



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

## Legislation Details (With Text)

<b>File #:</b>	23-1715	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Financial Business Request (FBR)	<b>Status:</b>		Passed	
<b>File created:</b>	5/30/2023	<b>In control:</b>		Town Council	
<b>On agenda:</b>	6/14/2023	<b>Final action:</b>		6/14/2023	
<b>Title:</b>	MOTION to approve Standing Bid Waivers as follows: Vendors included in the Town of Ledyard Standing Bid Waiver List for FY2024, Capital Region Purchasing Council Bids, State of Connecticut bids, other states' bids, and Federal Government.				
<b>Attachments:</b>	1. Standing Bid Waivers 2024.pdf				

Date	Ver.	Action By	Action	Result
6/14/2023	1	Town Council	Approved and so declared	Pass
6/7/2023	1	Finance Committee	Recommended for Approval	Pass

### FINANCIAL BUSINESS REQUEST (FBR)

#### Motion/Request:

MOTION to approve Standing Bid Waivers as follows: Vendors included in the Town of Ledyard Standing Bid Waiver List for FY2024, Capital Region Purchasing Council Bids, State of Connecticut bids, other states' bids, and Federal Government.

#### Background:

In accordance with Ordinance #200-001 entitled “*An Ordinance for Purchasing*” the purchasing thresholds are as follows: (1) For purchases of goods or services between \$5,000 - \$14,999 the Town shall solicit a minimum of three quotes; and (2) For purchases over \$15,000, a minimum of three (3) proposals are required through a competitive bid process. In addition, annually the Town Council approves a “*Standing Bid Waiver List*” for unique vendors, lowest possible prices obtainable, sole vendors, and fewer than three bidder situations, noting that the Town’s Purchasing Ordinance requires them to request competitive bids for items in excess of \$15,000.

#### Department Comment/Recommendation:

(type text here)

#### Finance Director Comment/Recommendation:

(type text here)

#### Mayor Comment/Recommendation:

(type text here)

## Meeting Action Detail:

### **Town Council Meeting 06/14/2023:**

File #: [23-1715](#) Version: 1

Type: Financial Business Request (FBR)

Title: MOTION to approve Standing Bid Waivers as follows: Vendors included in the Town of Ledyard Standing Bid Waiver List for FY2024, Capital Region Purchasing Council Bids, State of Connecticut bids, other states' bids, and Federal Government

Moved: Saums                      Seconded: Ryan

Action: Approved and so Declared

#### Minute Note:

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums provided some background noting that in accordance with Ordinance #200-001 entitled “*An Ordinance for Purchasing*” the purchasing thresholds were as follows: (1) For purchases of goods or services between \$5,000 - \$14,999 the Town shall solicit a minimum of three quotes; and (2) For purchases over \$15,000, a minimum of three (3) proposals are required through a competitive bid process.

Councilor Saums explained that annually the Town Council reviews and approves a “*Standing Bid Waiver List*” for unique vendors, lowest possible prices obtainable, sole vendors, and fewer than three bidder situations, noting that the Town’s Purchasing Ordinance requires them to request competitive bids for items in excess of \$15,000. He stated for the Auditing Firm the town would solicit bids at the end of the contract.

Councilor Saums stated the Finance Committee reviewed the Standing Bid Waiver List that was presented for the upcoming fiscal year (23/24) stating that they were comfortable with the vendors listed, noting that it would be disruptive to change some of the providers on the List.

7 - 0 Approved and so declared

Action: Approved and so Declared

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### **Finance Committee Meeting 06/07/2023:**

File #: [23-1715](#) Version: 1

Type: Financial Business Request (FBR)

**Title:** MOTION to approve Standing Bid Waivers as follows: Vendors included in the Town of Ledyard Standing Bid Waiver List for FY2024, Capital Region Purchasing Council Bids, State of Connecticut bids, other states' bids, and Federal Government

