REGULAR MEETING – PUBLIC SAFETY AND GENERAL GOVERNMENT COMMITTEE AGENDA

AUGUST 27, 2026, 7:00 PM
BY ZOOM VIRTUAL MEETING

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.

Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.

Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the “raise your hand indicator” and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.

Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Michele DeLuca at mdeluca@norwalkct.gov with the subject line “Public Comment” to provide written public comment prior to the meeting.

I. CALL TO ORDER

II. ROLL CALL

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: 7.23.26 PSGG Minutes

IV. PUBLIC PARTICIPATION

V. OLD BUSINESS

VI. NEW BUSINESS

A. Authorize The City of Norwalk, Purchasing Agent, to execute a purchase order on behalf of the Norwalk Police Department to Meridian Rapid Defense Group for the purchase of a one (1) Meridian Rapid Defense Group Archer Trailer kit under General Services Administration (GSA) contract # 47QSWA19D001F for a total not to exceed

$172,687.59
Funding is available within NPD account # 013053-5790

B.

1. **Authorize the Purchasing Agent to execute a purchase order on behalf of the Norwalk Police Department to 111 Elite Firearms for the purchase of twenty-five (25) Geissele Mod 1 rifles with accessories for a total not to exceed $65,225.00. Account #09273010-5777-C0882**

C. Authorize the Purchasing Agent to execute a purchase order on behalf of the Norwalk Police Department to Federal Eastern International for the purchase of twenty-five (25) police ballistic vests under State of Connecticut government pricing (contract #20PSX0093) for a total not to exceed $64,994.00. Account #09273010-5777-C0880.

D. Authorize the Purchasing Agent to execute a purchase order on behalf of the Norwalk Police Department to Industrial Strength Industries for the purchase of Scuba communications equipment under State of Connecticut government pricing (contract #47QSHA 19D0053) for a total not to exceed $34,542.00. Account #09273010-5777-C0879.

E. Authorize the Purchasing Department to issue a Purchase Order for a new SCBA cylinder fill station for a total amount not to exceed $174,974.00. Account #09-24-031-31100-0-5777-C0310.

F. Authorize the Mayor, Barbara C. Smyth, to enter into a three-year agreement with PolicyBUILDERS, Corp. for Fire Department Procedures and Policy Software, for a total amount not to exceed $31,100.00, with an additional three-year rate lock option of $8,000.00. Account #01-301-031-31100-0-5742.

VII. ADJOURNMENT

UPCOMING MEETINGS

Memo

2026-39

To: City Council and Public Safety and General Government Committee

From: Chief James Walsh

Date: August 12, 2026

Subject: **City Council Authorization for the purchase of the Meridian Defense Group Archer Trailer kit and Archer Barrier defense system.**

The Meridian Archer Defense Group Barrier system is a unique security solution for roadway perimeters that is modular by design, with technology and equipment tested and certified. The system, which is designed to be installed by one person from a patented trailer, allows for rapid layout to meet dynamic security concerns. The Meridian Archer 1200 system is a center point barrier system designed for anti-terrorism vehicle mitigation and a prevention solution to vehicle ramming attacks and all other vehicle intrusion situations.

The system allows pedestrians to walk through the barrier system through designed access ways but is specifically designed and laid out to mitigate vehicles from entering the inner perimeter of the event. The purchase of the Meridian Defense system would allow the city to present a more appropriate road blocking system than the current method of deploying DPW trucks, and afford the highest vehicle standards to protect the events, city residents, and guests. The city has increased the frequency of city-sponsored special events on city roads to increase exposure, drive spending in the local business community, and attract visitors. These events require police presence and physical barriers such as DPW dump trucks to close roads in and protect visitors. Not only does the city pay for the staff to operate the trucks, but this takes these city assets away from doing more meaningful work throughout the city.

<u>Current events that require road closures:</u>

Special Events in 2025 w/ Road Closure:
- Examples include Derby Day, World Cup Watch Party, Art Festival, Film Festival, etc.)

