

## FINANCE/CLAIMS COMMITTEE MEETING

**Thursday, April 13, 2023, 7:00 P. M.**

### **By Zoom Virtual Teleconference:**

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at [www.norwalkct.org/meetings](http://www.norwalkct.org/meetings).

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Public should watch via the youtube link to the City of Norwalk CT  
is <https://www.youtube.com/channel/UCRcAj0a6fNzo2prQ6LhSjVA>

Listen mode only please dial 1 (646) 558-8656 Webinar ID: 874 9084 0474 Password: 377930

To take part in public participation:  
<https://www.norwalkct.org/1913/Meeting-Notices>

### AGENDA

1. Call to Order
2. Roll Call
3. Public Participation
4. Approve the Minutes of the following Finance Committee Meetings:  
March 9, 2023- Regular Meeting
5. Claims Committee: April 2023
6. Narrative on Tax Collections dated April 2023 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated March 2023– Receive Report and discuss.
8. Tax Assessor update on the Revaluation process.
9. Received Oak Hills Authority Monthly Financial Statements for February 2023.
10. Authorized the Purchasing Agent to issue Purchase Order to GovConnection for 3 CISCO Core Switches for a total amount not to exceed \$110,721.77, Account # 09201370-5777-C0375.
11. Authorized the Purchasing Agent to issue Purchase Order to Gov Connection, Inc. for Palo Alto Firewall for a total amount not to exceed \$154,274.58, Account # 09231370-5777-C0375.
12. Authorized the Mayor to entering into contract with Security 101 – Connecticut for Veteran's Park Camera System installation amount not to exceed \$68,949, Account # 361370-5724-G0001 (\$51,711.75), 09201370-5777-C0375 (\$17,237.25).
13. Authorize the Mayor, Harry Rilling, to execute a contract with EnviroMed Services for assistance in complying with the OSHA Hazardous Communications Standard for the Department of Public Works, Oak Hills Golf Course, Norwalk Police Department and Norwalk Fire Department, respectively, for a period beginning on 5/1/2023 through 5/1/2024 and total annual cost not to exceed \$70,750. Account: 161344-5258.

14. Discuss and approve FY 2023-2024 Parking Authority Budget
15. Discuss and Approve FY 2023-2024 Water Pollution Authority Budget.
16. Appointment of Auditors to audit Fiscal Year 2023
17. Adjournment.

**CITY OF NORWALK  
FINANCE/CLAIMS COMMITTEE MEETING  
MARCH 9, 2023  
BY ZOOM VIRTUAL TELECONFERENCE**

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ATTENDANCE: Gregory Burnett, Chair; Nora Niedzielski Eichner; John Kydes;  
Bryan Meek; Ed Camacho (7:20 p.m.); Diana Revolut (7:20 p.m.)

STAFF: Henry Dachowitz, Chief Financial Officer; Lisa Biagiarelli, Tax Collector;  
Darin Callahan, Corporation Counsel; Chitsamay Lam, Controller;  
Joyce Liu, IT Director; Jessica Vonashek, Chief Economic and  
Community Development

OTHERS: Joseph Andrasko, Chair, Oak Hills Park Authority; Brian Bidoli, Executive Director, Norwalk Redevelopment Agency

**1. CALL TO ORDER**

Mr. Burnett called the meeting to order at 7:05 p.m.

**2. ROLL CALL**

Mr. Burnett called the Roll as indicated above. A Quorum was present.

**3. PUBLIC PARTICIPATION**

There were no members of the public who wished to comment this evening.

**4. APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS:**

February 9, 2023- Regular Meeting

The following correction was made to the minutes.

Correct the spelling of Assessor

**\*\* MS. NIEDZIELSKI EICHNER MOVED TO APPROVE THE MINUTES AS CORRECTED**  
**\*\* MOTION PASSED WITH ONE (1) ABSTENTION (MR. MEEK)**

February 23, 2023– Public Hearing and Special Meeting

**\*\* MS. NIEDZIELSKI EICHNER MOVED TO APPROVE THE MINUTES AS SUBMITTED**  
**\*\* MOTION PASSED UNANIMOUSLY**

**5. CLAIMS COMMITTEE: March 2023**

Ms. Biagiarelli reported there were no claims this month that needed to be voted on.

6. **NARRATIVE ON TAX COLLECTIONS DATED MARCH 2023** – Receive Report and discuss.

7. **MONTHLY TAX COLLECTOR'S REPORTS DATED FEBRUARY 2023**– Receive Report and discuss.

Ms. Biagiarelli highlighted her reports as follows:

As of the end of February 2023, having concluded the first eight months of the fiscal year, we had collected nearly \$353 million against our \$365 million adjusted levy, or 96.54%. We also collected 97.24% of our sewer use levy, an additional \$17 million, and 84.07% of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year (February 2022) we are behind relative to taxes (-1.33%), slightly ahead relative to sewer use (.62%); and behind relative to the IPP fee (-5.75%). Due to the extended due date of the motor vehicle supplemental billing, payable by April 1, 2023, we did anticipate a drop in the February 2023 collection numbers as compared with the prior fiscal year, when that billing was payable by February 1 rather than April 1.

With regard to prior years' collections, court stipulated tax credits and other adjustments beyond our control continue to erode prior years' collections. From July 2022 through the month of February 2023, note that we show a net loss of \$985,239.91 in principal. As has been the case throughout this fiscal year, tax credits granted in adjudicated property tax appeal cases continue to affect our net year to date collection of revenue from prior years. We do show a net gain of \$560,456.05 fiscal year to date in prior years' combined principal, interest and fee collections, as opposed to the net loss when looking only at principal.

In 2022, the Common Council approved the use of a third party collection agency to bill past due motor vehicle taxes for which we had no valid address. In November 2022, this agency sent its first mailing to approximately 7,800 taxpayers on our behalf. Between December, January and now February, we have collected more than \$517,000 in past due motor vehicle taxes and interest as a result of the collection agency's billing on our behalf.

Please note that these collections are made directly to the City, and payments are processed by the tax collector's office, not the collection agency. Tax bills for approximately \$4.5 million in supplemental motor vehicle taxes were mailed the week of February 20. These bills were for newly registered vehicles that are added to the tax rolls subsequent to the "grand list" date of October 1, 2021 - first time registration, not registration renewed. Under normal circumstances, these bills would

have been due January 1, payable by February 1, the same as second installment bills. A two month extended due date and payment period were granted under CGS 12-142 to accommodate the delayed mailing of these bills. They are due March 1, 2023, payable without interest by April 1, 2023. This extension affects only the 2021 grand list supplemental motor vehicle bills.

On March 1, the Norwalk Assessor's and Tax Collector's offices underwent a software conversion to move our assessment and collection administrative systems off Munis entirely and onto Quality Data Services LLC (QDS) software. The city's financials, budgeting, accounting and other systems are still operating on Munis; only the assessment and tax collection modules have moved away.

In the tax collector's office, this conversion affects our billing; payment entry and payment processing; reporting, including receiving and providing reports to agencies such as the town clerk's office, the DMV, tax services and escrow agents, etc.; our IVR and online payment portals and E Tax Bill lookup; our financial reporting interface; all our recordkeeping, including fifteen years of payment and other history; and other areas as well.

The conversion went as well as could be expected. QDS staff members have been on site in Norwalk for the better part of the past several weeks. Our staff has received excellent training from their staff, and the back office employees at QDS who are responsible for making things work have been helpful. Speaking for myself, as a user of (now) seven different tax administrative systems over the course of 39 years in tax collection, it is going to take some time to learn the system's features and how best to use it. Norwalk's former tax billing and collection systems were driven by a permanent "customer identification number" (CID number) for decades, even before the use of Munis software. QDS does not operate this way, and there are other differences as well. We are adapting, and will continue to appreciate our taxpayers' patience as we navigate the changes.

The timing of the software conversion, and our delayed supplemental motor vehicle billing, have both necessitated changes to our regular spring schedule, including when we send past due notices, and when we file lien continuing certificates in the land records. We were not able to issue delinquent notices as we normally do in February. Those notices are at the printer now, and we expect them to go out later in March. Liens are normally filed by the second week of March, but this year, because the past due notices are being mailed later, we will file our liens after April 1. The lien continuing certificate filing processes will be done on the new software. I do not expect this change in timing to have a significant effect on our collection rate this year. Going forward in subsequent years, we expect to revert to the old schedule.

Our division remains short staffed due to two vacancies out of our eight person staff. We are anxious to fill those vacancies, but have not been able to move forward as quickly as we had hoped due to these other issues.

Mr. Burnett asked Ms. Biagiarelli when she expected to see a catch up in the collection rate. She said she will have a better idea by the end of March.

**8. TAX ASSESSOR UPDATE ON THE REVALUATION PROCESS.**

Mr. Burnett presented the Tax Assessor's revaluation report dated March 3, 2023. A total of 3,500 homes were visited. Of those homes, 543 residents were home and 147 residents allowed the inspector to enter their home; 396 residents provided information at the door. People cited covid as the reason for not wanting anyone to come inside.

At this point the revaluation will focus on visiting condominiums. Letters will be sent to the property owners who were not home when the inspector went to their property and they will be able to schedule the visit. All residents will receive a data verification Mailer that allows the property owner to verify or correct the data on file.

Mr. Camacho joined the meeting at 7:20 p.m.

Ms. Revolus joined the meeting at 7:20 p.m.

**9. RECEIVED OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR JANUARY 2023.**

Mr. Andrasko reviewed his report as follows:

**Oak Hills Park Authority**  
**January 2023 Financial Commentary**

ITEM #9

**Operations Updates:**

- Golf rounds are nearly 5% over budget for the first seven months of FY23. Dry weather and the current popularity of golf helped push rounds so high.
- OHPA is performing additional capital improvements currently in the off-season.
- 2023 memberships (both Discount ID Cards and Annual Passes) began selling in January.
- Discount ID card sales are off to a slow start this calendar year but we expect them to be made up in the coming months.

**YTD Financial Highlights:**

- FY23 YTD net operating income was over budget by \$158k and we ended January with a \$468k cash balance which includes \$24k in the capital reserve bank account.
  - Revenue was over-budget by \$100k thanks to strong golf and cart rounds.
  - Expenses were \$57k lower than budget due to lower than expected wages as a result of being understaffed; offset by very high water expense due to the dry, hot conditions.
- OHPA made \$89k in repayments to the City for the first six months of this fiscal year. The annual 1% of gross golf revenue additional debt payment was made in November.

**Other:**

- Work will begin next month on our FY2023 fiscal budget.

Mr. Andrasko reported that they are close to a final answer with their contract negotiations for their food and beverage service. The draft will be forwarded to the Mayor's office for review. They anticipate a soft opening on St. Patrick's Day. He said they plan to hire a General Manager.

**\*\* MR. KYDES MOVED THE FOLLOWING:**

**10. RESOLUTION: REQUESTING FOR ECONOMIC AND COMMUNITY DEVELOPMENT ARPA PROJECTS IN THE AGGREGATE AMOUNT OF \$260,000 FROM THE ARPA (AMERICAN RESCUE PLAN ACT) FUND. ACCOUNTS: \$180,000 133710-5796-AEC24 ECONOMIC AND FINANCIAL IMPACT ANALYSIS AND \$80,000 133710-5796-AEC25 URBAN LAND INSTITUTE-ADVISORY SERVICES PROGRAM.**

Mr. Bidoli reviewed the item. Ms. Niedzielski Eichner asked about capacity. Mr. Bidoli said they have the capacity. It is important to have multiple sets of eyes on projects like these.

Ms. Vonashek shared her screen and said they are requesting \$80,000 to hold a three day workshop hosted by the Urban Land Institute. She reviewed the focus of the workshop.

**\*\* MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

This item was moved to the full Common Council meeting on March 14, 2023.

**\*\* MR. CAMACHO MOVED THE FOLLOWING:**

**11. AUTHORIZE THE MAYOR HARRY W. RILLING TO EXECUTE ANY ALL AGREEMENTS AND OTHER DOCUMENTS NECESSARY TO TRANSITION FROM ITS CURRENT LEGAL DOCUMENT MANAGEMENT PROVIDER, WORLDOX TO ACQUIRING COMPANY, NETDOCUMENTS. YEAR 1, \$7,900.92; YEAR 2, \$6,581.47; YEAR 3, \$8,814.96 ACCOUNT NO. 011370-5742.**

Ms. Liu reviewed the request. Mr. Callahan reviewed the costs. Mr. Meek asked why this was not a shared service with other departments. Mr. Callahan said that may be a viable solution City wide and has been in discussions with Ms. Liu. He said he has also been in discussions with the Chief of Public Works who is looking into bringing in a more robust management system. Ms. Lie said this may require more vetting with the management team.

**\*\* MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

This item was moved to the full Common Council meeting on March 14, 2023.

**\*\* MR. CAMACHO MOVED THE FOLLOWING:**

**12. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT AGREEMENT WITH TYLER TECHNOLOGIES, FOR TYLER HOSTING AND SOFTWARE AS A SERVICE FOR THE MUNIS FINANCIALS, HUMAN CAPITAL MANAGEMENT, REVENUE, AND PRODUCTIVITY MODULES, FOR THE CITY AND BOARD OF EDUCATION, FOR A THREE-YEAR RENEWAL TERM FOR AMOUNTS AS FOLLOWS: YEAR 1, \$323,144.85; YEAR 2, \$323,144.85; YEAR 3, \$323,144.85. ACCOUNT 011370-5742 IT SOFTWARE.**

Mr. Dachowitz described the MUNIS system. Mr. Meek asked how this line up with the previous contract. Ms. Liu explained that it is a 5% increase and will be a year by year subscription. Mr. Meek asked if there was any recompense for how Tyler botched up the 2018 revaluation. Mr. Dachowitz explained they are two different divisions in a big corporation. It is hard to penalize the software side if they had a problem with the revaluation side.

Mr. Camacho asked if MUNIS will be phased out. Mr. Dachowitz explained that they will be phasing out one module – the Tax Collector and Tax Assessor. Norwalk is the last city in Connecticut using MUNIS for collection and assessment.

Mr. Meek said he is opposed to what Tyler did to the City five years ago and will vote no. Mr. Dachowitz said he was not here five years ago when the City had the contract with Tyler.

**\*\* MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

This item was moved to the full Common Council meeting on March 14, 2023.

### **13. ADJOURNMENT**

**\*\* MS. REVOLUS MOVED TO ADJOURN**

**\*\* MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 8:25 p.m.

Respectfully submitted,

Rosemarie Lombardi  
Telesco Secretarial Services

**AGENDA****APRIL 13<sup>TH</sup> 2023****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

| <b><u>PAY TO:</u></b>   | <b><u>BILL No &amp; AMOUNT REFUNDED</u></b> | <b><u>REASON</u></b> |
|-------------------------|---------------------------------------------|----------------------|
| ACAR LEASING LTD        | 21-MV-300418 \$183.20                       | PRORATION            |
| ARMENTANO ANGELA N      | 21-MV-303265 \$163.15                       | PRORATION            |
| CATUGNO PHILIP R        | 21-MV-310833 \$57.30                        | PRORATION            |
| CCAP AUTO LEASING LTD   | 21-MV-SEE ATTACHED \$3,861.89               | PRORATION            |
| CCAP AUTO LEASING LTD   | 21-MV-SEE ATTACHED \$8,250.63               | PRORATION            |
| CCAP AUTO LEASING LTD   | 21-MV-SEE ATTACHED \$4,532.51               | PRORATION            |
| CCAP AUTO LEASING LTD   | 21-MV-SEE ATTACHED \$2,393.34               | PRORATION            |
| CHAPMAN ROBERT EMERSON  | 21-MV-311896 \$399.97                       | PRORATION            |
| DAIMLER TRUST           | 21-MV-315264 \$704.34                       | PRORATION            |
|                         | 21-MV-315606 \$105.33                       | PRORATION            |
| DAIMLER TRUST           | 21-MV-315662 \$264.36                       | PRORATION            |
|                         | 21-MV-315692 \$601.18                       | PRORATION            |
| DAIMLER TRUST           | 21-MV-403576 \$190.08                       | PRORATION            |
|                         | 21-MV-315655 \$760.30                       | PRORATION            |
| DAIMLER TRUST           | 21-MV-315538 \$598.52                       | PRORATION            |
|                         | 21-MV-315690 \$298.37                       | PRORATION            |
| DAIMLER TRUST           | 21-MV-315559 \$523.14                       | PRORATION            |
|                         | 21-MV-315608 \$197.15                       | PRORATION            |
|                         | 21-MV-315623 \$783.76                       | PRORATION            |
| DOWLING GLADYS I        | 21-MV-318669 \$134.98                       | PRORATION            |
| DUCHESSE OF NORWALK INC | 21-MV-318889 \$1,154.85                     | PRORATION            |
| FINANCIAL SER VEH TRUST | 21-MV-322498 \$733.59                       | PRORATION            |
| FINANCIAL SER VEH TRUST | 21-MV-322118 \$657.93                       | PRORATION            |
| FINANCIAL SER VEH TRUST | 21-MV-322476 \$431.02                       | PRORATION            |
| HYUNDAI LEASE TRUST     | 21-MV-SEE ATTACHED \$4,300.01               | PRORATION            |

