

*John Smith, Chairperson
Mayor Ellen Zoppo-Sassu
Jake Carrier
Mike LaMothe*



*Orlando Calfe, Vice Chairman
Ron Burns
Nicolas Jones
Marie O'Brien
Cheryl Thibeault*

5.

Agenda

A regular meeting of the **Purchasing Committee** of the Board of Finance will be held on February 13, 2020 at 5:30 p.m. in 1st Floor Meeting Room of City Hall, 111 North Main Street, Bristol, Connecticut.

1. Call to Order
2. To discuss incorporation of federal procurement guidelines per the National Defense Authorization Act
3. To modify representation requirements for RFP review committees
4. Any other business
5. Adjournment

Per Order of the Chairman
Ron Burns



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut
(860)584-6200

February 12, 2020

Board of Finance
Diane M. Waldron, Clerk
City Hall
111 North Main Street
Bristol, Connecticut 06010

Dear Members:

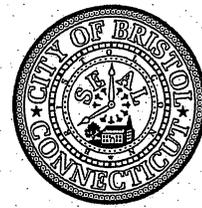
At a meeting of the City Council on February 11, 2020 it was voted to rescind the action taken by the City Council at its meeting on July 20, 1986, regarding requirements for the formation of a selection committee and to refer the matter to the Board of Finance for appropriate action.

Very truly yours,

A handwritten signature in cursive script that reads "Therese Pac".

Therese Pac, MCTC, MMC
Town and City Clerk

TP/dml



Purchasing Department | Tel. 860.584.6195
Fax 860.584.6171

MEMORANDUM

RECEIVED
2020 FEB - 4 AM 11:04
TOWN AND CITY CLERK
BRISTOL, CT

To: Therese Pac, City Clerk
Cc: Mayor Ellen Zoppo-Sassu
Office of Corporation Counsel
Diane Waldron, Comptroller, Clerk for the Board of Finance
From: Roger D. Rousseau, Purchasing Agent
Date: February 4, 2020

Roger D. Rousseau

Re: Procedure for Selection of Architects, Engineers and Other Consultants

The Purchasing Department is subject to policies and guidelines as established and governed by the Board of Finance, consistent with Section 25(i) of the Charter. These policies include requirements for certain persons to be included on a review committee for performance of certain professional services; the requirements stipulate inclusion of a member of the City Council.

The origin for this requirement apparently is based on an action taken by the City Council in 1983, within which the City Council identified the content of a review committee to consist of the purchasing agent, the relevant department head, the City Council liaison to the department, and a member of the relevant governing board or commission.

To properly address any revisions to the content of a selection committee, it would be appropriate to correct any actions taken by the City Council, and allow the Board of Finance to make any modifications it may deem to be fitting for such policy.

I respectfully request that you include the following motion on the agenda for the next meeting of the City Council:

To rescind the action taken by the City Council at its meeting on July 20, 1983, regarding requirements for the formation of a selection committee, and to refer the matter to the Board of Finance for appropriate action.

Please let me know if I can provide any further information regarding this contract.

Thank you for your assistance.

Presented at Council Meeting
2/11/2020
Adopted To rescind
~~Ordered Filed~~
Referred to *Spec*