

TOWN COUNCIL
Town of Trumbull
CONNECTICUT
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TOWN HALL
Trumbull

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LEGISLATION & ADMINISTRATION COMMITTEE
August 31, 2011

No Quorum Notes:

Chairwoman Suzanne Testani noted for the record at 7:13 p.m. that there was not a quorum present.

Members present: Chairwoman Suzanne Testani, Chadwick Ciocci and Kristy Waizenegger.

Absent: Vice-Chairman Jeff Jenkins, Mark Altieri and Michael Rappa.

Also Present: Chief of Staff Daniel Nelson, Ms. Maria Pires, Town Finance Director, Mr. Robert Chimini, Town Purchasing Agent and Town Council Chairman Carl A. Massaro, Jr.

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1. RESOLUTION TC23-183: BE IT RESOLVED HEREIN, That the Trumbull Town Council hereby adopts a comprehensive purchasing and bid procurement policy with an effective date of October 1, 2011

Mr. Chimini explained for those present that this policy represents procedures for the Town, the Finance and the Purchasing Department to follow. The policy is set by the Town Charter as it exists today. This sets procedures and outlines the parameters and thresholds for Town department heads to follow relative to bidding and includes an ethics section as well. The policy has been reviewed by another Town Purchasing Official who spoke favorably of the policy. The document explains the difference between Request for Proposals and Request for Bids in detail. The policy may have to be fine tuned as time goes on; for example, parameters, thresholds or the finance system may change. Currently the Town uses the MUNIS system that could change in the future. If the proposed policy is adopted it will be reviewed with each department head. This will allow all department heads to have a copy of the policy on file and be able to refer to it at

any time. The document is a very comprehensive document and includes state mandated requirements.

In response to Ms. Waizenegger, Mr. Chimini clarified that the attachments were not included in the policy; the attachments include a form which outlines a procedure for specifications of a bid. The policy sets procedures in which the Town would follow on a consistent basis and could refer back to.

In response to Ms. Testani, Mr. Chimini confirmed that the lowest bidder is not always chosen or qualified. Quality is the most important component to him as the Purchasing Agent, quality, price and delivery all are important components. The Town will take the lowest bidder only if they can perform the job. If the Town does not take the lowest bidder it must be justified. The Town maintains a bid procedure for the integrity of the Town.

In response to a question from Mr. Chimini, Mr. Nelson stated that this policy would not be part of the municipal code this is an internal policy, it does not affect the general public.

2. RESOLUTION TC23-184: BE IT RESOLVED, that Timothy M. Herbst, First Selectman of the Town of Trumbull be and the same, hereby is authorized to sign and execute on behalf of the Town of Trumbull a personal service agreement with the Connecticut Department of Transportation for the STP Urban Transportation project 144-H015, the paving of Merritt Boulevard.

Mr. Nelson explained that the general support RESOLUTION TC23-150 had been adopted at the March 7, 2011 Town Council meeting and is the first step of the grant. The next step is that the Town signs the agreement which is what this resolution represents.

In response to Ms. Testani, Mr. Nelson explained that the Town was guaranteed \$1,366,000, anything over that amount the Town would be responsible for. The grant is an 80/20% ratio; the Town uses LOCIP funds for the 20%. Ms. Pires confirmed that the Town uses LOCIP funds anytime there is a federal grant. U.I. has been doing underground work in that area, the paving will take place in the spring of 2012 after the completion of the U.I.'s work.

Mr. Nelson stated that the State normally sends the exact language for the resolution, and is awaiting the language from the State. The resolution may need to amended at the September 8, 2011 meeting.

Discussion ended at 7:35 p.m.
Respectfully Submitted,

Margaret D. Mastroni,
Town Council Clerk