ECD Special Events w/ Road Closure: 16
- SONO Market – 6
- Bazaar on Wall – 6
- Halloween – 1
- Holiday Extravaganza – 1
- Wall St Tree lighting – 1
- The Melt on Wall - 1

Some costs are directly associated with fatalities, injuries, property damage, and emergency incidents. Once a city has recognized a foreseeable event hazard, implementing mitigation strategies demonstrates responsible municipal planning and reduces liability exposure. By purchasing public safety improvements, the city is able to avoid the potential of the above costly impacts and allow the city to reap the economic development benefits of public and privately sponsored special events programs.

The proposed mobile barrier system would provide the city with a reusable, rapidly deployable capability to protect pedestrians at outdoor public events from both accidental and intentional vehicle intrusions. Unlike traffic cones, use of heavy machinery, and conventional crowd-control barricades, the system would provide tested physical protection while maintaining controlled emergency access. The investment would flexibly serve multiple departments and event locations, reduce recurring rental and personnel costs, improve consistency in event-security planning, and help the city meet its duty to address a recognized and foreseeable public-safety risk. Because DPW trucks are dedicated to events that can last up to 8 hours, the staff and trucks themselves are not out on the road throughout the city executing work they were intended to do, representing a lost opportunity cost. Mobile barrier systems allow resources to remain available for daily operations and emergency response as intended. One system will not serve the special events programs, but can be utilized for parks, school grounds, political events, parades, and other yet-to-be-programmed events due to the flexibility of a mobile barrier system.

We are requesting the following authorization:

1. Authorize the City of Norwalk, Purchasing Agent, to execute a purchase order on behalf of the Norwalk Police Department to Meridian Rapid Defense Group for the purchase of a one (1) Meridian Rapid Defense Group Archer Trailer kit under General Services Administration (GSA) contract # 47QSWA19D001F for a total not to exceed $172,687.59
   Funding is available within NPD account # 013053-5790

Norwalk Department of Police Service

Memo

To:	Public Safety and Genenral Government Committee and City Council
From:	Deputy Chief Melissa Lepore
CC:	
Re:	Authorization for the replacement purchase of patrol rifles
Date:	August 14, 2026

The Norwalk Police Department (NPD) has received funding in the 2026/2027 Capital Budget for the replacement purchase of patrol rifles. This purchase is to replace current rifles which have been in service for over fifteen years. If not replaced, the existing rifles would need a complete overhaul and the refurbishing of critical parts. This overhaul will only delay the need to replace them for a short period of time. The cost would also be an ineffective solution to the problem.

To comply with the City of Norwalk purchasing guidelines, NPD has received the three (3) quotes from various firearms dealers. NPD has chosen the 111 Elite Firearms quote as it was the most cost effective and also is a local dealer in the case of any service needs.

The quote from 111 Elite Firearms is for twenty-five (25) Geissele Mod 1 rifles. The price includes a complete rifle package with optics, optic mounts, iron sites, and suppressors. The price per rifle is $3431 for a total of $85,775.

NPD is requesting to trade-in the current twenty-five (25) Colt rifles and four (4) Remington rifles that are no longer in service. 111 Elite Firearms has offered a trade-in value of $719.83 per rifle for a total of $20,875. This will offset the total purchase cost and reduce it to $65,225.

We are requesting the following authorization:

1. Authorize the Purchasing Agent to execute a purchase order on behalf of the Norwalk Police Department to 111 Elite Firearms for the purchase of twenty-five (25) Geissele Mod 1 rifles with accessories for a total not to exceed $65,225.00. Account #09273010-5777-C0882.

