

**Purchasing Committee Meeting
December 18, 2007**

A meeting of the Purchasing Committee of the Board of Finance was held on Tuesday December 18, 2007. The following were in attendance: Committee members Commissioner **Don Soucy, Chair**; Cmsr **Roald Erling**; Cmsr **Ron Messier**; Cmsr **Mark Peterson**.

Also present were Roger Rousseau, Purchasing Agent and Cmsr John Smith.

The meeting was called to order at 8:08 am.

1. Consideration of changes to C.G.S. 10-287 regarding the hiring of architects.

Public Act 07-249, requiring the award of architect contracts to the lowest qualified bidder for school building projects, was outlined. The Purchasing Agent discussed an RFP developed for the Board of Education, where a set of objective qualification standards would be set; all firms meeting those standards would be invited to submit a bid on a definite scope of services. The State of Connecticut Department of Education issued Circular Letter C-6 on October 1, 2007; the Office of Corporation Counsel referred to the Letter in its advisory opinion.

On motion of Cmsr Erling and seconded by Cmsr Messier, it was unanimously voted to incorporate the following into Section 4.H. of the Purchasing Manual:

Use of Prequalification

If mandated by the funding source for a designated project, or if determined to be in the best interest of the City, the following method of selection may be used by the City of Bristol:

The Purchasing Agent shall issue a request for qualifications, describing the general type of work required to be completed by the architect or engineer. The document shall clearly define the review criteria (see Section 4.C.) and shall clearly define a set of minimum criteria. The review committee shall review the qualifications of all submittals received, and accept the qualifications of all firms it determines to be qualified for the work. Interviews may be conducted, if determined by the committee to be necessary, to further examine the qualifications of firms.

A specific scope of services will be sent to the list of qualified firms, and the qualified firms will be requested to submit a sealed bid for their services. The lowest qualified bid received from these firms will be recommended for award of the contract.

2. Discussion of Review Committees as listed in Code of Ordinances 18-136.

The Purchasing Manual, subject to the Board of Finance sections within the Charter, specifically describes the content of review committees for professional services. The Ordinance specifies that the School Building Committee shall select an architect for its project.

It was noted that the School Building Committee contains representation from the City Council, the Board of Finance, and the impacted school (i.e. the principal). Further, it was noted that the School Building Committee reports to the City Council; as such, any references to department heads or board liaisons do not fit the typical model for a review committee.

On motion of Cmsr Messier and seconded by Cmsr Erling, it was unanimously voted to incorporate the following into Section 4.D. of the Purchasing Manual:

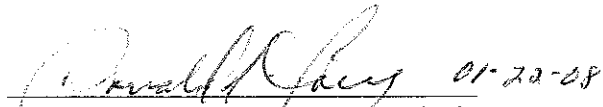
School Building Committees

In the case of a School Building Committee as defined in Sections 18-131 through 18-136 of the City Code of Ordinances, the selection of an architect shall be made by the School Building Committee in accordance with review criteria set forth in these policies; except that the Purchasing Agent and departmental staff shall serve in an advisory capacity to the School Building Committee. Said selection shall be forwarded to the City Council for subsequent approval.

Motion to adjourn was made by Cmsr. Erling, seconded by Cmsr. Messier; the motion was unanimously accepted.

The meeting was adjourned at 9:01 am.

Respectfully submitted,


Commissioner Don Soucy, Chairman