



February 23, 2024

Carol Anderson & Heather Abrahms  
City Clerk

RE: City Council Agenda, request to waive Bid

Dear Carol and Heather:

I am pleased to inform the City that a member who wishes to publicly be anonymous at this time, would like to donate the Front awning Replacement / Repair in total. He requests that we use the local Business Awnings Plus who originally installed the Awning. I have attached two old quotes and Minuets from the February 27, 2023 meeting when it was originally approved by the Service For the elderly Commission to move forward. The project was originally quoted in two pieces top and sides totaling \$17,417.10. I have spoken to Awnings plus and he feels this quote will hold or perhaps even drop due to better pricing available this year. In either case or increase the Donor is aware and prepared to pay in full. Over the last year, I was unsuccessful in getting additional quotes on this project in advance of going out to bid and our department is thankful for this opportunity.

I spoke with Mayor Carbone, Pennie and Jamie in advance of this notification and have been advised to bring a request to waive the bid process before the next council meeting which I believe would be March 4<sup>th</sup>.

Please include the following request from the Elderly Services Commission for the March 4, 2024 City Council Agenda, ***"The Senior Center Director and the Services for the Elderly Commission request to waive the bid process and award the Senior Center Front awning repair / replace to Awnings Plus of Torrington the original builder of the Awning. The entire cost of these services are being donated in total by a senior center member donation."***

This Project has the support of Mayor Carbone, Jamie Sykora and Pennie Zucco pending Council Approval. I will be available the night of the meeting to answer any Question

With appreciation,

Joel Sekorski, Director Service for the Elderly  
88 East Albert Street  
Torrington, CT 06791



# Proposal

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COMMERCIAL AND RESIDENTIAL AWNINGS  
BOAT COVERS, TOPS & UPHOLSTERY  
TRUCK TONNEAU COVERS  
FREE ESTIMATES/FULLY INSURED AND LICENSED #550070  
Call Steve Howe at (860)496-7996  
148 Sherwood Drive • Torrington, CT 06790

No. 8311

PROPOSAL SUBMITTED TO Sullivan Senior Center / Joel		PHONE 860-489-2211	DATE 2/13/23
STREET 88 East Albert Street		JOB NAME Replace entire awning on existing frame	
CITY, STATE AND ZIP CODE Torrington, CT 06790		JOB LOCATION Front Entrance	
FAX NUMBER joel_sekorski@torringtonct.org	DATE OF PLANS 1/20/23	COLOR #	JOB PHONE

We hereby submit specifications and estimates for:

REPLACE ENTIRE AWNING COVER ON EXISTING FRAME WITH NEW FABRIC		
1) Size:	27'-0" long x 10'-0" wide x 4'-0" height of arc x 8" sign box	\$7970.50
Fabric:	Original fabric discontinued / See new samples	
Color:	See new samples	
LETTERING:	Logo on front (See sample approved by Joel)	\$ 650.00
Take down old awning cover, make new awning cover and reinstall new awning cover on existing frame		\$ 880.00
UPS Freight charges on fabric		\$ 85.00
Includes new ropes		
TOTAL		\$9585.50

\*\*\*\*\*Tax Exempt: City of Torrington / Municipality

\*\*\*\*\*EXTRA CHARGES FOR: Materials / Labor- If any unforsen problems occur during installation of awning or awnings.

\*\*\*\*\*PRICES MAY CHANGE BASED ON CURRENT SUPPLY CHAIN PRICES AND SITUATIONS WHEN ORDER IS PLACED.

**Delivery Time: Estimated Delivery Time would be sometime in late June or early July 2023**

**NOTE: 50% Deposit is required before starting the job along with a signed copy of proposal.**

**We Propose** hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:  
Nine Thousand Five Hundred Eighty Five and 50/100----- (\$ 9,585.50)

Payment to be made as follows: \_\_\_\_\_ dollars

Obtain purchase order and payment upon completion of job

We accept cash, check, Mastercard, Visa and Discover card.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized signature: \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within 10 days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_





# Proposal

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No. 8312

PROPOSAL SUBMITTED TO Sullivan Senior Center / Joel		PHONE 860-489-2211	DATE 2/10/23
STREET 88 East Albert Street		JOB NAME Windbreak Curtains	
CITY, STATE AND ZIP CODE Torrington, CT 06790		JOB LOCATION Front Entrance	
FAX NUMBER joel_sekorski@torringtonct.org	DATE OF PLANS 1/20/23	COLOR #	JOB PHONE

We hereby submit specifications and estimates for:

WINDBREAK CURTAINS TO HELP BLOCK OUT THE WEATHER ELEMENTS

2) SIDES: 27' - 0" long x 8' height broken down into (4) sections per side  
Top half of curtain to be clear vinyl and bottom half same material  
as the awning @\$778.95 per each panel (8) \$6231.60  
Fabric: Original fabric discontinued / See new samples  
Color: See new samples  
Take off old curtains Install new curtains @\$200.00 per each panel (8) \$1600.00  
Includes new rope and new zippers

TOTAL \$7831.60

\*\*\*\*\*Tax Exempt: City of Torrington / Municipality

\*\*\*\*\*EXTRA CHARGES FOR: Materials / Labor If any unforeseen problems occur during installation of awning or awnings.

\*\*\*\*\*PRICES MAY CHANGE BASED ON CURRENT SUPPLY CHAIN PRICES AND SITUATIONS WHEN ORDER IS PLACED.