111 ELITE FIREARMS

Quote # NOR_111E_2026_05

To: Norwalk Police Department
1 Monroe St
Norwalk, CT 06854

DATE: 08/04/2026

Quantity:	Item:	Price Ea:	Total:
25	Geissele Super Duty Mod1 SBR 11.5"	$1,590.00	$39,750.00
25	HUXWRX Flow 556	$940.00	$23,500.00
25	TRIJICON MRO HD -AB CO WITNESS MRO-C-2200050 NO MOUNT	$625.00	$15,625.00
25	Geissele Super Precision Mount 05-402	$129.00	$3,225.00
25	MAGPUL PRO SIGHT SET	$147.00	$3,675.00
25	Trade in - COLT M4 Rifle	-$375.00	-$9,375.00
25	Trade in - Trijicon Optic w/Mount	-$160.00	-$4,000.00
25	Trade In - TDI Silencer	-$140.00	-$3,500.00
4	Trade in - Remington 700 w/Chassis	-$1,000.00	-$4,000.00
	Shipping/Handling to Dept Headquarters	$325.00	$325.00
			$65,225.00

Thank You
111 Elite Firearms, LLC
487 Monroe Tpke
Monroe, CT 06468
203-400-4867 (GUNS)

Norwalk Department of Police Service

Memo

To:	Public Safety and Genernal Government Committee and City Council
From:	Deputy Chief Melissa Lepore
CC:	
Re:	Authorization for the replacement purchase of ballistic vests
Date:	August 14, 2026

The Norwalk Police Department has received funding in the 2026/2027 Capital Budget for the replacement purchase of ballistic armor vests for our Emergency Services Officer. The purchase is within the City of Norwalk purchasing guidelines and the supplier, Federal Eastern International, is under the State of Connecticut pricing with contract #20PSX0093. The quote from Federal Eastern Int'l is for twenty-five (25) ballistic vests. The vests include outer carriers, internal plates, and side armor. The price per unit is $2,599.76 for a total of $64,994.

This purchase is to replace the current vests which have reached their recommended service life of five (5) years and are no longer warrantied by the manufacturer. This purchase also confirms compliance with Department of Justice standards and ensures officers have up-to-date ballistic protection.

We are requesting the following authorization:

1. Authorize the Purchasing Agent to execute a purchase order on behalf of the Norwalk Police Department to Federal Eastern International for the purchase of twenty-five (25) police ballistic vests under State of Connecticut government pricing (contract #20PSX0093) for a total not to exceed $64,994.00. Account #09273010-5777-C0880.

FEDERAL EASTERN INTERNATIONAL
135 W ADAMS ST
JACKSONVILLE, FL 32202
WWW.FEDEASTINTL.COM

QUOTE
589919

BILL TO:
NORWALK POLICE DEPT
Lynn Sullivan
1 MONROE ST
NORWALK CT 06854

SHIP TO:
NORWALK POLICE DEPT
DGEISMAR@NORWALKCT.GOV
SPECIAL SERVICES DIVISION
1 MONROE STREET
ATTN: SGT. DAVID GEISMAR
NORWALK CT 06854

SALES REP	SALES EMAIL	SALES PHONE	REP ID	OPERATOR
RICH KOSAKOWSKI	RICHK@FEDEASTINTL.COM	518-586-4024	116	KOS

DATE	QUOTE	ACCT	CUSTOMER PO	TERMS	CONTRACT
03/06/26	589919	FE1680	ORIGIN	NET 30	

UNITS	U/M	DESCRIPTION	DISC	UNIT PRICE	AMOUNT
		PRICING BASED ON CT STATE NASPO CONTRACT #20PSX0093 NO SHIPPING COST			
25	EA	**NASOG1ZADPCZ5** ORIGIN AXBIIIA PLATE CARRIER, INCLUDES BALLSTIC STOP GAPS AND SIDE ARMOR, NMB		1,444.24	36,106.00
25	EA	**NASHC6B25BD0H** PLATE BACKERS, BII-5 SET OF 2 NMB		350.56	8,764.00
50	EA	**NASPLTOMG10X12** 10X12 OMEGA PLUS ICW PLATE NMB		318.64	15,932.00
25	EA	**NASOG1000WPZ5** ORIGIN WING POUCH SET, R/L NMB		91.28	2,282.00
25	EA	**HSG242R00BK** GEN 2 X2R RIFLE TACO MOLLE COLOR: BLACK COLOR : BKA - BLACK		42.00	1,050.00
25	EA	**HSG15GA55BK** DUTY FLEX 55 MULTIPURPOSE 5X5IN POUCH HOOK/LOOP FLAP MOLLE BLACK		34.40	860.00
		SUBTOTAL			64,994.00