**AGENDA****APRIL 13<sup>TH</sup> 2023****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

| <b><u>PAY TO:</u></b>         | <b><u>BILL No &amp; AMOUNT REFUNDED</u></b> | <b><u>REASON</u></b> |
|-------------------------------|---------------------------------------------|----------------------|
| HYUNDAI LEASE TRUST           | 21-MV-SEE ATTACHED \$8,717.65               | PRORATION            |
| KNEBEL NICOEL DONNA           | 21-MV-336624 \$22.12                        | PRORATION            |
| LYONS TODD J                  | 21-MV-340707 \$262.71                       | PRORATION            |
| MARTINEZ-PERALTA JOSE ALBERTO | 21-MV-408811 \$54.93                        | PRORATION            |
| PAPPA LINDA A                 | 21-MV-351174 \$276.73                       | PRORATION            |
| SMITH MATTHEW ERIC            | 21-MV-361909 \$108.50                       | PRORATION            |
| SWEET PATRICIA D              | 21-MV-363714 \$35.16                        | PRORATION            |
| THE SILVER LANDSCAPING LLC    | 21-MV-364769 \$46.13                        | PRORATION            |
| TOYOTA LEASE TRUST            | 21-MV-366432 \$292.24                       | PRORATION            |
| VAULT TRUST                   | 21-MV-368816 \$659.00                       | PRORATION            |
| VAULT TRUST                   | 21-MV-381098 \$196.33                       | PRORATION            |

**REAL ESTATE**

WANDA SANTORELLI

2 TOWER DR

5-56-709-0

21-RE-123770 \$3,255.32

OVER/DUP PYMT

## CCAP AUTO LEASE LTD

| BILL #    | PLATE # | VIN#              | AMOUNT    |
|-----------|---------|-------------------|-----------|
| 20-311261 | AS64850 | ZARFAEEN3J7597636 | \$ 576.92 |
| 21-311049 | AT05258 | 1C4RJFAG3KC566982 | \$ 313.72 |
| 21-311064 | AS66389 | 1C4RJFAG3KC589338 | \$ 376.17 |
| 21-311097 | AY46051 | 1C4RJFBG0LC364150 | \$ 618.45 |
| 21-311125 | AP69535 | 1C4RJFBG3JC449822 | \$ 620.46 |
| 21-311126 | AP80507 | 1C4RJFBG0JC349547 | \$ 744.86 |
| 21-311345 | AD22670 | 1C4RJFBGXKC666978 | \$ 629.41 |
| 21-311386 | AR35004 | 3C4NJDBB3JT454031 | \$ 43.72  |

TOTAL

~~\$ 3,923.71~~

3861.89

683.04

## CCAP AUTO LEASE LTD

| BILL #    | PLATE # | VIN#              | AMOUNT    |
|-----------|---------|-------------------|-----------|
| 20-402650 | AN27510 | 3C4NJDBB9JT315618 | \$ 172.53 |
| 21-311382 | AN27510 | 3C4NJDBB9JT315618 | \$ 526.77 |
| 21-310974 | AT26920 | 1C4RJFBG2KC689333 | \$ 419.62 |
| 21-311348 | BB48749 | 1C4PJMDX5KD446554 | \$ 384.19 |
| 21-310911 | AS49475 | 1C4RJFBG2KC593024 | \$ 279.44 |
| 21-310986 | AW05579 | 1C4SDJCT8KC634134 | \$ 486.01 |
| 21-311133 | BA41461 | 3C4NJDBB1LT168729 | \$ 354.67 |
| 21-311010 | AX53831 | 1C4HJXDG7JW110400 | \$ 699.52 |
| 21-311123 | AS50043 | 1C6SRFFT2KN532205 | \$ 480.13 |
| 21-311023 | AS00690 | 3C4NJDCB6JT481352 | \$ 427.09 |
| 20-311130 | AL26689 | 1C4RJFBG7HC900471 | \$ 396.89 |
| 20-311066 | AN27441 | 1C4PJMDX4KD113911 | \$ 240.78 |
| 21-311025 | AN27441 | 1C4PJMDX4KD113911 | \$ 659.00 |
| 21-310930 | AP80511 | 1C4HJXDN4JW201624 | \$ 497.95 |
| 21-311124 | AP03743 | 1C4HJXDGXJW116787 | \$ 770.05 |
| 21-311163 | AP58797 | 1C4RDJDG0JC386315 | \$ 215.01 |
| 21-311103 | AT50476 | 3C4NJDBBXT601835  | \$ 472.55 |
| 21-311105 | AU18531 | 3C4NJDBB4KT647208 | \$ 236.58 |
| 21-311145 | AT79219 | 1C6HJTFG7LL103092 | \$ 531.86 |

\$ 8,250.64

**CCAP AUTO LEASE LTD**

| <b>BILL #</b> | <b>PLATE #</b> | <b>VIN#</b>       | <b>AMOUNT</b> |
|---------------|----------------|-------------------|---------------|
| 20-310867     | AM03177        | 1C4RJFAG2JC204009 | \$ 296.20     |
| 21-311308     | AM03177        | 1C4RJFAG2JC204009 | \$ 673.41     |
| 20-311051     | AN62744        | 1C4RJFLG1JC299899 | \$ 59.93      |
| 21-310922     | AN62744        | 1C4RJFLG1JC299899 | \$ 815.24     |
| 21-311011     | AP50050        | 3C4NJDBB6JT168982 | \$ 526.77     |
| 21-311013     | 175YKG         | 2C3CDZGG9JH155592 | \$ 717.65     |
| 21-311074     | C153518        | 1C6SRFFT0KN550072 | \$ 960.26     |
| 21-311235     | AR34867        | 3C4NJDBB2JT325682 | \$ 483.05     |
|               |                |                   | \$ 4,532.51   |

## HYUNDAI LEASE TITLING TRUST

| BILL #    | PLATE # | VIN#              | AMOUNT    |
|-----------|---------|-------------------|-----------|
| 19-332706 | AF95888 | KMHGN4JE5HU175572 | \$ 626.35 |
| 20-331081 | AF95888 | KMHGN4JE5HU175572 | \$ 613.15 |
| 20-331072 | 1APSB2  | 5NPD74LFXJH397919 | \$ 74.37  |
| 20-331082 | AL04038 | KNDPMCAC0H7239208 | \$ 345.50 |
| 20-331087 | AP51958 | KM8J3CA26JU724584 | \$ 83.97  |
| 20-331089 | 9ATUG6  | KM8J3CA41HU411275 | \$ 365.24 |
| 20-331094 | 8AJWU7  | KM8J3CA29HU327512 | \$ 296.71 |
| 20-331107 | AP17952 | KM8K5CA56JU112894 | \$ 162.45 |
| 20-331131 | AK73002 | KM8J3CA28JU686792 | \$ 83.97  |
| 20-331146 | AX33750 | KMHH55LC2JU039606 | \$ 66.60  |
| 20-331151 | AP17986 | 5NPD84LF9JH328930 | \$ 230.81 |
| 20-331163 | AJ05588 | 3KPFK4A77HE064899 | \$ 171.41 |
| 20-331179 | AY12100 | KNDPNCAC4H7255649 | \$ 102.37 |
| 20-331191 | AP73261 | KNDJN2A22J7572035 | \$ 71.60  |
| 20-331192 | 1ATAT3  | 5NPD84LF1JH281330 | \$ 230.81 |
| 20-331198 | AP17987 | 5NPD84LF5JH354117 | \$ 144.29 |
| 20-331204 | AG24359 | 5NPE34AF7JH661438 | \$ 296.33 |
| 20-331206 | AP92465 | KNDPMCAC6K7513826 | \$ 106.51 |
| 20-331212 | AN62559 | 5NPE24AF1JH614246 | \$ 351.89 |
| 20-331216 | AM13381 | KNDJP3AE4J7026654 | \$ 111.51 |
| 20-331232 | AH57525 | 5XXGU4L32GG097193 | \$ 251.93 |
| 20-331239 | AA61840 | KM8J2CA48JU660326 | \$ 94.11  |
| 20-331262 | AM90382 | 5XYZUDLA5JG520231 | \$ 356.31 |
| 20-331264 | AP51969 | 5NPE34AF8JH674294 | \$ 164.77 |
| 20-331276 | 208ZCL  | KMHFH4JG9HA577228 | \$ 257.69 |
| 20-331282 | AM98303 | 5NMS3CAD0LH177302 | \$ 138.90 |
| 20-331307 | AK89095 | 3KPFN4A81HE005685 | \$ 198.31 |
| 20-331309 | AL33821 | KNAGM4AD9G5099665 | \$ 295.38 |
| 20-331313 | 266XZG  | 5NPE34AF9JH661523 | \$ 131.56 |
| 20-331317 | AK73020 | 5NPE24AF0KH738008 | \$ 128.02 |
| 20-331334 | AK73121 | 5NPD74LF0JH398934 | \$ 247.82 |
| 20-331370 | AP17964 | 5NPD74LF0JH285064 | \$ 99.08  |
| 20-331379 | AH36375 | KM8J33A41HU375765 | \$ 346.04 |
| 20-331392 | AW39547 | 5NPE34AF7JH714199 | \$ 230.33 |
| 20-331406 | AK19789 | KNDPNCAC0J7309454 | \$ 185.45 |
| 20-331427 | 8ATJP6  | 5NPE24AF0JH603190 | \$ 146.73 |
| 20-331430 | AX05887 | KMTFN4JE8LU329086 | \$ 909.38 |

\$ 8,717.65

**HYUNDAI LEASE TITLING TRUST**

| <b>BILL #</b> | <b>PLATE #</b> | <b>VIN#</b>       | <b>AMOUNT</b> |
|---------------|----------------|-------------------|---------------|
| 20-331432     | AK84395        | 5NPD84LF2HH098030 | \$ 164.73     |
| 20-331436     | AS74865        | 5XYP5DHC8LG011011 | \$ 177.47     |
| 20-331441     | AM02856        | KM8J3CA20HU553907 | \$ 263.87     |
| 20-331450     | AW42286        | KM8J2CA47KU043582 | \$ 434.00     |
| 20-331453     | AM13262        | KNDPMCACXJ7378946 | \$ 344.70     |
| 20-331460     | AU18881        | KNDPMCAC3K7595630 | \$ 390.65     |
| 20-331465     | AM85928        | 5NPE24AF1JH694762 | \$ 146.73     |
| 20-331471     | AK72776        | 5NPE24AF8JH668496 | \$ 263.93     |
| 20-331474     | AK19710        | KNDJP3A50H7488784 | \$ 234.08     |
| 20-331483     | AM13274        | KNDPRCA68J7382067 | \$ 43.78      |
| 20-331487     | AM13235        | KNDPNCAC7J7384216 | \$ 296.60     |
| 20-331493     | AS74997        | 5XXGT4L32KG361783 | \$ 292.33     |
| 20-331508     | AJ14204        | 3KPFK4A77HE086434 | \$ 171.41     |
| 20-331514     | AK19720        | 3KPFL4A70HE115155 | \$ 93.38      |
| 20-331518     | AM02756        | KMHGN4JE2HU173603 | \$ 510.75     |
| 20-331544     | AV81535        | 5NPE24AF7KH759177 | \$ 384.43     |
| 20-407696     | AK73082        | 5NPD74LF8JH385249 | \$ 24.68      |
| 20-407782     | BB21416        | KMHL54JJ8LA010508 | \$ 62.49      |
|               |                |                   | \$ 4,300.01   |

**From:** [Gorman, Paul](#)  
**To:** [Lam, Chitsamay](#)  
**Cc:** [Dachowitz, Henry](#)  
**Subject:** FW: Revaluation Production Numbers as of April 1st, 2023  
**Date:** Monday, April 10, 2023 9:35:09 AM  
**Attachments:** [Norwalk CT Revaluation Production Summary 4-1-23.xlsx](#)

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Below and attached please find the statistical and verbal updates for the reval. Information was provided by Gary Fields our VGSI Project Manager.

If I need to be on the zoom, I request, if possible to be first on the agenda, as I am on vacation that day and would like to be able to schedule for the time needed.

I believe the data speaks for itself.

Paul

Project Status:

As of April 12<sup>th</sup>, we estimate 30% of the City properties will have had their initial visit.

Next Steps:

In April, Vision will create the Revaluation File so that changes resulting from the field inspections can be data entered. As we key changes for each section of the City Vision will mail notification letters to property owners who were not home at the time of our initial field visit. The letter will request the property owner call to set up an appointment for an interior inspection.

A review of the Cities valuation tables and coding will begin in May as well as the start of valuation including a review of recent properties that have sold. Property sales are the basis of valuation for Residential properties.

Also, all Residential properties whether an inspection was done or not will be receiving a Data Verification Mailer. The data verification mailer allows the property owner to verify and make corrections to the data on file. We anticipate Data Verification Mailers to be sent out throughout the summer months.

Overall, the project is progressing as expected and on-time. Data collection will continue throughout the summer. We do anticipate the entry rate to increase as we begin sending letters for interior inspection appointments. Callback appointments will wrap up in September after all initial visits have been completed.

Respectfully,

Gary

Paul J Gorman  
City of Norwalk, Interim Assessor  
125 East Ave  
Norwalk CT 06851  
203-854-7787 (p) 203-854-7986 (f)  
[PGorman@norwalkct.gov](mailto:PGorman@norwalkct.gov)

---

**From:** Gary Fields <GFields@vgsi.com>  
**Sent:** Tuesday, April 4, 2023 11:47 AM  
**To:** Gorman, Paul <PGorman@norwalkct.gov>  
**Subject:** Revaluation Production Numbers as of April 1st, 2023

**CAUTION:** EXTERNAL Email: Don't open links or attachments from untrusted senders

**Gary Fields, ASA, CAE**  
Project Manager  
*Vision Government Solutions Inc.*  
Phone: (413)297-6002 | [gfields@vgsi.com](mailto:gfields@vgsi.com)  
[www.vgsi.com](http://www.vgsi.com)

[Explore what our customers are saying about Vision](#)

## Norwalk CT - Bi-weekly Production Summary

| <b>Residential:</b>            | <b><u>3-Mar</u></b> | <b><u>% of Total</u></b> | <b><u>11-Mar</u></b> | <b><u>% of Total</u></b> | <b><u>17-Mar</u></b> | <b><u>% of Total</u></b> | <b><u>1-Apr</u></b>  | <b><u>% of Total</u></b> |
|--------------------------------|---------------------|--------------------------|----------------------|--------------------------|----------------------|--------------------------|----------------------|--------------------------|
| 26,609                         |                     |                          |                      |                          |                      |                          |                      |                          |
| Homes Visited:                 | 3536                | 13%                      | 4284                 | 16%                      | 4879                 | 18%                      | 6586                 | 25%                      |
| Owner Home:                    | 814                 | 23%                      | 1042                 | 24%                      | 1296                 | 27%                      | 1652                 | 25%                      |
| Allowed Interior / Callbacks:  | 153                 | 19%                      | 163                  | 16%                      | 206                  | 16%                      | 327                  | 20%                      |
| Info at Door:                  | 396                 | 49%                      | 501                  | 48%                      | 601                  | 46%                      | 808                  | 49%                      |
| Partial Refusal / Measure Only | 253                 | 31%                      | 363                  | 35%                      | 465                  | 36%                      | 491                  | 30%                      |
| Refusal                        | 12                  | 1%                       | 15                   | 1%                       | 24                   | 2%                       | 26                   | 2%                       |
| Balance:                       | 814                 |                          | 1042                 |                          | 1296                 |                          | 1652                 |                          |
| <b>Commercial:</b>             | <b><u>3-Mar</u></b> | <b><u>% of Total</u></b> | <b><u>11-Mar</u></b> | <b><u>% of Total</u></b> | <b><u>17-Mar</u></b> | <b><u>% of Total</u></b> | <b><u>25-Mar</u></b> | <b><u>% of Total</u></b> |
| 2145                           |                     |                          |                      |                          |                      |                          |                      |                          |
| Measured:                      | 393                 | 18%                      | 472                  | 22%                      | 524                  | 24%                      | 552                  | 26%                      |
| Refusal:                       | 3                   | 1%                       | 4                    | 1%                       | 7                    | 1%                       | 8                    | 1%                       |



DEPT OF FINANCE  
Purchasing Department  
**NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM**

DATE: 3/9/2023DEPARTMENT: IT Department

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:**

|                                     |                                                                                                                                                                                                                                                                    |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | 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                |
| <input type="checkbox"/>            | After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)                                                                                                             |
| <input type="checkbox"/>            | The compatibility of equipment, accessories, or replacement parts is of paramount consideration                                                                                                                                                                    |
| <input checked="" type="checkbox"/> | The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)                                                                                                                |
| <input type="checkbox"/>            | The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). <b>Please forward this form and supporting documentation within 48 hours of the Emergency</b> |
| <input type="checkbox"/>            | Other, please explain:                                                                                                                                                                                                                                             |

TOTAL COST: 110721.77 MUNIS Account: 09201370-5777-C0375VENDOR: GovConnection, Inc

| Purchasing Agent Signature                                                                                        | The Purchasing Agent |                                                                                        | Department Head Signature                                                              |
|-------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Digitally signed by Sharon<br><b>Sharon Conners</b><br>Purchasing Agent Name<br>Date: 2023.03.13 14:37:25 -04'00' | <b>X</b>             | <b>Supports</b>                                                                        | Digitally signed by Joyce Liu<br>Date: 2023.03.09 17:11:52 -05'00'<br><b>Joyce Liu</b> |
|                                                                                                                   |                      | <b>Does Not Support</b>                                                                | <b>Department Head Name</b>                                                            |
|                                                                                                                   |                      | <b>Single Source Requires Common Council Authorization (in excess of \$20,000.00)?</b> | <b>Joyce Liu</b>                                                                       |
| <b>Date</b>                                                                                                       |                      |                                                                                        | <b>Date</b> <u>3/9/2023</u>                                                            |

**JUSTIFICATION:**

The attached requisition is for the purchase of CISCO network switches necessary to implement ongoing networking improvements to support the City's information systems infrastructure. The purpose of these network improvements is to accommodate the increasing workloads produced by our information systems by ensuring the proper and timely delivery of services which our employees and the public rely. The network switches will be used to increase the network bandwidth from 1 Gbps to 10 Gbps while maintaining the capability of future bandwidth increases up to 100 Gbps; effectively future proofing our infrastructure for approximately 10 years. The purchase price was quoted under NCPA contract NCPA-01-144 and has met the competitive bidding requirements.

**ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes):** \_\_\_\_\_

**Vendor 1:** \_\_\_\_\_

**Vendor 2:** \_\_\_\_\_

**EMERGENCY:** Explain in detail the nature of the emergency

## SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Anthony Forno  
**Phone:** (800) 800-0019 ext. 75004  
**Fax:** 603-683-0827  
**Email:** anthony.forno@connection.com

**# 25448456.03**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Date:** 3/8/2023  
**Valid Through:** 4/7/2023  
**Account #:** S01766

**Customer Contact:** Jeff Odoro  
**Email:** joduro@norwalkct.org

**Phone:** (203) 854-7854  
**Fax:** (203) 857-0143

| QUOTE PROVIDED TO:                                                                                                                                  | SHIP TO:                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| AB#: 12884<br><b>CITY OF NORWALK</b><br>ACCOUNTS PAYABLE/CITY HAL<br>PO BOX 5125<br>125 EAST AVE, RM 233<br>NORWALK, CT 06854<br><br>(203) 854-7712 | AB#: 14774888<br><b>CITY OF NORWALK</b><br>Jeff Odoro<br>125 EAST AVE STE 203<br>NORWALK, CT 06851<br><br>(203) 854-7849 |

| DELIVERY        | FOB         | SHIP VIA                       | SHIP WEIGHT | TERMS  | CONTRACT ID# |
|-----------------|-------------|--------------------------------|-------------|--------|--------------|
| 5-30 Days A/R/O | Destination | Small Pkg Ground Service Level | 72.00 lbs   | Net 30 | NCPA 01-44   |

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-44. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

| * Line # | Qty | Item #                   | Mfg. Part #         | Description                                                                                                      | Mfg.          | Price        | Ext          |
|----------|-----|--------------------------|---------------------|------------------------------------------------------------------------------------------------------------------|---------------|--------------|--------------|
| 1        | 1   | <a href="#">35970197</a> | C9300-48UN-E        | Catalyst 9300 1U RM Network Essentials L3 Managed Switch / 8GB RAM / 16GB Flash / 48x5GbE UPoE / 1x1100W Cisco   | Cisco         | \$ 6,483.92  | \$ 6,483.92  |
| 2        | 1   | 41596075                 | CON-SSSNT-C9300 4UN | US ONLY 8X5XNBD SOLN SUP SNTC Cisco/Service                                                                      | Cisco/Service | \$ 2,770.43  | \$ 2,770.43  |
| 3        | 1   | <a href="#">35973515</a> | PWR-C1-1100WAC-P/2  | 1100W 80PLUS Platinum Config 1 Secondary Power Supply for Catalyst 3850 48E, 3850-48F-L, 3850-48F- S Cisco       | Cisco         | \$ 1,184.56  | \$ 1,184.56  |
| 4        | 1   | 41204033                 | CON-SSTCM-C93E4 8   | SOLN SUPP SW SUBC9300 Cisco/Service                                                                              | Cisco/Service | \$ 145.58    | \$ 145.58    |
| 5        | 1   | 41300781                 | C9300-DNA-E-48-3Y   | C9300 DNA Essentials 48-Port Term License 3 Years Cisco-License                                                  | Cisco-License | \$ 555.88    | \$ 555.88    |
| 6        |     |                          |                     |                                                                                                                  |               |              | \$ -         |
| 7        | 3   | <a href="#">35520102</a> | C9500-32C-A         | Catalyst 9500 1U RM Network Advantage L3 Managed Switch (1x)CPU 2.4GHz / 16GB RAM / 16GB Flash / 32x100GbE Cisco | Cisco         | \$ 16,643.72 | \$ 49,931.16 |
| 8        | 3   | 41165986                 | CON-SSSNT-C95AC 032 | US Only Smart Net Total Care Solution Support 8x5 Next Business Day Cisco/Service                                | Cisco/Service | \$ 7,111.37  | \$ 21,334.11 |
| 9        | 3   | <a href="#">35674195</a> | C9K-PWR-1600WAC R/2 | 1600W AC Power Supply, Redundant Cisco                                                                           | Cisco         | \$ 1,870.38  | \$ 5,611.14  |
| 10       | 3   | 41165985                 | CON-SSTCM-C9524 QA  | Solution Support SW SUBC9500 DNA ADV Cisco/Service                                                               | Cisco/Service | \$ 1,562.81  | \$ 4,688.43  |

## SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Anthony Forno  
**Phone:** (800) 800-0019 ext. 75004  
**Fax:** 603-683-0827  
**Email:** anthony.forno@connection.com

**# 25448456.03**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Date:** 3/8/2023  
**Valid Through:** 4/7/2023  
**Account #:** S01766

**Customer Contact:** Jeff Oduro  
**Email:** joduro@norwalkct.org

**Phone:** (203) 854-7854  
**Fax:** (203) 857-0143

| QUOTE PROVIDED TO:                                                                                                                                  | SHIP TO:                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| AB#: 12884<br><b>CITY OF NORWALK</b><br>ACCOUNTS PAYABLE/CITY HAL<br>PO BOX 5125<br>125 EAST AVE, RM 233<br>NORWALK, CT 06854<br><br>(203) 854-7712 | AB#: 14774888<br><b>CITY OF NORWALK</b><br>Jeff Oduro<br>125 EAST AVE STE 203<br>NORWALK, CT 06851<br><br>(203) 854-7849 |

| DELIVERY        | FOB         | SHIP VIA                       | SHIP WEIGHT | TERMS  | CONTRACT ID# |
|-----------------|-------------|--------------------------------|-------------|--------|--------------|
| 5-30 Days A/R/O | Destination | Small Pkg Ground Service Level | 72.00 lbs   | Net 30 | NCPA 01-44   |

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-44. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

| * Line #                     | Qty | Item #   | Mfg. Part #    | Description                                        | Mfg.  | Price       | Ext                  |
|------------------------------|-----|----------|----------------|----------------------------------------------------|-------|-------------|----------------------|
| 11                           | 3   | 34793459 | C9500-DNA-A-3Y | Catalyst 9500 DNA Advanced 3-year License<br>Cisco | Cisco | \$ 6,005.52 | \$ 18,016.56         |
| 12                           |     |          |                |                                                    |       |             | \$ -                 |
| <b>Subtotal</b>              |     |          |                |                                                    |       |             | <b>\$ 110,721.77</b> |
| <b>Fee</b>                   |     |          |                |                                                    |       |             | <b>\$ 0.00</b>       |
| <b>Shipping and Handling</b> |     |          |                |                                                    |       |             | <b>\$ 0.00</b>       |
| <b>Tax</b>                   |     |          |                |                                                    |       |             | <b>Exempt!</b>       |
| <b>Total</b>                 |     |          |                |                                                    |       |             | <b>\$ 110,721.77</b> |

**ORDERING INFORMATION****GovConnection, Inc. DBA Connection****NCPA Contract # [NCPA 01-44](#)****Contract Expiration: 31 October 2023****Please contact your account manager with questions.****Ordering Address**GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054**Remittance Address**GovConnection, Inc.  
PO Box 536477  
Pittsburgh, PA 15253-5906**Please reference the Contract # on all purchase orders.****TERMS & CONDITIONS**

|                           |                                     |
|---------------------------|-------------------------------------|
| Payment Terms:            | NET 30 (subject to approved credit) |
| FOB Point:                | DESTINATION (within Continental US) |
| Maximum Order Limitation: | NONE                                |
| Delivery Time:            | 1-30 DAYS ARO                       |
| FEIN:                     | 52-1837891                          |
| DUNS Number:              | 80-967-8782                         |
| CEC:                      | 80-068888K                          |
| Cage Code:                | OGTJ3                               |
| Business Size:            | LARGE                               |

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

*Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-44. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

**Please forward your Contract or Purchase Order to:**[SLEDOPS@connection.com](mailto:SLEDOPS@connection.com)**QUESTIONS: Call 800-800-0019****FAX: 603.683.0374**



DEPT OF FINANCE  
Purchasing Department  
**NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM**

DATE: 3/14/2023

DEPARTMENT: IT Department

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:**

|                                     |                                                                                                                                                                                                                                                                    |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | 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                |
| <input type="checkbox"/>            | After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)                                                                                                             |
| <input type="checkbox"/>            | The compatibility of equipment, accessories, or replacement parts is of paramount consideration                                                                                                                                                                    |
| <input checked="" type="checkbox"/> | The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)                                                                                                                |
| <input type="checkbox"/>            | The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). <b>Please forward this form and supporting documentation within 48 hours of the Emergency</b> |
| <input type="checkbox"/>            | Other, please explain:                                                                                                                                                                                                                                             |

TOTAL COST: 154274.58 MUNIS Account: 09231370-5777-C0375

VENDOR: Gov Connection, Inc

| Purchasing Agent Signature                                                                       | The Purchasing Agent                                                            | Department Head Signature                                          |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Digitally signed by Sharon Conners<br>Purchasing Agent Name<br>Date: 2023.03.15 10:51:38 -04'00' | X<br>Supports                                                                   | Digitally signed by Joyce Liu<br>Date: 2023.03.14 11:12:43 -04'00' |
|                                                                                                  | Does Not Support                                                                | Department Head Name                                               |
|                                                                                                  | Single Source Requires Common Council Authorization (in excess of \$20,000.00)? | Joyce Liu                                                          |
|                                                                                                  |                                                                                 | Date 3/14/2023                                                     |

**JUSTIFICATION:**

The attached requisition is for the purchase of a Palo Alto Networks firewall necessary to implement ongoing networking improvements to support the City's information systems infrastructure. The purpose of these network improvements is to accommodate the increasing workloads produced by our information systems by ensuring the proper and timely delivery of services which our employees and the public rely on. The Palo Alto Networks firewall will be used to monitor and regulate the flow of network traffic. This ensures that only authorized users have access to data and resources relevant to their roles, sensitive data flows aren't made accessible to non-authorized users, and that our network infrastructure is adequately protected from intrusion attempts from bad actors.

The purchase price was quoted under NCPA contact NCPA-01-144 and has met the competitive bidding requirements.

**ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes):** \_\_\_\_\_

**Vendor 1:** \_\_\_\_\_

**Vendor 2:** \_\_\_\_\_

---

**EMERGENCY:** Explain in detail the nature of the emergency



# SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Anthony Forno  
**Phone:** (800) 800-0019 ext. 75004  
**Fax:** 603-683-0827  
**Email:** anthony.forno@connection.com

**# 25467250.02**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 3/10/2023  
**Valid Through:** 4/9/2023  
**Account #:** S01766

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Jeff Odure  
**Email:** joduro@norwalkct.org

**Phone:** (203) 854-7854  
**Fax:** (203) 857-0143

| QUOTE PROVIDED TO:                                                                                                                                  | SHIP TO:                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| AB#: 12884<br><b>CITY OF NORWALK</b><br>ACCOUNTS PAYABLE/CITY HAL<br>PO BOX 5125<br>125 EAST AVE, RM 233<br>NORWALK, CT 06854<br><br>(203) 854-7712 | AB#: 14774888<br><b>CITY OF NORWALK</b><br>Jeff Odure<br>125 EAST AVE STE 203<br>NORWALK, CT 06851<br><br>(203) 854-7849 |

| DELIVERY        | FOB         | SHIP VIA                       | SHIP WEIGHT | TERMS  | CONTRACT ID# |
|-----------------|-------------|--------------------------------|-------------|--------|--------------|
| 5-30 Days A/R/O | Destination | Small Pkg Ground Service Level | 83.00 lbs   | Net 30 | NCPA 01-144  |

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-44. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

| * Line # | Qty | Item #                   | Mfg. Part #              | Description                                                                                                  | Mfg.               | Price        | Ext          |
|----------|-----|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------|--------------------|--------------|--------------|
| 1        | 4   | <a href="#">35625908</a> | PAN-SFP-SX               | 10GBase-SX SFP 850nm 550m LC MM Transceiver<br>Palo Alto Networks<br>-                                       | Palo Alto Networks | \$ 372.57    | \$ 1,490.28  |
| 2        | 8   | <a href="#">34335765</a> | PAN-SFP-PLUS-SR          | 10GBase-SR SFP+ Short Wave Transceiver<br>Palo Alto Networks<br>-                                            | Palo Alto Networks | \$ 1,110.70  | \$ 8,885.60  |
| 3        | 160 | 41240338                 | PAN-EDU-TRAININ G-100    | Training Credit<br>Palo Alto Networks<br>-                                                                   | Palo Alto Networks | \$ 101.20    | \$ 16,192.00 |
| 4        | 5   | 41515443                 | PAN-CONSULT-DAY -FW      | Consulting services per day<br>Palo Alto Networks<br>-                                                       | Palo Alto Networks | \$ 4,452.14  | \$ 22,260.70 |
| 5        | 1   | 41606882                 | PAN-CONSULT-PRJ M-DAY-FW | PALO ALTO NETWORKS PROFESSIONA<br>Palo Alto Networks<br>-                                                    | Palo Alto Networks | \$ 3,227.81  | \$ 3,227.81  |
| 6        | 1   | 41541590                 | PAN-PA-5410-AC           | Palo Alto Networks : Palo Alto Networks PA-5410 with redundant AC power supplies<br>Palo Alto Networks<br>-  | Palo Alto Networks | \$ 51,077.71 | \$ 51,077.71 |
| 7        | 1   | 41606956                 | PAN-PA-5410-BND -CORESEC | PA-5410, CORE SECURITY SUBSCRI<br>Palo Alto Networks<br>-                                                    | Palo Alto Networks | \$ 34,312.02 | \$ 34,312.02 |
| 8        | 1   | 41606957                 | PAN-SVC-PREMUSG -5410    | GOV ONLY Prem Supp 1Y, PA-5410<br>Palo Alto Networks<br>-                                                    | Palo Alto Networks | \$ 13,163.63 | \$ 13,163.63 |
| 9        | 2   | <a href="#">35625932</a> | PAN-SFP-PLUS-CU -5M      | Palo Alto Networks Compatible SFP+ to SFP+ Direct Attach Passive Copper Cable, 5m<br>Palo Alto Networks<br>- | Palo Alto Networks | \$ 392.63    | \$ 785.26    |
| 10       | 1   | <a href="#">35626222</a> | PAN-QSFP-AOC-10 M        | Palo Alto Networks Compatible 40GBase-AOC QSFP+ Active Optical Cable, 10m<br>Palo Alto Networks<br>-         | Palo Alto Networks | \$ 1,403.33  | \$ 1,403.33  |



# SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Anthony Forno  
**Phone:** (800) 800-0019 ext. 75004  
**Fax:** 603-683-0827  
**Email:** anthony.forno@connection.com

**# 25467250.02**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 3/10/2023  
**Valid Through:** 4/9/2023  
**Account #:** S01766

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Jeff Oduro  
**Email:** joduro@norwalkct.org

**Phone:** (203) 854-7854  
**Fax:** (203) 857-0143

| QUOTE PROVIDED TO:                                                                                                                                  | SHIP TO:                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| AB#: 12884<br><b>CITY OF NORWALK</b><br>ACCOUNTS PAYABLE/CITY HAL<br>PO BOX 5125<br>125 EAST AVE, RM 233<br>NORWALK, CT 06854<br><br>(203) 854-7712 | AB#: 14774888<br><b>CITY OF NORWALK</b><br>Jeff Oduro<br>125 EAST AVE STE 203<br>NORWALK, CT 06851<br><br>(203) 854-7849 |

| DELIVERY        | FOB         | SHIP VIA                       | SHIP WEIGHT | TERMS  | CONTRACT ID# |
|-----------------|-------------|--------------------------------|-------------|--------|--------------|
| 5-30 Days A/R/O | Destination | Small Pkg Ground Service Level | 83.00 lbs   | Net 30 | NCPA 01-144  |

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-44. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

| * Line # | Qty | Item #   | Mfg. Part # | Description                                                                                                                      | Mfg.               | Price                        | Ext                  |
|----------|-----|----------|-------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------|----------------------|
| 11       | 2   | 41523919 | PAN-SFP-CG  | Palo Alto Networks PAN-SFP-CG<br>Compatible Compliant 100 / 1000Base-TX<br>SFP 100m RJ-45 Transceiver<br>Palo Alto Networks<br>- | Palo Alto Networks | \$ 738.12                    | \$ 1,476.24          |
|          |     |          |             |                                                                                                                                  |                    | <b>Subtotal</b>              | <b>\$ 154,274.58</b> |
|          |     |          |             |                                                                                                                                  |                    | <b>Fee</b>                   | <b>\$ 0.00</b>       |
|          |     |          |             |                                                                                                                                  |                    | <b>Shipping and Handling</b> | <b>\$ 0.00</b>       |
|          |     |          |             |                                                                                                                                  |                    | <b>Tax</b>                   | <b>Exempt!</b>       |
|          |     |          |             |                                                                                                                                  |                    | <b>Total</b>                 | <b>\$ 154,274.58</b> |



To: Chitsamay Lam, Comptroller  
From: Joyce Liu, IT Director  
Subject: Fema Grant Port Security Camera Project

Dear Chitsamay,

As you may be aware, City has open bids from qualified firms for the material, labor and install of network enhanced surveillance security cameras at the Norwalk harbor and beach areas. Security 101 – Connecticut has won the bid of the port security camera installation project. Please see the attached agreement.