**Moved:** Ingalls

**Seconded:** Ryan

**Action:** Recommend to Approve

**Minute Note:**

**Town of Ledyard  
Fiscal Year 2023/2024  
Standing Bid Waiver List**

Department	Vendor	Description	Reason	On List in Prior Year	Contract Term Date
Town Clerk	New Vision and Adkins Printing	Land Record Indexing	The Town has a contract with both vendors for these state mandated services.	Yes	N/A
MIS	Gemni Software	Computer Software Support	Assessor, Tax Collector software - current provider.	Yes	06/30/25
MIS	Tyler Technologies	Financial Software Support	Annual support, upgrades, and hosting fee for Munis software; sole provider of existing software.	Yes	N/A
MIS	Granicus	Meeting management and web streaming platform	Under contract for the next two years	No	06/30/25
Public Works	CLA Engineers	Consulting Engineers	MS4 program requirements per RFQ selection in FY05 and subsequent TC bid waiver.	Yes	N/A
Public Works	Twin Cedars, Inc.; Freightliner of Hartford; and RJ's Diesel Repair, Inc	Truck/Heavy Equipment Service	These companies are specialized in heavy equipment repairs and familiar with the town's equipment	Yes	N/A
Public Works	Morton Salt, Inc	Treated Salt	Proprietary Ice-B-Gone blend used exclusively by the Town.	Yes	N/A
Public Works	BETA Group, Inc.	Consulting Engineer	Annual Pavement Management support and periodic comprehensive road inspection survey and reporting. Selected in 2010 to provide these services and has been authorized through formal bid waivers since.	No	N/A
Public Works	Frost Solutions	Road Surface Monitoring Stations	Permanently-installed proprietary road surface and weather monitoring stations for winter operations. Originally less than \$5,000 per year but now above.	No	N/A
Human Resources	Isolved Inc. (Timeforce)	Time & Attendance Software for payroll	General government time and attendance system. Selected after RFQ process. Need to continue with this system for consistency and efficiency.	Yes	N/A

Human Resources	InTime Services Inc.	Time & Attendance Software for payroll	Police and Dispatch time and attendance system. Designed for unique police scheduling requirements. Need to continue for consistency and efficiency.	Yes	N/A
Libraries	Libraries Online, Inc. (LION)	Regional Computer Network	Automated network at Library. Unique vendor used by many of the state's municipal libraries.	Yes	N/A
Debt Service	Munistat	Financial Services Advisor	Financial advisor for all bond and BAN issuances. Holds Town's debt records and history. Need to continue with them for consistency and institutional record keeping.	Yes	N/A
Parks & Recreation	Hinding Tennis LLC	Crack Repairs for Tennis and basketball courts	Installed our tennis/basketball courts and holds the patent for the RiteWay Crack Repair System specifically designed for the membrane of those courts, ensuring we do not void warranty.	Yes	N/A
Administrator of Emergency Services	Yale New Haven Healthcare	Firefighter physicals	Only area provider capable of supporting appointment based physicals	No	N/A
Ledyard Fire Company and Gales Ferry Fire Company	Firematic Supply Company Inc.	Hurst Extrication Tools & Morning Pride Turnout Gear	Sole authorized vendor and repair shop for Hurst jaws of life and for PPE for both fire companies.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	MES - Shipman's Fire Equipment Co.	Scott Airpak Breathing Apparatus	Sole authorized vendor.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	Bulldog Fire Apparatus Inc.	Fire Apparatus Repair and Maintenance	Specialized in fire apparatus repairs and familiar with the town's equipment. Long standing history of quality work. Close proximity (Bozrah, CT) helpful when towing is required.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	ESO Solutions Inc.	Record Keeping and Reporting Software	Specialized software for fire and emergency services. Utilized for incident tracking, record keeping and required state reporting.	Yes	N/A
Police	MHQ Municipal Vehicles, Putnam Ford, Whaling City Ford or dealership with lowest price	Police Cruisers	Providers of police cruisers.	Yes	N/A
Police	CentralSquare (Tritech Software Systems)	CAD System	Sole provider for existing CAD system.	Yes	N/A
Police	Communications Plus	Police Base Station & Radio Service and Installation	Sole provider of base station radios.	Yes	N/A
Police	Motorola Solutions (Watchguard Video)	In-Car Video System and Body Worn Cameras	For purchase and maintenance of system. State approved and priority vendor for maintenance of the system.	Yes	N/A

Moved by Councilor Ingalls, seconded by Councilor Ryan

Discussion: Councilor Saums provided some background noting that in accordance with Ordinance #200-001 entitled "*An Ordinance for Purchasing*" the purchasing thresholds were as follows: (1) For purchases of goods or services between \$5,000 - \$14,999 the Town shall solicit a minimum of three quotes; and (2) For purchases over \$15,000, a minimum of three (3) proposals were required through a competitive bid process.

Councilor Saums went on to state each year the Town Council was asked to review and approve a "*Standing Bid Waiver List*" for unique vendors, lowest possible prices obtainable, sole vendors, and fewer than three bidder situations, noting that the Town's Purchasing Ordinance requires the town to request competitive bids for items in excess of \$15,000.

Councilor Ryan stated he was pleased to see the Standing Bid Waiver List include a "Reason" Column this year. He questioned how often the List was reviewed to remove or add vendors.

Finance Director Matthew Bonin explained each year the Finance Department circulated the Standing Bid Wavier List to Department Heads to review and update by either removing vendors that they were no longer using or to add new vendors. He stated in most cases, as Councilor Saums mentioned, the vendors on the Standing Bid Wavier List were unique or sole authorized vendors, or proprietary vendors. He stated that he also added a column "*On the List the Prior Year*" to note whether the vendor was on the Standing Bid Waiver List last year; or whether they were new to the List for the coming fiscal year (23/24).

VOTE: 3 - 0 Approved and so declared

Action: Recommend to Approve