**Delivery Time: Estimated DeliveyTime would be sometime in late June or Early July 2023**

**NOTE: 50% Deposit is required before starting the job along with a signed copy of proposal.**

**We Propose** hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:  
Seven Thousand Eight Hundred Thirty One and 60/100----- (\$ 7,831.60)  
Payment to be made as follows: \_\_\_\_\_ dollars  
Obtain purchase order and payment upon completion of job  
We accept cash, check, Mastercard, Visa and Discover card.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized signature: \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within 10 days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_



# Services for the Elderly Commission

Minutes – Monday

February 27, 2022

Time at 1:00 PM

Zoom and Phone Meeting



Meeting called to order by Director Sekorski & Chairman Wilmot 1:01 pm

Commissioners (7): Art Mattiello, Dennis Pezze, Jean McGarrity, John Riggs Gloria Novak and Mary Ann Berlinski, Ed Wilmot

Alternates (3) Michael Gardinello, Tina Vanini, Janet Recidivi  
Winsted Rep. Candy Perez.

Staff: Director Joel Sekorski & Supervisor Christine Trudeau-Brown-

Excused: Commissioner McGarrity, Commissioner Perez

Absent: Appointed to Vote: Gardianello

Public Input: None

## Approval of Minutes:

Motion to accept the minutes made by  
Commissioner Gardianello

2<sup>nd</sup> by Commissioner Mattiello Passed

## Announcements & Correspondence: As Presented

Reviewed announcements and correspondence.

## Sullivan Senior Center Report:

Reviewed Sullivan Senior Center Report as reported by Director Joel Sekorski

Review Finance Committee reports from 2/27 10am yearly approved in Old Business

Motion to accept Senior Center Report made by Commissioner Gardianello

2<sup>nd</sup> by Commissioner Pezze Passed.

## Elderly Nutrition Report:

Reviewed Elderly Nutrition Report as reported by Supervisor Christine Trudeau-Brown. NANASP Grant video shown

Motion to accept Elderly Nutrition Report made by Commissioner Novak

2<sup>nd</sup> by Commissioner Mattiello Passed

## Discussed Motions: Motions below: Finance Committee and Council motions, Awning

### Old Business

1: Finance Committee meeting opened at 10:02 am February 27 and adjourned at 11:57am, presenting, Director Sekorski and Supervisor Trudeau-Brown, Attending Chair Wilmot Vice Chair Riggs and Secretary Berlinski also attending Commissioners Mattiello, Pezze, Vanini and Recidivi. The finance committee reviewed all accounts and financial reports and found no discrepancy approval was unanimous. This was presented at the regular meeting 2/27

Motion to accept Commissioner Riggs

2<sup>nd</sup> by Commissioner Gardianello Passed

2. Recommend to Replace / Repair the front entrance Awning- 2 Quotes received from Awnings Plus a local business that originally built and installed the top awning and sides. It is intended to be replaced and repaired with ARPA funds under safety and access but can initially be funded by fund raising from Thrift Shop and Trips until funds are received. Top quote built and installed \$9585.50 and side panels \$7831.60

Motion to accept Commissioner Novak

2<sup>nd</sup> by Commissioner Mattiello Passed

**New Business:** *Discussed at the January 23 meeting to be forward to City Council on 2/21/23 for action to the Mayor and Approved.*

**Motion 1-** *To recommend that the City Council empower the Mayor to sign the Chore Service Contract with the WCAAA. The Contract updated yearly plus extensions beginning October 1, 2023 and Ending September 30, 2025.*

**Motion to accept Commissioner Gardianello**  
**2<sup>nd</sup> by Commissioner Mattiello      Passed**

**Motion 2.** *To recommend that the City Council empower the Mayor to sign the Transportation Contract with the WCAAA. The Contract is Updated Yearly plus extensions beginning October 1, 2023 and Ending September 30, 2025.*

**Motion to accept Commissioner Gardianello**  
**2<sup>nd</sup> by Commissioner Riggs      Passed**

**Motion 3.** *To recommend that the City Council empower the Mayor to sign the Transportation Grant 5310 with the State DOT. The Contract is for purchase of a new Van, Grant Cycle beginning 2023 and Ending 2024. The City of Torrington would be responsible for 20% of the final purchase price of the vehicle ordered. (100% approximately \$75,000 TBD at procurement) The Funds for 20% match has already been secured through donations.*

**Motion to accept Commissioner Pezze**  
**2<sup>nd</sup> by Commissioner Gardinello      Passed**

**Motion 4.** *To recommend that the City Council empower the Mayor to sign the Nutrition Department Contracts to be the Elderly Nutrition Program Provider for the Litchfield Hills Area with the WCAAA. The Contract contains and utilizes a sub contract with Trio Community Meals in New Haven. Caterer selection was previously done by RFQ during state open bid RFP and will serve Meals on Wheels in 18 Towns and Congregate Senior Lunch in 6 Towns. The contract runs yearly for Three (3) Years beginning October 1, 2023 and ending September 30, 2026 the contract allows for extensions through September 30, 2028*

**Motion to accept Commissioner Novak**  
**2<sup>nd</sup> by Commissioner Mattiello      Passed**

**Motion to adjourn the meeting**  
**Commissioner Mattiello**  
**2<sup>nd</sup> by Commissioner Novak**  
**Passed.**

**Meeting adjourned at      1:55 pm**  
**Next meeting to be held on Monday, March 20, 2023 at the Sullivan Senior Center at 1:00 pm.**  
**Respectfully submitted by:**

**Recording Secretary, Mary Ann Berlinski**  
**Notes Typed by Director Sekorski**