The contract with Security 101 – Connecticut includes adding 3 high definition cameras around the Veteran's park area (see attached detail locations). The fund source for this project will be 75 % covered by FEMA Grant Account # 361370-5724-G0001 (\$51,711.75) and 25 % matching fund by IT's capital account 09201370-5777-C0375 (\$17,237.25)

Please let me know if you have any questions or concerns regarding this purchase. Thank you for your attention to this matter.

Sincerely,

Joyce Liu  
IT Director

# Veteran's Park

Project Location  
**Veteran's Park**  
42 Seaview Ave  
Norwalk, CT 06855

## Revised 04 2023 Veteran's Park Camera System

Proposal No.: 186498.2  
Monday, April 10, 2023

Prepared For  
**Purchasing Department**



Security 101 - Connecticut  
Advance Security Integration LLC.  
158 North Main Street  
Southington, CT 06489

CT — Electrical: ELC.0193981-C5 | CT — Other: 6499 | MA — Electrical: 7120- C | MA — Other: SS-001792 | NJ — Alarm:  
34BA00186800 | NY — Alarm: 120000299743 | RI — Alarm: 2708 | VT — Electrical: ES-05556 (7C, 7K)

Security 101 is responding to the RFP per the following specifications



## Scope of Work

### **A. Project Location Details**

#### **1. 3 Cameras in Veteran's Park: 42 Seaview Ave., Norwalk, CT 06855**

- a. Proposed Camera 1 is on the West side near the Boat ramps. Proposed Camera 1 will potentially be located on Utility Pole #2033 and owned by TTD (Third Taxing District)
- b. Proposed Camera 2 is on the Southwest side of the park. Proposed Camera 2 will potentially be located on utility pole #2022 or #2020 and owned by TTD (Third Taxing District)
- c. Proposed Camera 3 is located on the Northeast side of the park near the boat harbor. Proposed Camera 3 will potentially be located on utility pole #2002 or #2003 and owned by TTD (Third Taxing District)



## General System Description (cont.)

Proposal #186498.2 Revised 04 2023 Veteran's Park Camera System

### 1. Veteran's Park

**Hanwha Techwin**

**Quantity 2**

**Model: (XNP-6550RH)**

**Description:**

Wisenet X powered by Wisenet 5 network outdoor PTZ camera, 2MP, Full HD(1080p) @ 60fps, 55X optical zoom lens (4.75mm ~ 261.4mm) (58.6 ~ 1.23), Pan: 360 endless. Tilt: -5~ 185, triple codec H.265/H.264/MJPEG with WiseStream II technology, 120dB WDR, built-in IR 1640ft (500m), USB port for easy installation, advanced video analytics and sound classification, true D/N, dual SD card, HLC, defog (optical) DIS(Gyro), 24VAC/HPoE, IP66/IK10, -58F ~ +131F W/ 24VAC power supply

**Hanwha Techwin**

**Quantity 1**

**Model: PNM-9085RQZ1**

**Description:**

20MP (5MP x 4) Multi-Sensor, Multi-Directional PTRZ Camera 5MP x 4ch multi-directional camera, using one IP address Motorized PTRZ for easy installation and remote adjustment of entire FoV 30fps@5MP(H.265, H.264) 4.13~9.4mm(2.3x) motorized PTRZ varifocal lens Integrated IR that rotates with camera head, viewable length : 30m H.265, H.264, MJPEG codec, Multi streaming Video analytics, WiseStreamII IP66, IK10, NEMA4X Easy Gangbox mounting installation

**ExaQvision**

**Quantity 1**

**Model: (IP04-16T-R4A)**

**Description:**

4U recorder with 4 IP camera license (64 max)  
16TB (Windows)



## General System Description (cont.)

Proposal #186498.2 Revised 04 2023 Veteran's Park Camera System

### Cisco Fluid Mesh

Quantity 8 kits

Model: (FM-Ponte-50) Point-To-Point Kit

Description:

Page 64 of 160  
4197-Port Security Cameras - FINAL

Point-to-Point Wireless Bridge Kit, 12 to 24 VDC Input, RJ45, 50 Mbps Throughput, 4.9 to 5.9 Gigahertz Frequency Band, 2:1 VSWR, 16.1 to 17.1 dBi Antenna Gain

### Cisco

Quantity 1

Model: SG350

Description:

10-Port Gigabit PoE Managed Switch

### Power Supply

Quantity 1

Description:

Power Supply for 8-Port Hardened PoE Switch

### Comnet

Quantity 1

Description:

4 Port Hardened POE switch

### Notes/Assumptions/Exceptions:

- 1) Written authorization to install camera equipment on utility poles owned by others is provided by the municipality.
- 2) It is assumed that the Bill of Materials listed in the RFP will provide the correct components to provide for a functioning, wireless CCTV system as specified. Changes to type and number of RFP specified equipment to provide a functioning system, if required, will be processed as a Change Order to the project at an added expense.
- 3) Per Section IV, the City will be responsible for Static IPs, 110 power and network drops.

## Video System

### Head Ends

#### NVR Located in the Field House

|                   |   |                                                                                                                                                                                                                                                                                                                                                           |
|-------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NVR               | 1 | IP 4U recorder with 4 IP cameras licenses (64 max). exacqVision Professional client, server, web/mobile software pre-installed with 3 years software upgrades and hardware warranty. Win7 or Linux 14.04 on SSD. HDMI, DVI-I, DisplayPort (2 max simultaneous), Dual GB NICs, DVD-RW. Keyboard and mouse included.<br>(EXACQ TECHNOLOGIES – IP04-16T-R4A) |
| Network Switch    | 1 | (4PRT10/100)2PRT-SFP/HARD/120W<br>(COMNET – CNGE2FE4SMSP0E)                                                                                                                                                                                                                                                                                               |
| Network Switch    | 1 | 48VDC 480Watt (10A) DIN Rail High Temp Power Supply (-40C to +71C With -40C Start-Up) For PoE Applications. Screw Terminals.<br>(COMNET – PS-DRA480-48A)                                                                                                                                                                                                  |
| Network Switch    | 1 | 6 GIG-5 RJ45/4G TX 30W POE Managed Switch<br>(COMNET – C6FX2TX4P)                                                                                                                                                                                                                                                                                         |
| Network Switch    | 1 | 10-Port Gigabit Managed Switch<br>(Cisco – SG350-10)                                                                                                                                                                                                                                                                                                      |
| IP Range Extender | 5 | Set of two (2) PONTE Radios. Wireless Bridge. Single MIMO radio devices, 4.9-5.8 GHz with integrated panel antennas. Two (2) Ethernet Ports. Includes passive PoE injector, Mounting Bracket, and AC 90-240V Power Supply. NOT COMPATIBLE with other Fluidmesh products.<br>(Fluidmesh Inc. – FM-PONTE-50)                                                |
| Other             | 1 | Sub-Contractor Charges: Camera Install provided by McMellon Electric                                                                                                                                                                                                                                                                                      |

### IP Cameras

#### Camera 1 PTZ

|                      |   |                                                                                                                                                                                                                                                                                                            |
|----------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mega Pixel Exterior  | 1 | Wisenet X powered by Wisenet 5 network outdoor PTZ camera, 2MP, Full HD(1080p) @ 60fps, 55X optical zoom lens (4.75mm ~ 261.4mm) (58.6 ~ 1.23), Pan: 360 endless. Tilt: -5~ 185, triple codec H.265/H.264/MJPEG with WiseStream II technology, 120dB WDR, b<br>(HANWHA TECHWIN AMERICA -US – XNP-6550RH)   |
| Surge Suppressor     | 1 | Lightning/Surge Arrestor<br>(L-COM – AL-CAT-6JW)                                                                                                                                                                                                                                                           |
| Mount #1             | 1 | Wall Mount Accessory (white), Compatible with white hanging caps<br>(HANWHA TECHWIN AMERICA -US – SBP-300WMW1)                                                                                                                                                                                             |
| Mount #2             | 1 | Pole mount adaptor for the SBP-300WMS and SBP-300WMS1<br>(HANWHA TECHWIN AMERICA -US – SBP-300PMS)                                                                                                                                                                                                         |
| Wireless Transmitter | 1 | Set of two (2) PONTE Radios. Wireless Bridge. Single MIMO radio devices, 4.9-5.8 GHz with integrated panel antennas. Two (2) Ethernet Ports. Includes passive PoE injector, Mounting Bracket, and AC 90-240V Power Supply. NOT COMPATIBLE with other Fluidmesh products.<br>(Fluidmesh Inc. – FM-PONTE-50) |



## Scope of Work (cont.)

Proposal #186498.2 Revised 04 2023 Veteran's Park Camera System

|              |   |                                                                                                               |
|--------------|---|---------------------------------------------------------------------------------------------------------------|
| PoE Injector | 1 | Allows 1 fused output with a total capacity of 4Amp. 120/240 VAC input, 24/26/28 VAC output. (PELCO – WCS1-4) |
|--------------|---|---------------------------------------------------------------------------------------------------------------|

### Camera 2 PTZ

|                      |   |                                                                                                                                                                                                                                                                                                         |
|----------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mega Pixel Exterior  | 1 | Wisenet X powered by Wisenet 5 network outdoor PTZ camera, 2MP, Full HD(1080p) @ 60fps, 55X optical zoom lens (4.75mm ~ 261.4mm) (58.6 ~ 1.23), Pan: 360 endless. Tilt: -5~ 185, triple codec H.265/H.264/MJPEG with WiseStream II technology, 120dB WDR, b (HANWHA TECHWIN AMERICA -US – XNP-6550RH)   |
| Surge Suppressor     | 1 | Lightning/Surge Arrestor (L-COM – AL-CAT-6JW)                                                                                                                                                                                                                                                           |
| Mount #1             | 1 | Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)                                                                                                                                                                                             |
| Mount #2             | 1 | Pole mount adaptor for the SBP-300WMS and SBP-300WMS1 (HANWHA TECHWIN AMERICA -US – SBP-300PMS)                                                                                                                                                                                                         |
| Wireless Transmitter | 1 | Set of two (2) PONTE Radios. Wireless Bridge. Single MIMO radio devices, 4.9-5.8 GHz with integrated panel antennas. Two (2) Ethernet Ports. Includes passive PoE injector, Mounting Bracket, and AC 90-240V Power Supply. NOT COMPATIBLE with other Fluidmesh products. (Fluidmesh Inc. – FM-PONTE-50) |
| PoE Injector         | 1 | Allows 1 fused output with a total capacity of 4Amp. 120/240 VAC input, 24/26/28 VAC output. (PELCO – WCS1-4)                                                                                                                                                                                           |

### Camera 3 Multi Lens

|                      |   |                                                                                                                                                                                                                                                                                                         |
|----------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mega Pixel Exterior  | 1 | WISNET P SER 5MP X 4CH MULTI-DIR OD DOME CAMERA (HANWHA TECHWIN AMERICA -US – PNM-9085RQZ1)                                                                                                                                                                                                             |
| Surge Suppressor     | 1 | Lightning/Surge Arrestor (L-COM – AL-CAT-6JW)                                                                                                                                                                                                                                                           |
| Mount #1             | 1 | Wall Mount Accessory (white), Compatible with white hanging caps (HANWHA TECHWIN AMERICA -US – SBP-300WMW1)                                                                                                                                                                                             |
| Mount #2             | 1 | Pole mount adaptor for the SBP-300WMS and SBP-300WMS1 (HANWHA TECHWIN AMERICA -US – SBP-300PMS)                                                                                                                                                                                                         |
| Wireless Transmitter | 1 | Set of two (2) PONTE Radios. Wireless Bridge. Single MIMO radio devices, 4.9-5.8 GHz with integrated panel antennas. Two (2) Ethernet Ports. Includes passive PoE injector, Mounting Bracket, and AC 90-240V Power Supply. NOT COMPATIBLE with other Fluidmesh products. (Fluidmesh Inc. – FM-PONTE-50) |
| PoE Injector         | 1 | Allows 1 fused output with a total capacity of 4Amp. 120/240 VAC input, 24/26/28 VAC output. (PELCO – WCS1-4)                                                                                                                                                                                           |

### Additional Items



Financial Summary

Proposal #186498.2 Revised 04 2023 Veteran's Park Camera System

**Bill to:** Veteran's Park  
42 Seaview Ave  
Norwalk, CT 06855

**Ship to:** Attn: Purchasing Department  
Veteran's Park  
42 Seaview Ave  
Norwalk, CT 06855

| Video System TOTALS |             |
|---------------------|-------------|
| TOTAL INVESTMENT    | \$68,949.00 |

| GRAND TOTALS              |             |
|---------------------------|-------------|
| TOTAL INVESTMENT          | \$68,949.00 |
| TAX                       | \$0.00      |
| TOTAL INVESTMENT WITH TAX | \$68,949.00 |



# Terms & Conditions

## Proposal #186498.2 Revised 04 2023 Veteran's Park Camera System

THE FOLLOWING TERMS AND CONDITIONS WILL GOVERN ALL TRANSACTIONS BETWEEN CUSTOMER AND SELLER FOR THE GOODS AND SERVICES THAT ARE THE SUBJECT OF THIS AGREEMENT. THESE TERMS AND CONDITIONS ARE INCORPORATED BY REFERENCE INTO ANY PURCHASE ORDER ISSUED BY CUSTOMER AS IF EXPRESSLY SET FORTH THEREIN. ANY ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS CONTAINED IN CUSTOMER'S PURCHASE ORDER OR IN ANY OTHER DOCUMENT SHALL BE DEEMED OBJECTED TO BY SELLER AND SHALL BE OF NO FORCE OR EFFECT.

THE PARTIES EXPRESSLY AGREE THAT MONITORING SERVICES ARE SPECIFICALLY EXCLUDED FROM THE SCOPE OF THIS AGREEMENT.

1. **TERM AND TERMINATION:** This Agreement shall be in effect for Five (5) years from the date provided above and shall automatically renew for additional one (1) year terms unless terminated by either party upon Sixty (60) days written notice prior to the expiration of the original term or of any renewal thereof. If such automatic renewal is not permissible by law, then this Agreement shall renew for the maximum period allowable by such law.

2. **PAYMENT:** (a) Sales and installations - Payment Terms, unless otherwise stated in acceptance section shall be on a progress basis as follows: Customer will pay 30% upon contract signing, 30% upon shipment of equipment to Seller or Customer designated site, 30% upon substantial completion and 10% upon final acceptance by Customer. (b) Service and maintenance: Payments shall be made yearly in advance to cover services in the succeeding twelve (12) month period. The service fee will increase annually by five (5%) percent on the anniversary of the commencement of services to reflect increases in material and labor costs. The Customer will promptly pay invoices within thirty (30) days of invoice date. Should a payment become thirty (30) days or more delinquent, Seller may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand. A finance charge will be added to past due accounts at the rate of one and one-half percent (1.5%) per month, or at the highest legal rate, whichever is less. Any standard goods that are either received at the Seller warehouse, or delivered to the Customer site, that are later canceled or returned by Customer are subject to a fifteen percent (15%) restocking fee. Any custom orders are subject to a one hundred percent (100%) restocking fee.

3. **TAXES:** The Customer shall be responsible for all taxes applicable to the work and/or materials hereunder.

4. **SERVICE HOURS:** Seller will perform all work during normal business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. Any requests for work to be performed outside normal business hours will be billed at Seller premium rates in effect at the time the work is performed. Any fire protection systems discovered at the time of inspection or added to the above premises after the date of this Agreement shall be inspected by Seller and Customer shall pay an additional price commensurate with the usual charges made by Seller and thereafter such systems will be added to the Scope of this Agreement at a mutually agreed upon price.

