



ANCHOR

ENGINEERING SERVICES, INC.

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F: 860.633.5971
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41 Sequin Drive • Glastonbury, CT • 06033

October 19, 2017

Michael Maniscalco, Town Manager
Town of East Hampton
20 East High Street
East Hampton, CT 06424

Re: Fueling Station Relocation Project
Bid Results & Recommendation of Award

Dear Michael,

As requested, we have compiled the results of the Fueling Station Relocation Project bids received as a result of the Town's *Invitation to Bid*. Further, we have evaluated these results and our findings and recommendations are described below.

Background

Notice of the Invitation to Bid was posted on-line on September 22nd. A pre-bid was held at the site on September 29th. A total of four addenda to the bid package were issued to all who sought to obtain the bid package for the project.

Bid Opening

The bids were opened at the Town Hall at 10:00 AM on September 13, 2017. Three (3) bids were received. Each of the bidders completed the administrative requirements of the bid process, including:

- Written Acknowledgement of Addendums No. 1 through No. 4
- Completed and Submitted Non-Collusion Affidavit
- Completed and Submitted Qualifications Information
- Submitted Bid Security in the amount of five percent (5%) of their bid

The bidders and the submitted bid prices are as follows:

				Bidder	ETT Environmental Services, Inc.	Old Colony Construction, LLC	Rivco Construction, LLC
ITEM NO.	BID ITEM			UNIT	BID UNIT PRICE	BID UNIT PRICE	BID UNIT PRICE
1	BASE BID			LS	\$359,000.00	\$536,408.00	\$474,695.00
2	Earth Excavation			CY	\$3.50	\$20.00	\$85.00
3	Processed Aggregate Base			CY	\$35.00	\$40.00	\$85.00
4	Bituminous Concrete Class 1			TON	\$320.00	\$90.00	\$149.00
5	Bituminous Concrete Class 2			TON	\$320.00	\$90.00	\$152.00
6	Bituminous Concrete Curbing			LF	\$5.25	\$5.00	\$8.00
7	Subbase			CY	\$32.00	\$40.00	\$85.00
8	Turf Establishment			SY	\$20.00	\$5.00	\$27.00
				Bid Bond Submitted	yes	yes	yes
				Addendum Acknowledged	yes	yes	yes
				Non-Collusion Affidavit	yes	yes	yes
				Bidder Qualification Statement	yes	yes	yes

Our conclusion from this is that the scope of work was clear to the contractors and that the bids are competitively priced.

Consideration of the Bids

For the base project bid, a lump sum price was requested. There were an additional 7 unit priced items for which prices were requested in case the total quantity of work for these items exceeded estimated quantities included in lump sum bid prices. In general, each of the bids, , seemed balanced on the whole, that is, the prices provided for the line items seemed generally proportional to the value of materials and labor required to complete the work for that line item.

Consideration of the Apparent Low Bidder

Based upon this scope of work and the bids received, the apparent low bidder is ETT Environmental Services, Inc. of Durham, CT.

ETT has submitted evidence that they are qualified with the DAS as a Small Business Enterprise. ETT has a licensed plumber on its staff and is certified by the necessary equipment manufacturers to install the products that are being proposed on this project. ETT has indicated that they would self-perform a substantial portion of the work on the project, with subcontractors being brought into completely site work and electrical requirements.

Mr. Michael Maniscalco
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ETT has provided a project list for similar types of projects that were previously completed by their company. Several of these projects consisted of municipal fueling station construction, including ones in the City of Middletown, Town of Hamden, Town of Guilford, and Town of Mansfield, as well as a DEEP fueling station located in the Town of Marlborough. They have noted that existing work would not impact their completion of this project. Anchor spoke with several of the references provided and received positive feedback with regards to ETT's work quality and overall professionalism.

Recommendation

On the basis of the bid received and the positive discussions with their references, we recommend the contract be awarded by the Town of East Hampton to the low bidder ETT Environmental Services, Inc., with a bid price of \$359,000.00.

Please contact me should you wish to discuss the above.

Sincerely,

A handwritten signature in black ink that reads "Matt Brown". The signature is written in a cursive, slightly slanted style.

Matthew N. Brown, P.E.
Principal

**AMENDMENT NO. 2017-1
TO THE
TOWN OF EAST HAMPTON RETIREMENT INCOME PLAN**

The Town of East Hampton Retirement Income Plan (the "Plan") is hereby amended effective July 1, 2017, pursuant to Section 15.1 of the Plan as follows:

I.

Article I of the Plan (Definitions) is amended by adding the following new sentence at the end of the first paragraph of Section 1.13 (Earnings) to read as follows:

With respect to police officers hired on or after July 1, 2017, Earnings shall exclude private duty earnings..