****** CONTINUED ON PAGE 2**

FEDERAL EASTERN INTERNATIONAL
135 W ADAMS ST
JACKSONVILLE, FL 32202
WWW.FEDEASTINTL.COM

QUOTE 589919

BILL TO:
NORWALK POLICE DEPT
Lynn Sullivan
1 MONROE ST
NORWALK CT 06854

SHIP TO:
NORWALK POLICE DEPT
DGEISMAR@NORWALKCT.GOV
SPECIAL SERVICES DIVISION
1 MONROE STREET
ATTN: SGT. DAVID GEISMAR
NORWALK CT 06854

SALES REP	SALES EMAIL	SALES PHONE	REP ID	OPERATOR
RICH KOSAKOWSKI	RICHK@FEDEASTINTL.COM	518-586-4024	116	KOS

DATE	QUOTE	ACCT	CUSTOMER PO	TERMS	CONTRACT
03/06/26	589919	FE1680	ORIGIN	NET 30	

UNITS	U/M	DESCRIPTION	DISC	UNIT PRICE	AMOUNT
		******** QUOTATION ****************			
		******** PAGE 2 ********			
		TAX CERT# EXEMPT			
		QUOTE TOTAL			64,994.00
		CREDIT CARD SURCHARGE NOTICE: EFFECTIVE 4/1/24, WE WILL START TO IMPOSE A 2.75% SURCHARGE ON CREDIT CARD AND PURCHASING CARD PAYMENTS WHERE APPLICABLE BY LAW AND IS NOT GREATER THAN OUR COST OF ACCEPTANCE. AS AN ALTERNATIVE WE ALSO ACCEPT ACH PAYMENTS ONLINE WITHOUT ANY ASSOCIATED FEES.			
		YOU MAY PAY ONLINE WITH ACH, VISA OR MASTERCARD AT: HTTPS://PORTAL.FEDEASTINTL.COM			
		TERMS: PRICES ARE EFFECTIVE FOR 30 DAYS FROM THE DATE OF THIS QUOTE UNLESS OTHERWISE NOTED.			
		ITEMS LISTED ON THIS DOCUMENT MAY REQUIRE A UNITED STATES GOVERNMENT LICENSE FOR EXPORT. EXPORTING CONTROLLED ITEMS WITHOUT A LICENSE IS PROHIBITED BY LAW.			

Norwalk Department of Police Service

Memo

To:	Public Safety and Genernal Government Committee and City Council
From:	Deputy Chief Melissa Lepore
CC:	
Re:	Authorization for the replacement purchase of scuba communications equipment
Date:	August 14, 2026

The Norwalk Police Department has received funding in the 2026/2027 Capital Budget for the replacement purchase of communications equipment for the Scuba dive team. The purchase is within the City of Norwalk purchasing guidelines and the supplier, Industrial Strength Industries, is under the State of Connecticut pricing with GSA contract #47QSHA 19D0053. The quote from Industrial Strength Industries is for (2) surface stations, (8) ear/mic assemblies, (2) communications ropes and (8) Bluetooth units. The total cost of the replacement equipment is $34,542.00.

The Norwalk Harbor is a heavily traveled waterway by recreational and commercial vessels, to include the ongoing MTA walk-bridge construction project. The current communications system is almost 15 years old. The technology is outdated and the hardware itself is failing due to the harsh environment and extended usage. Based on the higher volume of harbor activities, scuba callouts, and the failing current system, it is imperative NPD upgrade the scuba communications equipment.

We are requesting the following authorization:

1. Authorize the Purchasing Agent to execute a purchase order on behalf of the Norwalk Police Department to Industrial Strength Industries for the purchase of Scuba communications equipment under State of Connecticut government pricing (contract #47QSHA 19D0053) for a total not to exceed $34,542.00. Account #09273010-5777-C0879.