5. **SUBCONTRACTING:** Seller shall have the right to subcontract, in whole or in part, any installations and/or services, including but not limited to, monitoring services and/or limited warranty/extended limited warranty services which Seller may perform. Customer acknowledges that this contract and particularly those paragraphs relating to Seller's limited liability, disclaimer of warranties, and third party indemnification, inure to the benefit of, and are applicable to, any assignees and/or subcontractors with the same force and effect as they bind customer to Seller.

6. **INSTALLATION / SITE CONDITIONS:** Seller will arrange for installation of the equipment in accordance with specifications, drawings and instructions provided by Customer, which specifications and drawings are considered a part of this Agreement. Customer shall provide Seller a safe working environment and unencumbered access to all areas where work is to be performed. Customer acknowledges that Seller's service personnel have been instructed not to perform any work in hazardous locations until working conditions have been made safe, as determined in the service personnel's sole discretion, and it is the responsibility of the Customer to take any measures necessary to eliminate such hazards before the work may proceed. Customer shall provide reasonably adequate lighting, heating, ventilation and other working conditions to permit safe and proper installation. Suitable foundations, wall openings, curbing holes, pits, tunnels, culvert piping, grouting, surrounding masonry and concrete, canopies and architectural enclosures, and sun screens shall be constructed by others at Customer's cost. Customer shall also provide at its own expense the power and lighting that is required for proper operation of the equipment. If, through no fault of Seller, Seller cannot proceed with the work within a reasonable time after delivery of the equipment and/or Seller's arrival at the work site, Customer shall pay Seller's actual expenses, including, but not limited to, additional service fees and any storage fees incurred by Seller in waiting to proceed or in returning to Customer's premises to perform the work. Customer shall notify Seller of any cancellations forty-eight (48) hours in advance of any scheduled service call. Failure to so notify will result in an additional service fee charged to Customer. Customer shall secure and pay for any required building permits and governmental fees, licenses, and inspection necessary for the proper execution and completion of the installation of the equipment which are legally required at the time that the installation is done. Customer shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work. In the event that Seller is required, in connection with the installation of the equipment, to do additional work either because Customer did not prepare the job site, or because the drawings, wiring, or other work done by Customer or for Customer by others, was not properly represented in the drawing supplied to Seller, Seller shall have the option of doing the additional work required to complete the job, and will charge Customer at Seller's current prevailing rates for such work, or, of abandoning the installation and being paid in full by Customer upon demand therefore. Any additional amounts so charged shall be due within ten (10) days of receipt of invoice by Customer. Customer represents to Seller that it has an interest in the real estate on which the equipment is to be installed and that has the authority to and hereby authorizes Seller to do the work as provided in this Agreement. Further, Customer warrants that the job site at which the installation work to be done hereunder, complies with all applicable safety and work rules, OSHA regulations, and other governmental and contractual requirements as to working conditions.

7. **EQUIPMENT COVERED:** Seller will provide Customer with the services described herein for the equipment listed on the Equipment Inventory List provided herein. Any additions to or deletions from the Equipment Inventory List, and any change in the service price as a result thereof, must be made in writing and signed by both Seller and Customer.

8. **TIME AND MATERIALS SERVICE WORK:** In the event that Seller is asked by Customer to perform additional work on a time and materials basis during the term of this Agreement, and such work is outside the scope of work contemplated herein, the Customer understands and agrees that any such time and materials work will be performed by Seller pursuant to the terms and conditions contained herein and at Seller time and



## Terms & Conditions (cont.)

Proposal #186498.2 Revised 04 2023 Veteran's Park Camera System

materials rates in effect at the time the work is performed.

### 9. WARRANTIES:

**INSPECTION WARRANTY** - Seller makes no warranty, express or implied, in connection with any inspections services provided hereunder.

**SERVICES WARRANTY** - For all other services, including those provided on a time and materials basis, and excluding inspection services, Seller warrants that the services provided hereunder will be performed in accordance with generally accepted industry standards and practices. In the event that any services fail to comply with the foregoing standard within ninety (90) days from the date services are completed, Seller will re-perform the non-complying services at no additional charge.

**PRODUCTS/ REPLACEMENT PARTS WARRANTY** - Any equipment or replacement parts provided by the Seller will be warranted for a period of ninety (90) days from the date the equipment or replacement parts are installed by Seller. In no event shall Seller have any obligation to make repairs, replacements or corrections required, in whole or in part, as the result of (i) normal wear and tear, (ii) accident, disaster or other event beyond the reasonable control or fault of Seller, (iii) misuse, fault or negligence of or by Customer, (iv) use of the equipment or replacement parts in a manner for which they were not designed, (v) causes external to the equipment or replacement parts such as, but not limited to, water damage, power failure or electrical power surges or (vi) use of the equipment or replacement parts supplied by the Seller in combination with equipment or software not supplied by the Seller. Any installation, maintenance, repair, service, relocation or alteration to or of, or other tampering with the equipment or replacement parts performed by any person or entity other than Seller without Seller's prior written approval, or any use of replacement parts not supplied by Seller, shall immediately void and cancel all warranties with respect to the affected products.

**PHYSICAL SECURITY** - Notwithstanding the foregoing, and excluding inspections, equipment and labor provided by Seller on any physical security equipment specified on the Equipment list attached hereto shall be warranted for a period of one (1) year from the date the physical security equipment or replacement parts are installed by Seller.

THE FOREGOING WARRANTIES ARE THE SOLE AND EXCLUSIVE WARRANTIES GIVEN BY SELLER IN CONNECTION WITH THE SERVICES PERFORMED AND PRODUCTS PROVIDED HEREUNDER, AND ARE IN LIEU OF ALL OTHER WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WHICH ARE HEREBY DISCLAIMED AND EXCLUDED BY SELLER, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

**10. INDEMNIFICATION:** Seller agrees only to indemnify the Customer for losses due to bodily injury, or property damage to the extent caused by Seller's negligent acts or omissions, or the negligent acts or omissions of its employees, agents and subcontractors during the performance of this contract, but not to the extent caused by others.

**11. INSURANCE:** Seller agrees to maintain the following insurance during the term of the Agreement with limits not exceeding the stated amounts: (a) Comprehensive General Liability insurance covering bodily injury and property damage with a limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate, (b) Statutory workers' compensation and employer's liability insurance for a limit of \$1,000,000 per occurrence, (c) Automobile liability covering bodily injury and property damage with a combined single limit of \$1,000,000 per occurrence and (d) Excess/Umbrella Liability Insurance with a limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. If Seller is performing services on Customer's site, Customer will be named as additional insured under the Commercial General Liability policy only with respect to liability arising out of bodily injury or property damage but only to the extent resulting from the negligent acts or omissions of Seller or its willful misconduct arising out of the ongoing performance of its obligations under the contract. Seller does not otherwise name parties as additional insured or agree to waive its rights to subrogation. Seller does not provide copies of its policies, certified or otherwise nor does it provide endorsements.

**12. FORCE MAJEURE:** Seller shall not be liable for any failure to perform or delays in installing or repairing equipment or systems, or for any interruption of any service to be performed hereunder, or in the performance of an obligation hereunder as a result of an event beyond its reasonable control, including, but not limited to, strikes, industrial disputes, fire, flood, acts of God, war, vandalism, riot, national emergency, acts of terrorism, embargoes or restraints, supplier default, extreme weather or traffic conditions, order or other act of any governmental agency, and shall not be required to supply any service to the Customer while interruption of such service due to any such cause shall continue. Any service charges shall cease until service is resumed.

**13. LIMITATION OF LIABILITY:** NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, LIQUIDATED, CONSEQUENTIAL, SPECIAL OR ECONOMIC LOSS, COST LIABILITY, DAMAGE OR EXPENSES HOWSOEVER ARISING, WHETHER OR NOT FORESEEABLE AND WHETHER OR NOT DUE TO NEGLIGENCE OF EITHER PARTY IN PART OR IN WHOLE. Notwithstanding anything to the contrary herein and to the extent permitted by law, the aggregate liability of Seller to the Customer, whether in contract, tort (including negligence), or otherwise will be limited to one (1) times the contract value, provided however the foregoing does not limit the liability of Seller for any injury to, or death of a person, caused by the gross negligence of Seller.

**14. ENVIRONMENTAL:** Customer agrees and acknowledges that Customer shall be solely responsible for all costs, expenses, damages, fines, penalties, claims, and liabilities associated with or incurred in connection with such hazardous materials or substances, and Customer shall be solely responsible for reporting the presence of said hazardous materials or substances to the proper governmental authorities. Customer further agrees and acknowledges that title to, ownership of, and legal responsibility and liability for any and all such hazardous materials and substances at all times shall remain with Customer and that Customer shall be solely responsible for the removal, handling, and disposal of all hazardous materials in accordance with all applicable governmental regulations.

**15. EXPORT COMPLIANCE:** Customer hereby represents and warrants that it will comply with the requirements of all applicable export laws and regulations, including but not limited to the U.S. Export Administration Regulations, in the performance of this Agreement and the treatment of Confidential Information herein. It is understood that countries outside the US may restrict the import or use of strong encryption products and may restrict exports, and Customer agrees that Customer shall be solely responsible for compliance with any such import or use restriction. Customer agrees to indemnify and hold harmless Seller from any costs, penalties, or other losses caused by, or related to, any violation or breach of the representations and warranties in this provision. This provision shall survive any termination or expiration of this Agreement.

**16. FEDERAL ACQUISITION REGULATIONS:** The components, equipment and services proposed by Seller are commercial items as defined by the



## Terms & Conditions (cont.)

### Proposal #186498.2 Revised 04 2023 Veteran's Park Camera System

Federal Acquisition Regulations ("FAR") and the prices in any resulting contract and in any change proposal are based on Seller's standard commercial accounting policies and practices which do not consider any special requirements of U.S. Government cost principles and do not meet the requirements of Part 31 of the FAR or any similar procurement regulations. Seller agrees only to perform a contract for the sale of a commercial item on a fixed-price basis. In addition, Seller will not agree to submit or certify to any cost or pricing data nor will Seller agree to any requirements to establish price reasonableness under FAR Part 15 or such similar regulations. In stating its position, Seller refers to FAR Part 12 - "Acquisition of Commercial Items."

17. GENERAL: (a) This Agreement and the Scope of Work, constitutes the entire Agreement between Customer and Seller and supersedes all prior written and oral agreements in relation to the work contemplated under this Agreement. (b) No amendments, modifications, or supplements to this Agreement shall be binding unless in writing and signed by both parties. (c) Any rejection of goods for being nonconforming under the requirements of this contract must be made by the Customer by sending written notification to Seller of the rejection within fifteen (15) days after their delivery. Such notification shall state the basis of the alleged nonconformity of the goods and the description of that portion of the shipment being rejected. (d) This Agreement shall not be in effect or binding upon Seller until signed by its duly authorized representative. (e) Customer may not assign its rights or delegate its duties hereunder without the specific, written consent of Seller.

18. GOVERNING LAW: This Agreement shall be interpreted in and governed by the laws of the State in which the work is to be performed including all matters of construction, validity, performance and enforcement. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and of equal force and effect.

19. COSTS AND ATTORNEYS' FEES: In the event that it shall become necessary for Seller to employ a collection agency or attorney to collect unpaid charges or any other sums Customer may owe hereunder, Customer shall be liable to Seller for Seller's reasonable and necessary costs of collection and attorneys' fees incurred in such collection activities. In the event of any other legal proceeding related to this Agreement, the prevailing party in such proceeding shall be entitled to recover its costs and reasonable attorneys' fees from the other party.

20. SEVERABILITY: If any term, covenant, condition or provision of this Agreement, or the application thereof to any circumstance, shall, at any time or to any extent, be determined by a court of competent jurisdiction or an arbitrator to be invalid or unenforceable, the remainder of this Agreement, or the application thereof to circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, condition or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

21. NOTICES: All notices under this Agreement shall be in writing, signed, dated and sent by overnight courier or registered or certified U.S. mail, postage prepaid, return receipt requested, to the parties at the addresses shown below. All changes of address must be in writing and delivered as provided in this Section. Notices are deemed given when deposited, as described above, with the U.S. mail or in the overnight receptacle. Any such notice, if sent by the Customer to the Seller, shall be addressed as follows:

Limited Warranty; Exclusions and Disclaimers

22. To the extent not otherwise warranted pursuant to an applicable manufacturer's warranty, Security 101 warrants all Equipment and installation labor rendered as part of the Work against defects in materials and labor for a period of twelve (12) months (the 'Warranty Period') from the date of substantial completion of the installation; provided, however, no warranty is made as to, and there is specifically excluded from the warranty, any and all expendable supplies, equipment and parts, or any portions of the Work which have been misused, abused, not used in the manner intended, neglected, or damaged by an act of God or altered, modified, or manipulated in any manner by Customer or a third party. Any defect in the installation during the Warranty Period will be repaired or replaced at the option of Security 101. Any shipping charges in connection with a repair or replacement shall be the responsibility of Customer. The repair or replacement shall constitute Customer's sole remedy against Security 101.

23. Security 101 MAKES NO OTHER OR FURTHER WARRANTY WITH RESPECT TO INSTALLATION LABOR, MATERIALS AND EQUIPMENT OR ANY OTHER PORTION OF THE WORK OTHER THAN THE FOREGOING WARRANTY AND SPECIFICALLY DISCLAIMS ANY AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

24. IN NO EVENT SHALL Security 101 BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES OR FOR LOST PROFITS, LOST SALES, INJURY TO PERSON OR PROPERTY OR ANY OTHER CAUSE AS A RESULT OF A DEFECT IN LABOR, EQUIPMENT OR OTHER SUPPLIES OR MATERIALS WITH RESPECT TO ANY ITEM FURNISHED UNDER THE AGREEMENT, MALFUNCTION OR NONFUNCTION OF ANY SYSTEM, WRONGFUL PERFORMANCE OF OR FAILURE TO PERFORM ANY ACTS INCLUDED IN THE WORK, TRANSPORTATION DELAYS OR BREACH OF WARRANTY.

25. Customer acknowledges that no warranty, representation, or statement by any representative of Security 101 not stated herein shall be binding. This writing, and the document or documents attached hereto or of which this writing is a part, if any, constitutes the final expression of the parties' agreement and is a complete and exclusive statement of the terms of the Agreement.

#### Limitation of Liability

26. The parties understand and agree that: (a) the Work is intended to constitute or be part of a security system designed to reduce risk of loss for the Customer; (b) Customer has selected, accepted and approved the Scope of Work after considering and balancing the levels of protection afforded by various types of systems and services available to it and the related costs of them; (c) neither Security 101 nor any person engaged



## Terms & Conditions (cont.)

### Proposal #186498.2 Revised 04 2023 Veteran's Park Camera System

by Security 101 to perform any portion of the Work shall be construed to be an insurer of the person or property of Customer, its employees, agents, contractors, assigns, customers, invitees or any other person at the location(s) where the work is performed (the "Location(s)"); (d) the Price and Payment Terms are based solely on the cost and value of Security 101 providing the Work and are unrelated to the value of property of Customer or others located at the Location(s); (e) the Price and Payment Terms do not contemplate any payment being made or consideration being given to Security 101 for any guarantee, warranty or insuring agreement by any one or more of them to Customer with respect to the person or property of anyone; (f) Security 101 MAKES NO GUARANTEE OR WARRANTY OF ANY KIND THAT THE WORK (INCLUDING ANY MATERIALS AND EQUIPMENT SUPPLIED AS PART OF THE WORK) WILL AVERT OR PREVENT OCCURRENCES OR CONSEQUENCES THEREFROM WHICH THE WORK IS DESIGNED TO DETECT OR AVERT.

27. Notwithstanding the foregoing provisions of this Section or for whatever reason, Security 101 should be found liable for personal injury or property loss or damage caused by a failure to perform by Security 101 or the failure of any materials or equipment in any respect whatsoever or a court of proper jurisdiction determines the limitations on warranties are inapplicable, Customer agrees that the aggregate liability of Security 101 under or with respect to the Agreement, the Work to be performed under, and any warranty provided pursuant to, the Agreement, shall be limited to a sum equal to the lesser of (i) one-tenth (1/10) of the total Price to be paid by Customer under the Agreement, (ii) if the Price is to be paid in monthly payments or installments (other than progress payments), an amount equal to six (6) monthly payments, or (iii) Five Hundred Dollars (\$500.00), and this liability shall be exclusive, and that the provisions of this subsection shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly to persons or property, from performance or nonperformance of the Work, from breach of warranty, or from negligence, active or otherwise of Security 101.

#### Indemnification

28. When Customer ordinarily has the property of others in its custody, or the Work extends to the protection of the person or property of others, Customer shall indemnify, save, defend and hold harmless Security 101 from and against all claims brought by parties other than the parties to the Agreement. This provision shall apply to all claims regardless of cause, including the performance or failure to perform by Security 101, and including without limitation, defects in products or system design, installation, repair service, monitoring, operation or non-operation of materials or equipment, whether based upon negligence, active or passive, express or implied contract or warranty, contribution or indemnification or strict or product liability; provided, however, Customer shall have no duty to indemnify in the case of gross negligence or willful misconduct by Security 101, its employees, agents or assigns. Customer agrees to indemnify Security 101 against, and to defend and hold Security 101 harmless from any action for subrogation which may be brought against Security 101 by any insurer or insurance company or its agents or assigns including the payment of all damages, expenses, costs and reasonable attorney's fees.

