

ADD-ON

A. Reject Bids for RFQ #29-27 Long Hill School and Elizabeth Shelton Roof Replacement.

The rationale for the rejection is that the lowest bidder was not a certified professional engineer. There will be a re-bid for RFQ #29-27.

JUDSON CRAWFORD MOTIONS TO REJECT ALL BIDS FOR #29-27. SECONDED BY MARK HOLDEN. A VOICE VOTE WAS TAKEN. MOTION PASSED 2-0.

ADJOURNMENT

Chairperson Mark Holden stated to adjourn the meeting due to no further business on the agenda at 7:50 p.m.

Respectfully submitted,

Karin C. Tuke

Clerk, Board of Apportionment and Taxation

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