QUOTATION

Quote #: SRJB21326
Date: 7/9/2026

GSA contract ID #: 47QSHA19D0053
SBA WOMAN OWNED SMALL BUSINESS
Federal Tax ID #: 47-2762630
NYC Woman-Owned Busines Entity #: 2017-1096
NYC PASSPORT Vendor ID# VS00041661

Quoted Provided By	Customer Information
Ara Basmajian SALES EXECUTIVE INDUSTRIAL STRENGTH INDUSTRIES 516-413-2251 ara@industrialstrengthsupply.com	Sergeant Justin Bisceglie Norwalk Police Department Marine Unit Commander Emergency Services Unit- Tactical and SCUBA

Customer ID	QUOTE VALID	Payment Terms	SHIP Via
NORWALK	8/30/2026	NET 30	BEST WAY

QTY	Item	DESCRIPTION	Unit Price	Amount
8 EA	920047-000	Dive Rite CX3 Light	$178.00	$1,424.00
8 EA	920049-000	Dive Rite QRM Receiver	$44.00	$352.00
8 EA	920050-000	Dive Rite QRM Striker Plate	$23.00	$184.00
8 EA	920051-000	INNODIVE Slide Only	$102.00	$816.00
8 EA	900500-000	EMO-HU-1PTT-2EP4-ME150 (Previously 910496-000)	$675.00	$5,400.00
8 EA	900471-010	POWERCOM 3000D, 4 CH, DIVER UNIT 5P	$1,995.00	$15,960.00
1 EA	910218-200	Comrope, Blue, Hi-use - Male Amp, 200'	$1,095.00	$1,095.00
2 EA	910219-200	Comrope, Yellow, Hi-use - Male Amp, 200'	$1,095.00	$2,190.00
1 EA	910034-000	YAD-S, Y-Adaptor split at surface	$405.00	$405.00
1 EA	900104-000	MK-7, Two diver air intercom (4 wire only) (comes w/THB-7A headset with boom mic)	$1,795.00	$1,795.00
1 EA	900476-000	PowerCom 3000S Surface Station Wireless, 4 Channel (25 Watts Output Power)	$3,695.00	$3,695.00
1 EA	200054-000	MK7, ACCESSORY, OPS HARNESS, BMD	$85.00	$85.00
8 EA	920014-000	GFFM ACC RAIL, Alone	$112.00	$896.00
			SUBTOTAL	$34,297.00
			FREIGHT	$245.00
			TOTAL	$34,542.00

TO PLACE THIS ORDER:

Email Us at: ara@industrialstrengthsupply.com
Call us at: 516-413-2251

DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 8/13/2026 **DEPARTMENT:** Fire

Procurement by non–competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

☐	1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☐	3	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☑	4	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number)
☐	5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). **Please forward this form and supporting documentation within 48 hours of the Emergency**
☐	6	Other, please explain:

TOTAL COST: $174,974.00 **MUNIS Account:** 09-24-031-31100-0-5777-C0310

VENDOR: Fire Tech & Safety

Purchasing Agent Signature	**The Purchasing Agent**		**Department Head Signature**
Sharon Conners Digitally signed by Sharon Conners Date: 2026.08.13 13:14:44 -04'00'	X ☐	**Supports**	Edward McCabe
Purchasing Agent Name	☐	**Does Not Support**	**Department Head Name**
			Edward McCabe
Date	☐	**Single Source Requires Common Council Authorization (in excess of $20,000.00)?**	**Date** 8/13/2026

JUSTIFICATION:

The Fire Department is requesting authorization to purchase a new SCBA fill station to replace the 2012 unit located at Station 2. This purchase is part of the SCBA replacement plan, bringing the equipment up to the new NFPA Standards, that has been in effect for several years. The current unit was designed for previously used 4.5 SCBA cylinders and does not properly support the new 5.0 system. The new unit will include a remote fill station that separates it from the compressor. This will allow the compressor to be located in another room. This relocation will allow members to fill multiple bottles with the compressor running and not require them to work in an environment that exceeds OSHA decibel thresholds. The unit will be purchased from Fire Tech & Safety under MA State Contract PSE01. The project will be funded with Capital Account #09-24-031-31100-0-5777-C0310, with the balance taken from Account # 09-26-031-31100-0-5777-C0703.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): N/A