II.

Article I of the Plan (Definitions) is amended by deleting subparagraph (a) of Section 1.27 (Normal Retirement Date) in its entirety and replacing it with the following new subparagraph (a) to read as follows:

- (a) for police officers hired prior to July 1, 2017, the earlier of age 55 with ten (10) years of Service or the completion of 20 years of Service. Prior to July 1, 1991, the Service requirement was 25 years. For police officers hired on or after July 1, 2017, the earlier of age 55 with ten (10) years of Service or the completion of 25 years of Service.

IV.

Article IV of the Plan (Eligibility for Participation) is amended by adding the following new paragraph before the last paragraph of Section 4.2 (Pick Up Contributions) to read as follows:

Effective July 1, 2017, the amount of an Eligible Employee's Pick Up Contributions shall be:

- (a) with respect to police officers hired prior to July 1, 2017,
 - (1) five percent (5%) of Earnings for the 2017-2018 police contract year;
 - (2) five and one-half percent (5.5%) of Earnings for the 2018-2019 police contract year;
 - (3) six percent (6%) of Earnings for the 2019-2020 police contract year and years thereafter,

- (b) with respect to police officers hired on or after July 1, 2017, eight percent (8%) of Earnings;
- (c) with respect to non-union Participants,
 - (1) five and one-half percent (5.5%) of Earnings for periods prior to July 1, 2018,
 - (2) six percent (6%) of Earnings for periods on or after July 1, 2018, or
- (d) for all other Participants, five and one-half percent (5.5%) of Earnings.

V.

If there shall be any inconsistency between the provisions of this Amendment 2017-1 and the provisions of the Plan as amended, this Amendment 2017-1 shall control.

Executed this _____ day of _____, 2017.

TOWN OF EAST HAMPTON

By: _____
Its

Town of East Hampton
Fiscal Year 2016-2017 End of Year Budget Transfers

Department	Org	Object	Description	Transfer From/To	Comment
TRANSFER FROM					
Employee Benefits	01110000	5210	Medical Insurance	\$ 83,565	Position vacancies and
Contingency	01120000	5990	Contingency	\$ 20,000	
				\$ 103,565	
TRANSFER TO					
Animal Control	01210214	5550	Printing/Binding	20	
Middle Haddam Historic district	01470000	5130	Overtime Salaries	65	
Fire Marshal	01220223	5280	Uniform Cleaning Allowance	100	
Community Services (Housing Authority)	01350000	5410	Public Utilities	270	
Fire Marshal	01220223	5611	Supplies/Materials/Minor Equip	450	
Town Manager	01010000	5110	Full Time Salaries	510	
Finance Department	01060135	5235	DC Plan Contribution	650	Additional employee in the plan that was not budgeted for
Human Services	01320000	5235	DC Plan Contribution	670	New expense in FY2017. Not budgeted
Town Clerk	01070000	5110	Full Time Salaries	785	Supervisor wage increase budgeted in unallocated payroll
Fire Marshal	01220223	5120	Part Time/Seasonal Salaries	1,100	Additional time required due to fire at St. Clements
Community Center	01670000	5420	Cleaning Services	1,610	Cleaning service while employee was on workers comp.
Fire Marshal	01220223	5480	Software Maintenance Agreement	2,920	Fire code software upgrade
Street Lights	01260000	5622	Electricity	7,860	Budget not sufficient
Community Center	01670000	5430	Bldg & Equip Maint/Repair	37,550	Well, HVAC, network cable and automatic door issues
Legal	01040000	5330	Professional/Tech. Services	49,005	Legal fees associated with new Town Hall/Police Department and BOE lawsuit

\$ 103,565

The above transfer is needed in order to zero out departmental deficits for the fiscal year end 2016-2017. This transfer also serves as additional communication to the Board of Finance and Town Council as to the operational areas in the budget that were over and under spent.

Motion: To approve the above transfers for the 2016-2017 fiscal year and authorize the Finance Director to make any additional transfers, up to \$5,000 (in the aggregate), that may be needed in order to close out the books for the 2016-2017 fiscal year. Further resolved that the Finance Director shall report back to the Board of Finance and the Town Council of any additional budget transfers.

APPROVED:
BOARD OF FINANCE:

TOWN COUNCIL:



Office of the COLLECTOR OF REVENUE
KRISTY MERRIFIELD, CCMC
kmerrifield@easthamptonct.gov

October 24, 2017

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are five refunds totaling \$3,025.97.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

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0.0

50.16 +

31.48 +

132.42 +

19.89 +

2,792.02 +

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3,025.97 *