

CITY OF RUTLAND VERMONT
BOARD OF FINANCE
MONDAY, JULY 25, 2022

Present: President Doenges, Mayor Allaire, Treasurer Markowski, Commissioner Rotondo, Superintendent Peters, Director Dahlin, ZA Strniste and PA Magro.

Mayor Allaire called the meeting to order at 3:00pm.

Additions & Deletions to the agenda:

Commissioner Rotondo requested two items be added to the agenda. Mayor Allaire made a motion to add awarding the Northwest School Project and designating Perma-Line as a sole source vendor for FY 23. Motion passed.

Approve Minutes from Previous Meeting:

Mayor Allaire made a motion to approve the minutes from July 11, 2022. Motion passed.

BID OPENING:

DPW

Heavy Duty Tandem Axle Equipment

Two bids were received and opened. Mayor Allaire made a motion to refer to Commissioner Rotondo. Motion passed.

RFP:

Pine Hill Park

One response was received and opened. Mayor Allaire made a motion to refer to Superintendent Peters. Motion passed.

RFP:

Permitting Software

Five responses were received from the following vendors:

Civic Review, Gov Built, Gov Pilot, Citizen Serve and Full Circle Technologies. Mayor Allaire made a motion to refer to ZA Strniste and the IT Sub-Committee. Motion passed.

SOLE SOURCE PURCHASE

Recreation – Miracle Play Structures

Superintendent Peters stated she has been working with the Thomas family to replace the play structures at the Justin Thomas Memorial Park and is asking guidance regarding sole source designation for Miracle Play Structures or placing the items out to bid. Superintendent Peters stated fundraising efforts are on-going and the family is involved with this effort, however, city funds will be used to complete the purchase. Treasurer Markowski stated the items should be put out to bid and Mayor Allaire agreed. Director Dahlin stated he will prepare the bid documents. Information only.

RFP – Pine Hill Park

Superintendent Peters made a recommendation to award the RFP for Pine Hill to KSA Built LLC in the amount of \$58,311.00. Mayor Allaire made a motion to accept the recommendation and forward to the full Board of Alderman. Motion passed.

BID AWARDS:

DPW

Northwest Elementary School Sidewalk Safety Improvements

Commissioner Rotondo made a recommendation to award the contract to Poulin Landscaping. Commissioner Rotondo stated Poulin submitted the lowest price and he has interviewed them and feels they meet all the qualifications to complete the project. Commissioner Rotondo stated the work will begin in August. Mayor Allaire made a motion to award the contract to the low bidder, Poulin Landscaping in the amount of \$113,020.00. Motion passed.

PURCHASE OF TRAFFIC SIGNS

Commissioner Rotondo requested Perma-Line be designated as a sole source vendor for traffic signs for FY 23 only. Commissioner Rotondo explained that traditionally, DPW would issue purchase orders for signs and related hardware below the \$3,000.00 threshold necessitating bids. Commissioner Rotondo stated DPW was preparing a 2022 bid for traffic signs, however, when contacted, vendors indicated that they would not submit a bid because they were unable to hold pricing for any extended period of time due to global supply chain issues and market volatility for aluminum. Commissioner Rotondo stated DPW solicited three quotes from three vendors that have submitted bids in the past and Perma-Line submitted the lowest price and has been the City's vendor for many years.

Mayor Allaire made a motion to designate Perma-Line a sole source vendor for Fiscal Year 2023. Motion passed.

Meeting adjourned at 3:25pm.

Respectively submitted,
Sara Magro