



# PROCUREMENT COMMITTEE

Clifford J. Hurgin Municipal Center  
1 School Street, Bethel, CT 06801 (203) 794-8514

## MINUTES OF MEETING

Friday, April 11, 2008 - 1:30 p.m.  
Clifford J. Hurgin Municipal Center - Meeting Room "A"

**PRESENT:** Robert Burke, First Selectman  
Frank Ventrella, Purchasing Agent

Selectman Robert Burke called the Meeting to order at 1:47 p.m.

**Bid# 08-05: Air Conditioning for the Bethel Senior Center Cafeteria**  
Consideration and review of recommendation from Andrew Morosky, Town Engineer. Recommendation to the Board of Selectman, if applicable.

After review of recommendation from Andrew Morosky, Town Engineer (see attached memo). Robert Burke made a motion, which was seconded by Frank Ventrella, to Award Bid 08-05 to Preferred Air Systems, Inc. for the bid price of \$14,095.00, and forward the recommendation to the Board of Selectmen. Vote, all in favor, motion unanimously approved.

As there was no further business to come before the Procurement Committee, Frank Ventrella made a motion, which was seconded by Robert Burke, to adjourn the meeting at 1:50 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,

Frank N. Ventrella, Purchasing Agent

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TOWN OF BETHEL  
TOWN CLERK



# Memo

To: Robert E. Burke, Chairman, Procurement Committee  
From: Andrew M. Morosky, P.E. *Am*  
CC: Frank Ventrella; File  
Date: April 10, 2008  
Re: Senior Center Air Conditioning

I have reviewed the proposals received by the Procurement Committee on January 3, 2008 for the referenced project. Two bids were received, one from Edgerton Heating and Air Conditioning and one from Preferred Air Ssytems, Inc.

The original proposal had the Air Handling Unit situated in the cafeteria. Upon meeting with both bidders to ensure that their bids were consistent, it became apparent that the work could be completed with less impact to the Senior Center if the Air Handling Unit could be located in the closet next to the General Purpose Room on the main floor of the Municipal Center. Through subsequent meetings with the prospective bidders, the scope of the work was modified to achieve the goals of the original scope but with minimal impact to the Senior Center facility.

After completing my review of the final proposals, I can recommend that the Town execute a Contract with Preferred Air Systems of Danbury, Connecticut for \$14,095. This will include the following items of work:

- Variable Speed Air Handling Unit – Five Ton Unit with Hot Water Coil
- New Five Ton Condensing Unit
- Rigging of Equipment
- Ductwork including fresh air piping and fire dampers
- Demolition of existing ductwork
- Thermostats and low voltage wiring

If you have any questions, please don't hesitate to call.

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