#### Design Development, Programming, Drawings, Ownership, and Software License(s)

29. Design Development. Customer and Security 101 have together developed or will develop the design and specifications for the Work. When Customer has accepted or approved the design and specifications, the sole and final responsibility for the design and specifications shall be Customer's. Security 101 shall have no liability to Customer for any loss or damage claimed against or incurred by Customer or any employee, agent or licensee of Customer because of any defect or alleged defect in the design or specifications or the failure of the equipment or the Work to perform as desired or anticipated by Customer.

30. Programming. Security system programming is an essential element of the systems operation and performance. Customer acknowledges and agrees that security system programming is an ever-changing process, and in significant part subject to Customer's day-to-day and other business operations and parameters and the changes or modifications to them. To the extent required by the design and specifications of the Work, Security 101 shall:

- (i) Load a configuration program that will allow Customer's security system to perform basic access control operation, door timers, lock timers, and basic alarm functions; and
- (ii) Provide a total number of hours of personnel training regarding Customer's security system as specified in the Agreement; if a number of hours is not specified, the total number of hours of training shall not exceed fifteen (15). Personnel training may include training of operators, administrators, or other personnel designated by Customer. Training subjects shall be dictated by Work specifications but may include password configuration, door identification, timers, alarms and reports. Additional training, programming or related consulting services provided by Security 101 at Customer's request shall be provided at an above contract cost.

#### 31. Drawings:

- (i) To the extent required by the design and specifications of the Work, Security 101 shall provide reasonable descriptions of the functional operation of the system(s) being provided by the Work by furnishing riser diagram drawings.
- (ii) Security 101 may provide, at Customer's request and at an above contract cost, detail drawings utilizing industry standard electronic floor plans.



## Terms & Conditions (cont.)

Proposal #186498.2 Revised 04 2023 Veteran's Park Camera System

32. Ownership. Prior to completion of the Work, any drawings, specifications and equipment lists developed in connection with the design for the Work shall remain the property of Security 101 whether the Work for which they were made is executed or not. Drawings, specifications and equipment lists shall be returned to Security 101 on demand at any time prior to substantial completion of the Work. Prior to substantial completion of the Work, any drawings, specifications and equipment lists: (a) shall be considered confidential information and trade secrets of Security 101 unless they constitute information which is exempted or excluded by law from confidential and trade secret status; (b) shall not be used by Customer on other projects or extensions of a project included within the Work, or to obtain other bids, except by agreement in writing and with appropriate compensation to Security 101 ; and (c) are not to be reproduced in whole or in part without prior written consent of Security 101. Upon substantial completion of the Work and final payment in full by Customer, ownership of drawings, specifications and equipment lists shall become Customer's.

33. Software License(s). Software required to operate systems are governed by the License Agreement provided by the system manufacturer(s).

**Security 101 may modify pricing ("Price Modification") with respect to Orders that have been previously accepted,** to the extent Security 101 deems necessary, for reasons including but not limited to: (i) price increases imposed by Security 101 suppliers; (ii) Purchaser's required procurement timelines; (iii) supply chain constraints or material shortages; or (iv) other events outside of Security 101's control impacting the relevant industry. Purchasers may reject the Price Modification by cancelling the applicable lines of the Order subject to the Price Modification within 14 calendar days of the Price Modification notification. If requested by Security 101, Purchaser agrees to issue, or otherwise agree to, a revised or supplemental Order pursuant to this Section. If Purchaser fails or refuses to issue or agree to a revised or supplemental Order reflecting a Price Modification, Security 101 may in its sole discretion, in addition to any other remedy it may have, cancel the Order or hold such Order until such revised or supplemental order has been issued or provided. Notwithstanding the foregoing, unless the Purchaser cancels the Order within 14 days of the Price Modification notification, such Price Modification shall be binding regardless of Purchaser's failure or refusal to issue or provide a revised or supplemental Order.

*The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Seller's performance or obligations herein. In the event of any delays or adverse impacts, Seller reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.*

## Video System Terms & Conditions

### Additional Terms & Conditions

#### Installation

34. All required installation documents are included.

35. Installation of all required equipment and materials with on-site supervision of project is included.

36. Labor quoted assumes normal eight (8) hour working days, excluding weekends, holidays and overtime.

37. Idle time incurred by Security 101 employees and their subcontractors due to escorts, clearances, inability to enter workspace, and other factors beyond our control, will be invoiced at our current labor rates.

38. This proposal includes travel to and from the site to perform our stated scope of work. Additional or duplicate site visits required due to factors beyond our control, will be invoiced at our current labor rates.

39. Client to coordinate with local Security 101 staff to provide safe and timely right-of-passage in the work area during cable run and system installation.

40. Client to provide and coordinate 110 VAC electrical service where needed.

41. All LAN/WAN connections, addressing and network functionality are the responsibility of the Client.

42. Any telephone lines or LAN/WAN connections must be installed and operational prior to Security 101 commencing work. The local Security 101 representative will verify the availability and functionality of all connections prior to starting work.

#### Changes in Scope of Work



## Terms & Conditions (cont.)

Proposal #186498.2 Revised 04 2023 Veteran's Park Camera System

43. Any changes in the understood scope of work will be communicated and approved in writing (by an authorized Client representative), prior to commencing work.

### Permits/Bonding/Sealed Engineered Drawings

44. Permits, bonds, and other requirements by any government agency are not included.

### Miscellaneous

45. The bold headings and numbered paragraphs are for convenience only, have no legal significance, and shall not be deemed to alter or effect any provision of this Agreement.

46. Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

47. Neither party shall be liable for any failure or delay in performance under this Agreement (other than for delay in the payment of money due and payable hereunder) to the extent said failures or delays are proximately caused by causes beyond that party's reasonable control and occurring without its fault or negligence, including, without limitation, failure of suppliers, subcontractors, and carriers, or party to substantially meet its performance obligations under this Agreement, provided that, as a condition to the claim of non-liability, the party experiencing the difficulty shall give the other prompt written notice, with full details following the occurrence of the cause relied upon. Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused.

48. In the event that any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this agreement, but this agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein, unless the deletion of such provision or provisions would result in such a material change so as to cause completion of the transactions contemplated herein to be unreasonable.



## Acceptance

Proposal #186498.2 Revised 04 2023 Veteran's Park Camera System

For the amount of **\$68,949.00** (tax not included)

This proposal dated Monday, April 10, 2023 is valid until Friday, June 9, 2023

The person or persons below represent that they are authorized to sign and execute this binding agreement. This acceptance indicates understanding of the complete proposal, including clarifications, design, programming, drawings, ownership and software licenses and the Warranty Service Plan, if included as a part of this proposal. This system proposal is intended to provide the customer partial protection of the designated premises. Its design should be understood to represent a compromise between the costs, understood scope of work and customer feedback. Accordingly, such a system may not provide ample protection from all possible threats, and Security 101 shall not be responsible in such an event.

**The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Seller's performance or obligations herein. In the event of any delays or adverse impacts, Seller reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.**

**Supply Chain Delays and Vendor Price Increases: Security 101 cannot be responsible for delays caused by supply chain delays or COVID-related delays. Prices may be increased by vendors/manufacturers requiring adjustments to the proposal price.**

### Payment Terms

50% upon Deposit

50% upon Job Complete

Under no circumstances may the customer make payments directly to any subcontractor, material supplier, laborer or any other person performing work or furnishing material under the Agreement without the prior written consent of Security 101.

Security 101 may assign this Agreement to any other person, firm or corporation without notice to or approval by the customer and may subcontract any activities which may be performed under this Agreement, either voluntarily or by operation of law, without the consent of the customer.

### Licenses

CT — Electrical: ELC.0193981-C5 | CT — Other: 6499 | MA — Electrical: 7120- C | MA — Other: SS-001792 | NJ — Alarm: 34BA00186800 | NY — Alarm: 120000299743 | RI — Alarm: 2708 | VT — Electrical: ES-05556 (7C, 7K)

Veteran's Park

Security 101 - Connecticut

\_\_\_\_\_  
Authorized Customer Signature (date)

\_\_\_\_\_  
Authorized Security 101 Signature (date)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title



## Acceptance (cont.)

Proposal #186498.2 Revised 04 2023 Veteran's Park Camera  
System

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Purchase Order Number



## DEPARTMENT OF FINANCE

### Purchasing Department

March 15, 2023

Mr. Larry Cannon  
Enviromed Services Inc  
470 Murdock Avenue  
Meriden, CT. 06450

Via Email to: [LCannon@enviromedservices.com](mailto:LCannon@enviromedservices.com)

Award Status - Re: 4250 Hazardous Communications Standard Compliance Assistance

Dear Larry:

Thank you for your response to our request for proposal submissions for this project and participating in the virtual interview.

Congratulations, the Selection committee has completed their review of the proposal submissions that were received for this solicitation and the committee shall be recommending that this project should be awarded to your Firm.

This award recommendation shall be forwarded to the Finance & Claims Committee of the Norwalk Common Council for their review and approval at their next regularly scheduled meeting

If approved, the award recommendation would then be forwarded to the full Norwalk Common Council for their review and authorization at their next regularly scheduled meeting.

We appreciate your time and effort in preparing this submission and we are looking forward to working with your Firm on this project.

Sincerely,



Sharon Conners

Purchasing Agent  
Ph. 203-854-7947  
Fax 203-854-7817  
E-mail [sconners@norwalkct.org](mailto:sconners@norwalkct.org)

## M E M O R A N D U M

TO: Honorable Members of the Board of Estimate and Taxation (BET)

FROM: Ralph Kolb, PE, Sr. Environmental Engineer, WPCA

CC: Vanessa Valadares, PE, Chief of Operations and Public Works  
Chris Torre, Superintendent of Operations, DPW

DATE: March 27, 2023

REASON: Norwalk Water Pollution Control Authority  
Approved FY23/24 Operating Budget

The Norwalk Water Pollution Control Authority (WPCA), an enterprise fund, manages the City's sanitary sewer collection system, pumping stations and wastewater treatment facility in accordance with environmental standards and regulations in the most cost effective and responsible manner.

Enclosed is the WPCA's FY2023/24 budget as approved at the WPCA Board of Directors meeting held on February 21, 2023. The WPCA approved a 3.5% sewer use charge increase.

In early 2023, the WPCA's consultant, Woodard & Curran, finished updating its Dynamic Financial Model with current and future capital and operating budget spending, future bonding, and feedback from the WPCA Board of Directors, Mayor's Office and Finance Department. This model covers a forecast period of five years, from FY2024 through FY2028, and emphasizes the FY24 budget. The WPCA anticipates updating the model at least annually for future financial planning and budget preparation.

The WPCA and Veolia Water North America (Veolia) partnership continues to make significant progress in many key areas such as collections system operation and maintenance, emergency response, customer service, asset preservation, enhanced operations, and high quality effluent. In 2022, Veolia finished deployment of smart cover technology at 14 locations within the sanitary sewer collection system, inspected several large diameter interceptor pipes via the use of drone technology and continue to enhance pump stations with backup control systems. In 2023, Veolia will be installing enhanced nutrient and nitrogen monitoring at the WWTP.

In September 2022, the WPCA submitted a Sanitary Sewer Collection System Master Plan Update to the Connecticut Department of Energy and Environmental Protection (DEEP). In June 2023, a Facility Plan Update will be submitted to DEEP. Both plans evaluated critical infrastructure and provide long-term capital improvement recommendations for the WPCA.

The WPCA looks forward to continuing its ongoing capital improvements of rehabilitating collection system infrastructure, pump stations, and improvements at the Wastewater Treatment Plant.

Several key operating budget line items to note are as follows:

Revenues:

- Rate increase of 3.5%, which is an increase of \$14 residential; \$20 commercial; \$0.35/1000 gallons commercial consumption per WPCA Financial Model.
- Norwalk to receive Nitrogen Credits (~\$50k) for 2022, waiting for pricing from DEEP
- Includes line item for reimbursement (\$136,163) of WPCA support services billed to City

Expenditures:

- Operation and maintenance fee account increased related to inflation
- Includes line item for reimbursement (\$692,807) of City support services billed to WPCA
- Debt service payments were flat from previous FY, but will increase due to bond funding of future capital improvement projects

City of Norwalk  
WATER POLLUTION CONTROL AUTHORITY  
Approved FY 2023-24 Operating Budget Summary

REVENUES (224062)

| ACCOUNT | DESCRIPTION                                      | APPROVED<br>FY 22-23 | PROJECTED<br>ACTUAL<br>FY 22-23 | PROPOSED<br>FY 23-24 |
|---------|--------------------------------------------------|----------------------|---------------------------------|----------------------|
|         | <b>Sewer Use Charges</b>                         |                      |                                 |                      |
| 4513    | Norwalk Customers <sup>1</sup>                   | \$ 17,689,000        | \$ 18,265,286                   | \$ 18,585,000        |
| 4521    | Wilton Interlocal Agreement <sup>2</sup>         | \$ 17,044,000        | \$ 17,622,286                   | \$ 17,940,000        |
| 4522    | Other Contract Customers                         | \$ 600,000           | \$ 600,000                      | \$ 600,000           |
|         |                                                  | \$ 45,000            | \$ 43,000                       | \$ 45,000            |
|         | <b>Other Revenues</b>                            | \$ 927,060           | \$ 904,937                      | \$ 869,863           |
| 452C    | Industrial Pretreatment Surcharge <sup>3</sup>   | \$ 175,000           | \$ 189,000                      | \$ 175,000           |
| 452D    | Sewer Connection Fees                            | \$ 150,000           | \$ 150,000                      | \$ 150,000           |
| 452E    | Industrial Pretreatment Interest                 | \$ 5,000             | \$ 5,000                        | \$ 5,000             |
| 4451    | Sewer Permits                                    | \$ 1,500             | \$ 1,900                        | \$ 1,500             |
| 4807    | Reimbursement of Expenses                        | \$ 1,000             | \$ -                            | \$ 1,000             |
| 4453    | Septage Haulers Licenses                         | \$ 1,000             | \$ 1,400                        | \$ 1,200             |
| 4516    | Septage Disposal Fees                            | \$ 175,000           | \$ 160,000                      | \$ 175,000           |
| 4121    | Nitrogen Credits <sup>4</sup>                    | \$ 100,000           | \$ 79,077                       | \$ 50,000            |
| 4901    | Investment Income <sup>5</sup>                   | \$ 110,000           | \$ 110,000                      | \$ 110,000           |
| 4051    | Interest on Delinquent Accounts <sup>6</sup>     | \$ 65,000            | \$ 65,000                       | \$ 65,000            |
| 489F    | Reimbursement for Indirect Expenses <sup>7</sup> | \$ 143,560           | \$ 143,560                      | \$ 136,163           |
|         | <b>TOTAL \$</b>                                  | <b>\$ 18,616,060</b> | <b>\$ 19,170,223</b>            | <b>\$ 19,454,863</b> |

<sup>1</sup> Rate increase of 3.5%, which is an increase of \$14 residential; \$20 commercial; \$0.35/1000 gallons commercial consumption per WPCA Financial Model.

Includes annual adjustments and a 98.2% collection rate per Tax Collector's Office and may fluctuate based upon economic conditions.

<sup>2</sup> Billed on actual metered wastewater flow. Varies based on audited expenditures.

<sup>3</sup> Registration fees are waived in FY23/24. No change in IPP rates.

<sup>4</sup> Nitrogen FY23/24 credits estimated based on past CTDEEP credit sharing.

<sup>5</sup> Per Comptroller.

<sup>6</sup> Per Comptroller.

<sup>7</sup> Salaries, benefits and other direct costs for WPCA support services, City Sewer Use Fee, IPP/FOG billing and stormwater O&M.