Vendor 1: ______________________________

Vendor 2: ______________________________

EMERGENCY: Explain in detail the nature of the emergency

Quote

Quote Nbr.:	**Q314402**
Quote Date:	8/13/2026
Expiration Date:	8/28/2026
Customer ID:	C000373
Created By:	Jason Bocchetta

Fire Tech & Safety
100 Business Park Dr #6
Tyngsborough, MA, 01879
Phone: (978) 649-6800
https://firetechusa.com/

BILL TO:	SHIP TO:
NORWALK FIRE DEPT-CT 121 CONNECTICUT AVE NORWALK CT 06854	NORWALK FIRE DEPT-CT 121 CONNECTICUT AVE NORWALK CT 06854

CUSTOMER P.O. NO.	TERMS	CONTACT
	MA State Contract PSE01	EDWARD MCCABE

SHIP VIA

Best Way

ITEM	QTY.	PRICE	EXT PRICE
13 SCFM, 15 HP, P5 Securus 7000 PSI Bauer Vertecon	1.00	84,707.00	84,707.00
BAUER HMI REMOTE START	1.00	3,933.00	3,933.00
BAUER ELECTRONIC CO MONITOR W/CAL KIT	1.00	5,681.00	5,681.00
BAUER 4 BANK CASCADE 7000PSI	1.00	40,457.00	40,457.00
Bauer 3 Position Fill Station	1.00	33,456.00	33,456.00
INSTALLATION INCLUDES 1 DAY LABOR, CALIBRATION, START-UP RELATED PROCEDURES, AIR QUALITY TEST, T... NOTE: EXTENDED LENGTH AIRLINES OVER 50' MAY EXPERIENCE PRSEEURE LINE LOSS AT REMOTE END - UPGRADE TO 1/4" FLEX LINE AVAILABLE - MUST BE QUOTED SEPARATELY	1.00	1,995.00	1,995.00
SHIPPING & HANDLING	1.00	1,750.00	1,750.00
BASIC NFPA/OSHA COMPRESSOR SERVICE: ANNUAL COMPRESSOR SERVICE WITH (4) FOUR QUARTERLY BREATHING AIR QUALITY TESTS 24/7/365 Priority Emergency Response Service 5% Discount on all non-warranty parts NFPA /OSHA Compliancy Travel Fees Included	1.00	2,995.00	2,995.00
COMPLIANT WITH MA-STATE CONTRACT PSE01 NOTE: .	0.00	0.00	0.00
QUOTE REMAINS VALID THROUGH 9/29/2026	0.00	0.00	0.00

Total Weight (LB):	0	**Sales Total:**	174,974.00
Total Volume (CFT):	0	**Freight & Misc.:**	0.00
		Less Discount:	0.00
		Tax Total:	0.00
		Total (USD):	174,974.00

NOTICE...One or more of the products listed above may contain PFAS, for the reason the equipment contains PFAS chemicals, and the specific PFAS chemicals in the product you must contact the manufacturer of the items.
Fire Tech & Safety Terms and Conditions: https://firetechusa.com/FTSTAC.pdf

DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 7/15/2026 **DEPARTMENT:** Fire

Procurement by non–competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

☐	1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☑	2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☐	3	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☐	4	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number)
☐	5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). **Please forward this form and supporting documentation within 48 hours of the Emergency**
☐	6	Other, please explain:

TOTAL COST: $12,500.00 **MUNIS Account:** 01-301-031-31100-0-5742

VENDOR: policyBUILDERS, Corp

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
Sharon Conners Digitally signed by Sharon Conners Date: 2026.07.23 16:51:06 -04'00'	X ☐	**Supports**	Edward McCabe
Purchasing Agent Name	☐	**Does Not Support**	**Department Head Name**
	☐	**Single Source Requires Common Council Authorization (in excess of $20,000.00)?**	Edward McCabe
Date			**Date** 7/18/2026

JUSTIFICATION:

The Fire Department is requesting authorization to enter a contract with policyBuilders, Corp. The company specializes in Fire Department consultation validation, modernization, and digitization of all the Department's Standard Operating Procedures (SOPs) and Policies. This will allow the Department to analyze all current SOPs and Policies. All Procedures will then be transferred to a new cloud database, enabling instant access for all members. Any future updates or additions to documents will be time-stamped and archived. The plan is to embed this link in our current records management software and JotForm site, providing access to all FD documents in one place. The company's sole source justification is also attached.

Several other companies were researched for this project, including: Doctract, Onspring, and Policy Hub. None provided specific Fire Department expertise or consultation of any kind. These other products simply provide a cloud platform to store Policies. The proposed contract with policyBUILDERS, Corp. is as follows:

Year 1: Policy Manual Build-Out: $12,500
Year 2: Subsequent Continuity, Support & Hosting: $10,600
Year 3: Three-Year Rate Lock For Annual Continuity Support, Hosting, and Policy Updates: $8,000

There are no penalties for cancellation.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): N/A

Vendor 1: ______________________________

Vendor 2: ______________________________

EMERGENCY: Explain in detail the nature of the emergency policy BUILDERS

Sole Source Justification

Subject: Justification for Sole Source Procurement of Fire Department Policy Development Services

Vendor: policyBUILDERS
28 Plum Sound Rd
Ipswich, MA 01938

Product/Service: Full-Service Policy Writing, Consultation, and Manual Development for Fire Departments

Overview

This sole source request is submitted to justify the procurement of a specialized vendor that offers a comprehensive, consultative, and fully managed fire department policy development solution. The selected vendor uniquely combines subject matter expertise, custom policy writing services, and compliance-aligned content development tailored to the operational needs of our department.

Justification

1. **Specialized Expertise in Fire Department Operations**
   The vendor provides direct consultation and policy writing by professionals with deep knowledge of fire department operations, standards, and best practices. This includes alignment with NFPA, OSHA, ISO, and state/local compliance requirements—expertise not typically found in generic policy template providers.
2. **Comprehensive Turnkey Service**
   Unlike standard DIY policy platforms, the vendor delivers a **turnkey solution**: from policy development and formatting to manual publication and digital deployment. This reduces internal workload, accelerates delivery timelines, and ensures consistency and clarity across all documents.
3. **Customization and Consultation**
   Policies are not just adapted from templates but are **written collaboratively** with department leadership to reflect our specific operational realities, SOPs, chain of command, jurisdictional requirements, union considerations, and risk exposures.
4. **Legacy Document Migration & Formatting**
   The vendor provides services to **convert, migrate, and format legacy Word and PDF documents**, enabling seamless integration into a unified digital policy manual—a highly specialized and time-saving feature.

5. **Integrated Policy Delivery System**
   The vendor's system includes **QR code access, smart search, embedded training media**, and optional staff verification features, all of which support real-time access, accountability, and training across the department.
6. **No Comparable Alternatives**
   No other known vendor provides this level of end-to-end service—combining expert policy authorship, compliance assurance, digital formatting, and consultation—specifically tailored to the fire service sector.

Conclusion

Given the critical nature of accurate, up-to-date, and department-specific policy documentation in fire service operations—and the lack of comparable providers offering this depth of service—the selected vendor represents a **sole source** uniquely qualified to deliver this project effectively and efficiently.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

policyBUILDERS, Corp

2 Business name/disregarded entity name, if different from above.

policyBUILDERS

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . S

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

28 Plum Sound Rd

6 City, state, and ZIP code

Ipswich, MA 01938

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

[ ][ ][ ] – [ ][ ] – [ ][ ][ ][ ]

or

Employer identification number

3 3 – 4 3 9 0 2 6 8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** D Rocco **Date** 6/16/26

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they