City of Norwalk  
WATER POLLUTION CONTROL AUTHORITY  
Approved FY 2023-24 Operating Budget Summary

**EXPENDITURES** (224062)

| ACCOUNT | DESCRIPTION                                                             | APPROVED<br>FY 22-23 | PROJECTED<br>ACTUAL<br>FY 22-23 | PROPOSED<br>FY 23-24 |
|---------|-------------------------------------------------------------------------|----------------------|---------------------------------|----------------------|
|         | <b>Personnel/Benefits</b>                                               |                      |                                 |                      |
| 5110    | Wages & Salary - Regular <sup>1</sup>                                   | \$ 770,693           | \$ 740,405                      | \$ 831,469           |
| 5428    | Employee Benefits                                                       | \$ 413,270           | \$ 397,440                      | \$ 452,915           |
| 5120    | Wages & Salary - Overtime                                               | \$ 220,273           | \$ 211,835                      | \$ 241,404           |
| 5140    | Wages & Salary - Part-time                                              | \$ 100,000           | \$ 100,000                      | \$ 100,000           |
| 5150    | Longevity                                                               | \$ 36,000            | \$ 30,000                       | \$ 36,000            |
|         |                                                                         | \$ 1,150             | \$ 1,130                        | \$ 1,150             |
| 5258    | Operations & Maintenance Fees <sup>2</sup>                              | \$ 9,882,606         | \$ 9,882,606                    | \$ 10,430,000        |
| 5651    | Indirect Expenses <sup>3</sup>                                          | \$ 669,688           | \$ 669,688                      | \$ 692,807           |
| 5241    | Electricity <sup>4</sup>                                                | \$ 1,500,000         | \$ 1,500,000                    | \$ 1,553,000         |
| 5298    | Other Contractual Services                                              | \$ 250,000           | \$ 250,000                      | \$ 250,000           |
| 5252    | Legal Services                                                          | \$ 250,000           | \$ 250,000                      | \$ 250,000           |
|         | <b>Administration</b>                                                   |                      |                                 |                      |
| 5286    | Business Expense (General Office / Billing Costs)                       | \$ 94,000            | \$ 94,000                       | \$ 94,000            |
| 5245    | Telephone                                                               | \$ 32,000            | \$ 32,000                       | \$ 32,000            |
| 5741    | IT Hardware / Software                                                  | \$ 2,000             | \$ 2,000                        | \$ 2,000             |
|         |                                                                         | \$ 60,000            | \$ 60,000                       | \$ 60,000            |
| 5235    | Professional Dues/Memberships                                           | \$ 10,000            | \$ 10,000                       | \$ 10,000            |
| 5295    | Training/Conferences                                                    | \$ 10,000            | \$ 10,000                       | \$ 20,000            |
| 5418    | Property Insurance/Liability Premium Worker's Compensation <sup>5</sup> | \$ 115,372           | \$ 115,372                      | \$ 140,086           |
| 5789    | Replacement Reserve - Wilton's portion per agreement                    | \$ -                 | \$ -                            | \$ -                 |
| 5789    | Replacement Reserve - Norwalk <sup>6</sup>                              | \$ 708,215           | \$ -                            | \$ 963,598           |
| 5521    | Debt Service - Principal                                                | \$ 3,253,588         | \$ 3,253,588                    | \$ 3,208,420         |
| 5522    | Debt Service - Interest                                                 | \$ 1,101,898         | \$ 1,101,898                    | \$ 1,011,484         |
|         | <b>TOTAL \$</b>                                                         | <b>18,616,060</b>    | <b>17,877,557</b>               | <b>19,454,863</b>    |

<sup>1</sup> Includes step and COL increases.

<sup>2</sup> Includes a 4% increase on base service fee, contract incentives, \$150k for Keeler Brook PS Upgrade (Walk Bridge Program), and a 5% contingency for contract components (pass-through and extraordinary items).

<sup>3</sup> Salaries, benefits and other direct costs for City support services including Finance Department (CFO, Tax Collector, Tax Assessor, Comptroller, IT/GIS, Purchasing, and Management & Budgets), Customer Service, and DPW Engineering.

<sup>4</sup> Assumes 3.5% increase over previous year.

<sup>5</sup> Per Risk Management and Finance Department

<sup>6</sup> Funds to be used for rate stabilization in future years related to multiple collection system, WWTP, and pump station projects included in WPCA Financial Model. Includes \$850K available for transfer by WPCA Board for unanticipated expenses.

**Norwalk Parking Authority**  
**BUDGET (SUMMARY)**  
**FY 2024**

|                              | <b>Actual<br/>FY 2022</b> | <b>Forecast<br/>FY 2023</b> | <b>Budget<br/>FY 2024</b> | <b>Variance \$<br/>to Forecast<br/>FY 2023</b> | <b>Variance %<br/>to Forecast<br/>FY 2023</b> |
|------------------------------|---------------------------|-----------------------------|---------------------------|------------------------------------------------|-----------------------------------------------|
| <b>REVENUE:</b>              |                           |                             |                           |                                                |                                               |
| Monthly                      | 2,195,016                 | 2,242,391                   | 2,355,698                 | 113,308                                        | 5.05%                                         |
| Transient                    | 2,171,126                 | 2,451,215                   | 2,428,471                 | (22,744)                                       | -0.93%                                        |
| Meters                       | 646,956                   | 675,846                     | 676,027                   | 181                                            | 0.03%                                         |
| Violations                   | 1,440,232                 | 1,287,880                   | 1,384,396                 | 96,516                                         | 7.49%                                         |
| Sales Tax/Refunds            | (299,861)                 | (320,631)                   | (326,020)                 | (5,389)                                        | 1.68%                                         |
| <b>TOTAL PARKING REVENUE</b> | <b>6,153,469</b>          | <b>6,336,701</b>            | <b>6,518,572</b>          | <b>181,871</b>                                 | <b>2.87%</b>                                  |
| Other Revenue                | 83,145                    | 85,847                      | 97,376                    | 11,529                                         | 13.43%                                        |
| <b>TOTAL SYSTEM REVENUE</b>  | <b>6,236,613</b>          | <b>6,422,548</b>            | <b>6,615,948</b>          | <b>193,400</b>                                 | <b>3.01%</b>                                  |
| <b>EXPENSES:</b>             |                           |                             |                           |                                                |                                               |
| Payroll/Benefits             | 1,613,103                 | 1,603,412                   | 1,810,900                 | 207,487                                        | 12.94%                                        |
| All Other Oper Exp           | 2,430,411                 | 2,365,717                   | 2,628,300                 | 262,583                                        | 11.10%                                        |
| City Support Charges         | 698,828                   | 742,837                     | 760,525                   | 17,688                                         | 2.38%                                         |
| Debt Service                 | 1,159,618                 | 1,286,162                   | 1,255,121                 | (31,041)                                       | -2.41%                                        |
| <b>Total Expenses</b>        | <b>5,901,960</b>          | <b>5,998,127</b>            | <b>6,454,844</b>          | <b>456,717</b>                                 | <b>7.61%</b>                                  |
| <b>Fund Balance</b>          | <b>334,653</b>            | <b>424,420</b>              | <b>161,104</b>            | <b>(263,316)</b>                               | <b>-62.04%</b>                                |

Norwalk Parking Authority  
BUDGET (by LOCATION)  
FY 2024

|                      | Meters/<br>Enforcmt<br>301 | SNRR<br>Garage<br>305 | SNRR<br>Lot<br>306 | Maritime<br>Garage<br>307 | Haviland<br>308 | YDG<br>309 | Webster<br>310 | N. Water<br>Lot<br>311 | Wall St. Lot<br>313 | Main St.<br>Lot<br>314 | ENRR Lots<br>316 | Liberty<br>Square Lot<br>000 | Library Lot<br>220 | TOTAL     |
|----------------------|----------------------------|-----------------------|--------------------|---------------------------|-----------------|------------|----------------|------------------------|---------------------|------------------------|------------------|------------------------------|--------------------|-----------|
| REVENUE:             |                            |                       |                    |                           |                 |            |                |                        |                     |                        |                  |                              |                    |           |
| Monthly              | 0                          | 694,891               | 0                  | 360,893                   | 411,575         | 94,076     | 548,351        | 0                      | 30,108              | 61,385                 | 140,382          | 14,038                       | 0                  | 2,355,698 |
| Transient            | 0                          | 561,996               | 201,690            | 683,270                   | 348,451         | 19,202     | 326,880        | 81,396                 | 56,340              | 53,460                 | 58,320           | 37,341                       | 126                | 2,428,471 |
| Meters               | 676,027                    | 0                     | 0                  | 0                         | 0               | 0          | 0              | 0                      | 0                   | 0                      | 0                | 0                            | 0                  | 676,027   |
| Violations           | 1,384,396                  | 0                     | 0                  | 0                         | 0               | 0          | 0              | 0                      | 0                   | 0                      | 0                | 0                            | 0                  | 1,384,396 |
| Sales Tax/Refunds    | (40,365)                   | (75,047)              | (12,043)           | (62,345)                  | (45,380)        | (6,764)    | (52,259)       | (4,860)                | (5,162)             | (6,857)                | (11,864)         | (3,068)                      | (8)                | (326,020) |
| TOTAL PARKING REV.   | 2,020,059                  | 1,181,840             | 189,647            | 981,817                   | 714,645         | 106,514    | 822,972        | 76,536                 | 81,286              | 107,988                | 186,838          | 48,311                       | 118                | 6,518,572 |
| Other Revenue        | 1,000                      | 79,360                | 0                  | 6,000                     | 0               | 11,016     | 0              | 0                      | 0                   | 0                      | 0                | 0                            | 0                  | 97,376    |
| TOTAL SYSTEM REV.    | 2,021,059                  | 1,261,200             | 189,647            | 987,817                   | 714,645         | 117,530    | 822,972        | 76,536                 | 81,286              | 107,988                | 186,838          | 48,311                       | 118                | 6,615,948 |
| EXPENSES:            |                            |                       |                    |                           |                 |            |                |                        |                     |                        |                  |                              |                    |           |
| Operating Exp.       | 1,013,302                  | 927,408               | 304,870            | 625,012                   | 349,367         | 164,169    | 453,300        | 144,629                | 101,527             | 100,630                | 127,786          | 82,327                       | 44,872             | 4,439,199 |
| City Support Charges | 128,938                    | 134,003               | 80,322             | 125,557                   | 70,767          | 41,119     | 85,152         | 27,511                 | 17,862              | 18,107                 | 18,721           | 8,130                        | 4,336              | 760,525   |
| Debt Service         | 286,973                    | 50,618                | 22,184             | 562,814                   | 187,226         | 62,934     | 74,119         | 30                     | 0                   | 7,344                  | 879              | 0                            | 0                  | 1,255,121 |
| Capital Outlay       | 591,846                    | 149,171               | (217,728)          | (325,566)                 | 107,285         | (150,692)  | 210,401        | (95,634)               | (38,103)            | (18,093)               | 39,452           | (42,145)                     | (49,089)           | 161,104   |
| TOTAL EXPENSES       | 2,021,059                  | 1,261,200             | 189,647            | 987,817                   | 714,645         | 117,530    | 822,972        | 76,536                 | 81,286              | 107,988                | 186,838          | 48,311                       | 118                | 6,615,948 |

**Norwalk Parking Authority**  
**BUDGET (Detail)**  
**FY 2024**

ITEM #15

|                                   | Actual<br>FY 2022 | Forecast<br>FY 2023 | Budget<br>FY 2024 | Variance \$ to<br>Forecast<br>FY 2023 | Variance % to<br>Forecast<br>FY 2023 |
|-----------------------------------|-------------------|---------------------|-------------------|---------------------------------------|--------------------------------------|
| <b>PARKING REVENUE</b>            |                   |                     |                   |                                       |                                      |
| Monthly                           | 2,195,016         | 2,242,391           | 2,355,698         | 113,308                               | 5.05%                                |
| Transient                         | 2,171,126         | 2,451,215           | 2,428,471         | (22,744)                              | -0.93%                               |
| Meters                            | 646,956           | 675,846             | 676,027           | 181                                   | 0.03%                                |
| Violations                        | 1,440,232         | 1,287,880           | 1,384,396         | 96,516                                | 7.49%                                |
| Less: Refunds                     | (551)             | (29)                | 0                 | 29                                    | -100.00%                             |
| Less Sales Tax                    | (299,310)         | (320,602)           | (326,020)         | (5,418)                               | 1.69%                                |
| <b>TOTAL PARKING REVENUE</b>      | <b>6,153,469</b>  | <b>6,336,701</b>    | <b>6,518,572</b>  | <b>181,871</b>                        | <b>2.87%</b>                         |
| <b>OTHER REVENUE</b>              |                   |                     |                   |                                       |                                      |
| Art Program - MG                  | 0                 | 0                   | 0                 | 0                                     | 0                                    |
| Advertising                       | 37,910            | 18,000              | 18,000            | 0                                     | 0.00%                                |
| Lease Income - SNRR               | 36,760            | 39,822              | 36,960            | (2,862)                               | -7.19%                               |
| Lease Income - YDG                | 4,968             | 4,389               | 5,016             | 627                                   | 14.29%                               |
| SNRR/ENRR Concessions             | 0                 | 20,246              | 32,400            | 12,154                                | 60.03%                               |
| Investment Income                 | 0                 | 0                   | 1,000             | 1,000                                 | 0                                    |
| ATM Machines                      | 3,507             | 3,390               | 4,000             | 610                                   | 17.99%                               |
| <b>TOTAL OTHER REVENUE</b>        | <b>83,145</b>     | <b>85,847</b>       | <b>97,376</b>     | <b>11,529</b>                         | <b>13.43%</b>                        |
| <b>TOTAL SYSTEM REVENUE</b>       | <b>6,236,613</b>  | <b>6,422,548</b>    | <b>6,615,948</b>  | <b>193,400</b>                        | <b>3.01%</b>                         |
| <b>EXPENSES</b>                   |                   |                     |                   |                                       |                                      |
| Personnel/Benefits (FTE 27.2)     | 1,613,103         | 1,603,412           | 1,810,900         | 207,487                               | 12.94%                               |
| Security Service Contracts        | 82,583            | 120,280             | 129,831           | 9,551                                 | 7.94%                                |
| Equipment Expense                 | 1,922             | 0                   | 30,000            | 30,000                                | 0                                    |
| Vehicle Expense                   | 48,369            | 66,661              | 70,000            | 3,339                                 | 5.01%                                |
| Building & Property R&M           | 634,360           | 523,960             | 554,150           | 30,190                                | 5.76%                                |
| Sanitation Expense                | 25,690            | 26,215              | 29,520            | 3,305                                 | 12.61%                               |
| Operating Expense                 | 93,501            | 128,180             | 125,000           | (3,180)                               | -2.48%                               |
| Elevator Repair & Maintenance     | 17,709            | (372)               | 0                 | 372                                   | -100.00%                             |
| Snow Removal                      | 126,864           | 75,349              | 177,500           | 102,151                               | 135.57%                              |
| Signage                           | 21,943            | 61,148              | 50,000            | (11,148)                              | -18.23%                              |
| Tickets                           | 20,942            | 5,743               | 15,000            | 9,257                                 | 161.18%                              |
| Liability Insurance               | 149,710           | 154,416             | 164,624           | 10,208                                | 6.61%                                |
| Maritime Garage Condo Fees.       | 21,353            | 21,353              | 23,574            | 2,221                                 | 10.40%                               |
| Uniforms                          | 4,180             | 28,381              | 40,000            | 11,619                                | 40.94%                               |
| Utilities                         | 81,789            | 84,383              | 79,314            | (5,069)                               | -6.01%                               |
| Management Fees                   | 100,000           | 100,000             | 100,000           | 0                                     | 0.00%                                |
| Office Expense                    | 13,277            | 12,265              | 16,000            | 3,735                                 | 30.46%                               |
| Service Contracts                 | 246,910           | 192,749             | 201,373           | 8,623                                 | 4.47%                                |
| Telephone/Data Communications     | 97,754            | 86,592              | 90,000            | 3,408                                 | 3.94%                                |
| Credit Card Fees                  | 279,254           | 304,800             | 297,414           | (7,386)                               | -2.42%                               |
| Permit/Violation Management       | 132,896           | 129,333             | 150,000           | 20,667                                | 15.98%                               |
| Marketing & Communications        | 14,598            | 26,155              | 50,000            | 23,845                                | 91.17%                               |
| Capital Reserve & Replacement     | 112,500           | 118,125             | 135,000           | 16,875                                | 14.29%                               |
| Parking Programs                  | 102,308           | 100,000             | 100,000           | 0                                     | 0.00%                                |
| Contingency Fund                  | 0                 | 0                   | 0                 | 0                                     | 0                                    |
| <b>TOTAL OPERATING EXPENSES</b>   | <b>4,043,514</b>  | <b>3,969,129</b>    | <b>4,439,199</b>  | <b>470,070</b>                        | <b>11.84%</b>                        |
| <b>CITY ADMINISTERED EXPENSES</b> |                   |                     |                   |                                       |                                      |
| Personnel/Benefits (city alloc.)  | 460,000           | 460,000             | 460,000           | 0                                     | 0.00%                                |
| Electric                          | 176,428           | 218,571             | 235,705           | 17,134                                | 7.84%                                |
| Business Exp.                     | 4,500             | 3,200               | 3,200             | 0                                     | 0.01%                                |
| Sewer (WPCA)                      | 7,900             | 11,066              | 11,619            | 553                                   | 5.00%                                |
| Professional Service              | 45,000            | 45,000              | 45,000            | 0                                     | 0.00%                                |
| Legal Service                     | 5,000             | 5,000               | 5,000             | 0                                     | 0.00%                                |
| <b>TOTAL CITY ADMINISTERED</b>    | <b>698,828</b>    | <b>742,837</b>      | <b>760,525</b>    | <b>17,688</b>                         | <b>2.38%</b>                         |
| <b>SUB-TOTAL OPERATING EXP.</b>   | <b>4,742,342</b>  | <b>4,711,966</b>    | <b>5,199,724</b>  | <b>487,758</b>                        | <b>10.35%</b>                        |
| Debt Service Interest             | 363,932           | 284,445             | 215,719           | (68,726)                              | -24.16%                              |
| Debt Service Principal            | 795,686           | 1,001,717           | 1,039,402         | 37,685                                | 3.76%                                |
| <b>SUB-TOTAL DEBT SERVICE</b>     | <b>1,159,618</b>  | <b>1,286,162</b>    | <b>1,255,121</b>  | <b>(31,041)</b>                       | <b>-2.41%</b>                        |
| <b>Capital Outlay</b>             | <b>334,653</b>    | <b>424,420</b>      | <b>161,104</b>    | <b>(263,316)</b>                      | <b>-62.04%</b>                       |
| <b>TOTAL EXPENSES</b>             | <b>6,236,613</b>  | <b>6,422,548</b>    | <b>6,615,948</b>  | <b>193,400</b>                        | <b>3.01%</b>                         |

Norwalk Parking Authority

BUDGET NARRATIVE

FY 2024

| PARKING REVENUE               |  | Budget<br>FY 2024 | Variance %<br>to Forecast<br>FY 2023 | Notes                                                                                                                                                                                                                                                |
|-------------------------------|--|-------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monthly                       |  | 2,355,698         | 5.05%                                | Based on current trends. Overall, we are seeing increased usage at all facilities and growth over 2023 Forecast but below 2023 Budget                                                                                                                |
| Transient                     |  | 2,428,471         | -0.93%                               | Decreased transient revenue when compared to 2023 forecast. This is due to loss of 1/3 of North Water Parking lot for construction.                                                                                                                  |
| Meters                        |  | 676,027           | 0.03%                                | 502,000 transactions in SONO and Wall area. It includes meter operations from 8am-9pm in SONO at \$1.50/hour, and 9am - 9pm in Wall area at \$0.50/hour.                                                                                             |
| Parking Violation Revenue     |  | 1,384,396         | 7.49%                                | 7% higher than 2023 Forecast due to expanded enforcement area; however still lower than 2022 Actual by 4%                                                                                                                                            |
| Less: Refunds                 |  | 0                 | -100.00%                             | 0                                                                                                                                                                                                                                                    |
| Less Sales Tax                |  | -326,020          | 1.69%                                | 0                                                                                                                                                                                                                                                    |
| TOTAL PARKING REVENUE         |  | 6,518,572         | 2.87%                                |                                                                                                                                                                                                                                                      |
| OTHER REVENUE                 |  |                   |                                      |                                                                                                                                                                                                                                                      |
| Art Program - MG              |  | 0                 | 0                                    | Reduced Art program through COVID until further notice                                                                                                                                                                                               |
| Advertising                   |  | 18,000            | 0.00%                                | Advertising program w/ A Lot Media (20% of Gross Ad sales) & they manage ad content for local businesses                                                                                                                                             |
| Lease Income - SNRR           |  | 36,960            | -7.19%                               | \$1,385/ month for fashion institute lease, including 1 parking spaces, includes SNEW condo income of \$20,340 per year.                                                                                                                             |
| Lease Income - YDG            |  | 5,016             | 14.29%                               | Transit district                                                                                                                                                                                                                                     |
| SNRR/ENRR Concessions         |  | 32,400            | 60.03%                               | Concession lease of \$18,000 from West bound station and \$14,400 from vending machine.                                                                                                                                                              |
| Investment Income             |  | 1,000             | 0                                    | Figure provided by City of Norwalk comptroller.                                                                                                                                                                                                      |
| ATM Machines                  |  | 4,000             | 17.99%                               | Based on current activity. ATM located in SNRR                                                                                                                                                                                                       |
| TOTAL OTHER REVENUE           |  | 97,376            | 13.43%                               |                                                                                                                                                                                                                                                      |
| TOTAL SYSTEM REVENUE          |  | 6,615,948         | 3.01%                                |                                                                                                                                                                                                                                                      |
| EXPENSES                      |  |                   |                                      |                                                                                                                                                                                                                                                      |
| Personnel/Benefits (FTE 27.2) |  | 1,810,900         | 12.94%                               | Added 2FTE's plus wage increases -- 40 hours of customer service at the SNRR Eastbound; 40 hours of maintenance. Increased pay rate for all hourly employees to stay competitive as minimum wage increase is creating upward pressure on wage rates. |
| Security Service Contracts    |  | 129,831           | 7.94%                                | Contract for existing camera system, security call boxes, alarm system.                                                                                                                                                                              |
| Equipment Expense             |  | 30,000            | 0                                    | Place holder for possible equipment purchase. Reduced due to no need for purchase of new vehicle                                                                                                                                                     |
| Vehicle Expense               |  | 70,000            | 5.01%                                | Vehicle expense includes repair of vehicles, updating current vehicles with new Park Norwalk branding.                                                                                                                                               |
| Building & Property R&M       |  | 554,150           | 5.76%                                | Based on last year and to catch up on projects that were deferred through COVID19.                                                                                                                                                                   |
| Sanitation Expense            |  | 29,520            | 12.61%                               | Increased due to service rate increase from sanitation company. Plan to bid this out for reduced monthly fee.                                                                                                                                        |
| Operating Expense             |  | 125,000           | -2.48%                               | Payroll processing, janitorial supplies, access cards, coin count main fee.                                                                                                                                                                          |
| Elevator Repair & Maintenance |  | 0                 | -100.00%                             | Moved under R&M                                                                                                                                                                                                                                      |
| Snow Removal                  |  | 177,500           | 135.57%                              | Place holder for possible snow. We have not incurred much snow expense this year but would like to keep a reasonable budget number similar to previous years with more snow accumulation.                                                            |
| Signage                       |  | 50,000            | -18.23%                              | Branding of the new Park Norwalk logo through out the city, way finding signs and facility identifier signs.                                                                                                                                         |
| Tickets                       |  | 15,000            | 161.18%                              | Ticket supply is running low and expect to replenish beginning of the fiscal year.                                                                                                                                                                   |
| Liability Insurance           |  | 164,624           | 6.61%                                | Function of revenue                                                                                                                                                                                                                                  |
| Maritime Garage Condo Fees.   |  | 23,574            | 10.40%                               | Increased 2% per condo association.                                                                                                                                                                                                                  |
| Uniforms                      |  | 40,000            | 40.94%                               | Purchase of new uniforms with new logo.                                                                                                                                                                                                              |
| Utilities                     |  | 79,314            | -6.01%                               | 2% increase based on current rate and usage.                                                                                                                                                                                                         |
| Management Fees               |  | 100,000           | 0.00%                                | Contractual expense                                                                                                                                                                                                                                  |
| Office Expense                |  | 16,000            | 30.46%                               | Includes printing, postage, office supplies, professional publications, memberships.                                                                                                                                                                 |
| Service Contracts             |  | 201,373           | 4.47%                                | Includes communications equip., copier, PARCS PM contract, Cale, IPS fees, Amano equipment.                                                                                                                                                          |
| Telephone/Data Communications |  | 90,000            | 3.94%                                | Cell phones, landlines, data lines/Internet. Includes customer service/security intercoms in facilities & pay stations.                                                                                                                              |
| Credit Card Fees              |  | 297,414           | -2.42%                               | Function of revenue. Increased credit card usage, EMV charges.                                                                                                                                                                                       |
| Permit/Violation Management   |  | 150,000           | 15.98%                               | Includes LPR, permit, enforcement & collections costs; software maintenance fees; Increase based on upgrade needed for our permitting system.                                                                                                        |
| Marketing & Communications    |  | 50,000            | 91.17%                               | Contractual expense and increased budget for outreach, Park Norwalk branding, and various events throughout the year.                                                                                                                                |

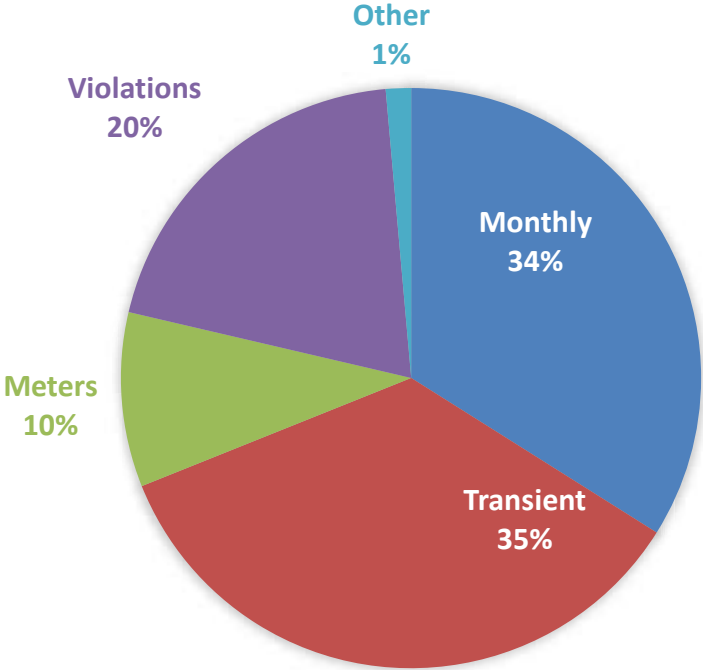
Norwalk Parking Authority

BUDGET NARRATIVE

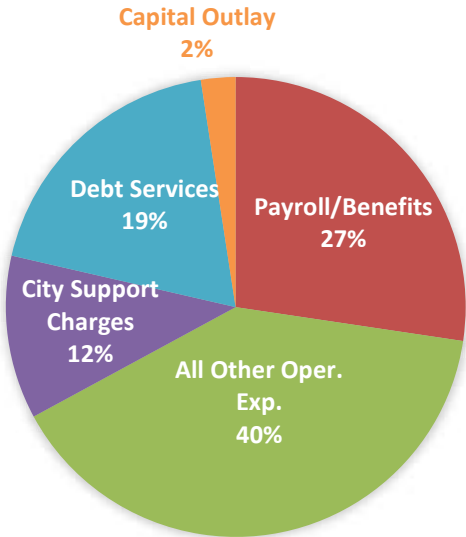
FY 2024

|                                    | Budget<br>FY 2024 | Variance %<br>to Forecast<br>FY 2023 | Notes                                                                                                              |
|------------------------------------|-------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Capital Reserve & Replacement      | 135,000           | 14.29%                               | Reserve for Infrastructure improvements.                                                                           |
| Parking Programs                   | 100,000           | 0.00%                                | Engagement with surrounding businesses                                                                             |
| Contingency Fund                   | 0                 | 0                                    | Removed from budget since we have never used it.                                                                   |
| <b>TOTAL OPERATING EXP.</b>        | <b>4,439,199</b>  | <b>11.84%</b>                        |                                                                                                                    |
| <b>CITY ADMINISTERED EXP.</b>      |                   |                                      |                                                                                                                    |
| Personnel/Benefits (city alloc.)   | 460,000           | 0.00%                                | City of Norwalk contractual obligations. Includes TM&P as separate line item includes assistant director position. |
| Contingency -unsettled negotiation | 0                 | 0                                    |                                                                                                                    |
| Electric                           | 235,705           | 7.84%                                | SNEW/Eversource utility expenses ; 2.0% increase built in for any usage or change increase.                        |
| Business Exp.                      | 3,200             | 0.01%                                | City allocated expenses                                                                                            |
| Sewer (WPCA)                       | 11,619            | 5.00%                                | City expense increased 5.0% per WCPA                                                                               |
| Professional Service               | 45,000            | 0.00%                                | Engineering, architectural consulting services.                                                                    |
| Legal Service                      | 5,000             | 0.00%                                | Contract development                                                                                               |
| <b>TOTAL CITY ADMINISTERED</b>     | <b>760,525</b>    | <b>2.38%</b>                         |                                                                                                                    |
| <b>SUB-TOTAL OPERATING EXP.</b>    | <b>5,199,724</b>  | <b>10.35%</b>                        |                                                                                                                    |
| Debt Service Interest              | 215,719           | -24.16%                              | Based on Debt Service schedule provided by City                                                                    |
| Debt Service Principal             | 1,039,402         | 3.76%                                | Based on Debt Service schedule provided by City                                                                    |
| <b>SUB-TOTAL DEBT SERVICE</b>      | <b>1,255,121</b>  | <b>-2.41%</b>                        |                                                                                                                    |
| capital outlay                     | 161,104           | -62.04%                              | Net Operating Surplus                                                                                              |
| <b>TOTAL EXPENSES</b>              | <b>6,615,948</b>  | <b>3.01%</b>                         |                                                                                                                    |

### NPA REVENUE FY2024



### NPA EXPENSES FY2024





**CITY OF NORWALK**  
**Henry M. Dachowitz**  
*Chief Financial Officer*  
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Office: 203-854-7870  
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Norwalk, CT 06856-5125

## **M E M O R A N D U M**

To: Greg Burnett, Chairman, Finance Committee  
From: Henry M. Dachowitz, CFO  
Date: April 4, 2023  
Subject: Auditing Services – FY23 (July 1, 2022 to June 30, 2023)

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Connecticut General Statutes (C.G.S. Sections 7-396 and 4-232) require the appointing authority of any municipality, audited agency or non-profit agency to file with the Secretary of the Connecticut Office of Policy and Management (OPM) the name of the independent auditor designated to conduct the audit. The notification must be made at least thirty days before the end of the fiscal period of the entity for which the audit is required.

In 2020, the City recently issued Request for Proposal (RFP) #3987 requesting proposals from qualified CPA firms to perform the City's annual Financial Statement Audit (including the Single Audit of Grants) and to assist in the preparation of the City's Comprehensive Annual Financial Report (CAFR) for the five (5) year period commencing July 1, 2020 and ending June 30, 2025 (covering audits of Fiscal Years Ending June 30, 2020 through FYE June 30, 2024). Clifton Larson Allen, LLP (formerly Blum, Shapiro & Company) was selected. I am submitting for your approval the fourth year (FY23) of the contract at a fee of \$101,000.

Cc: Harry W. Rilling, Mayor

| <b>SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE<br/>(2023-2024) FINANCIAL STATEMENTS</b>                                                                    |              |                                      |                                |                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------|--------------------------------|------------------|
| <b>Classification</b>                                                                                                                                                          | <b>Hours</b> | <b>Standard<br/>Hourly<br/>Rates</b> | <b>Quoted<br/>Hourly Rates</b> | <b>Total</b>     |
| Partners                                                                                                                                                                       | 60           | \$455                                | \$420                          | \$25,200         |
| Managers                                                                                                                                                                       | 80           | \$300                                | \$237                          | \$18,960         |
| Supervisory Staff                                                                                                                                                              | 160          | \$230                                | \$189                          | \$30,240         |
| Staff                                                                                                                                                                          | 200          | \$160                                | \$133                          | \$26,600         |
| Other (specify)                                                                                                                                                                |              |                                      |                                |                  |
|                                                                                                                                                                                |              |                                      |                                |                  |
| <b>Sub-Total</b>                                                                                                                                                               |              |                                      |                                | \$101,000        |
| Out-Pocket Expenses                                                                                                                                                            |              |                                      |                                | included above   |
| Meals and Lodging                                                                                                                                                              |              |                                      |                                | included above   |
| Transportation                                                                                                                                                                 |              |                                      |                                | included above   |
| Other (specify):                                                                                                                                                               |              |                                      |                                |                  |
| None noted                                                                                                                                                                     |              |                                      |                                |                  |
|                                                                                                                                                                                |              |                                      |                                |                  |
| <b>TOTAL ALL-INCLUSIVE MAXIMUM PRICE FOR 2023 AUDIT</b>                                                                                                                        |              |                                      |                                | <b>\$101,000</b> |
| <b>Note:</b> The rates quoted should not be presented as a general percentage of the standard hourly rates or as a gross deduction from the total all-inclusive maximum price. |              |                                      |                                |                  |

| <b>SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE<br/>(2024-2025) FINANCIAL STATEMENTS</b>                                                                    |              |                                      |                                |                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------|--------------------------------|------------------|
| <b>Classification</b>                                                                                                                                                          | <b>Hours</b> | <b>Standard<br/>Hourly<br/>Rates</b> | <b>Quoted<br/>Hourly Rates</b> | <b>Total</b>     |
| Partners                                                                                                                                                                       | 60           | \$460                                | \$424                          | \$25,440         |
| Managers                                                                                                                                                                       | 80           | \$305                                | \$243                          | \$19,440         |
| Supervisory Staff                                                                                                                                                              | 160          | \$235                                | \$192                          | \$30,720         |
| Staff                                                                                                                                                                          | 200          | \$165                                | \$137                          | \$27,400         |
| Other (specify)                                                                                                                                                                |              |                                      |                                |                  |
|                                                                                                                                                                                |              |                                      |                                |                  |
| <b>Sub-Total</b>                                                                                                                                                               |              |                                      |                                | \$103,000        |
| Out-Pocket Expenses                                                                                                                                                            |              |                                      |                                | included above   |
| Meals and Lodging                                                                                                                                                              |              |                                      |                                | included above   |
| Transportation                                                                                                                                                                 |              |                                      |                                | included above   |
| Other (specify):                                                                                                                                                               |              |                                      |                                |                  |
| None noted                                                                                                                                                                     |              |                                      |                                |                  |
|                                                                                                                                                                                |              |                                      |                                |                  |
| <b>TOTAL ALL-INCLUSIVE MAXIMUM PRICE FOR 2024 AUDIT</b>                                                                                                                        |              |                                      |                                | <b>\$103,000</b> |
| <b>Note:</b> The rates quoted should not be presented as a general percentage of the standard hourly rates or as a gross deduction from the total all-inclusive maximum price. |              |                                      |                                |                  |