

51

FINANCE DEPARTMENT

Memo

To: The Board of Selectmen
From: Shea Moses
Date: November 27, 2023
Re: Award-RFP#23-125 Design and Construction Administration/HVAC Replacement
/Public Library

Dear Mr. Brule:

Proposals for the above mentioned project were opened on July 6, 2023 by Paul Koelle, Municipal Facilities Manager and I with the attached results. After careful review of the proposal that was received, it is determined that RZ Associates is a qualified bidder able to complete this project, as they have current and previous projects with the Town and are the most flexible. This award is for the design consultant and administration aspect of the project.

I therefore respectfully seek the Board's approval to award the contract to RZ Associates for \$120,000.00.

Funds will be available in line# 20536-57848 Library HVAC Upgrade.

Shea Davy
Shea Davy
Purchasing Agent,
Town of Waterford



Discovery begins here.

49 Rope Ferry Road, Waterford, CT 06385

860-444-5805 ■ waterfordpubliclibrary.org

INTER-OFFICE MEMORANDUM

To: Shea Davy, Purchasing Agent

From: Christine M. Johnson, Library Director

cc: Gary J Schneider, Director of Public Works

Date: November 27, 2023

Re: Waterford Public Library - Design and Construction Contract Administration HVAC Replacement and Modernization

Bids were received for the Design and Construction Contract Administration HVAC Replacement and Modernization for the Waterford Public Library. The Town received a (1) bid for these services.

The design consultant, RZ Associates was the only firm that submitted a bid. This firm is currently one of the Town's On-Call Consultants for work such as this. They are currently working on several projects for the Town at the Police Station and the Community Center.

In consultation with Gary Schneider, I have reviewed their proposal and fee, and find it complete and reasonable for the effort needed for this project.

I would recommend the award of the project to RZ Associates. I would also recommend that this be placed on the December 5, 2023 Board of Selectmen's agenda.

Christine Johnson

From: Paul Koelle
Sent: Wednesday, August 9, 2023 12:26 PM
To: Christine Johnson
Subject: DPW's Recommending

Christine,

When the town put out a request for proposal for on-call engineering, multiple firms applied for the MEP (mechanical electrical, plumbing) position. After careful consideration, the panel selected RZ associates, they are now the town's MEP, on-call engineering firm. RZ associates have completed, or are currently working on approximately a dozen jobs for the Town of Waterford. The firm is flexible and has excellent communication for any concerns that the library may have while this project is ongoing. The Department of Public Works strongly recommends RZ associates.

Thank you,

Paul Koelle

Facilities Manager
Public Works Department
Town of Waterford
Cell:860-772-4389
Tele:860-444-5864 ext. 2824

[illegible]



750 Old Main Street, Rocky Hill, CT 06067
Phone: (860) 436-4336 • Fax: (860) 436-4450
www.rzdesignassociates.com

August 2, 2023

Brandishea Moses
Purchasing Agent
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Re: Library HVAC Replacement
49 Rope Ferry Road, Waterford, CT

Dear Ms. Moses:

We are pleased to provide this proposal for the above project.

PROJECT UNDERSTANDING

We understand this project will involve the replacement of the existing HVAC systems in the existing 24,000 ft² building. Temperature controls in the building are obsolete and the scope of work will also include the provision of a new Building Management System.

SCOPE OF SERVICES

We propose to provide engineering design and construction administration services as follows:

1. Concept Design
 - a. Conduct a site visit to document existing conditions.
 - b. Identify potential system replacement options.
 - c. Prepare a report that documents the existing conditions, presents options for system replacement including an engineering opinion of probable costs and recommendations.
 - d. Attend review meetings with Town.
2. Schematic Design
 - a. Prepare schematic design drawings and narrative that describe the project scope.
 - b. Preparation of a construction cost estimate.
 - c. Attend review meetings with Town.
3. Design Development
 - a. Perform building cooling and heating load calculations.
 - b. Perform equipment selections.
 - c. Coordinate any potential incentives with Eversource.
 - d. Refine the schematic design and prepare DD level drawings and technical specifications for review by the Town.
 - e. Attend review meetings with Town.

*Legnos and Cramer, Inc. is now RZ Design Associates, Inc.
Serving the Community Since 1952*

4. Construction Documents
 - a. Refine the Design development documents and prepare final technical specifications and drawings detailing the mechanical and electrical scope of work ready for bid. Bidding and contract requirements will be provided by the Town of Waterford.
 - b. Preparation of final construction cost estimate.
5. Bidding and Negotiation
 - a. Attend a pre-bid meeting.
 - b. Answer bidding RFI's and prepare addenda, if needed.
 - c. Review bids and provide recommendation of lowest qualified bidder.
6. Construction Administration
 - a. Review and approve (or take other action upon) the Contractor's submittals, shop drawings and product data.
 - b. Respond to Contractor's request for information during construction. Prepare change orders, if needed.
 - c. Review and approve contractor payment requisitions.
 - d. Conduct periodic site visits during construction to monitor progress including a punch-list and final inspection. Provision of a full-time on-site representative is not included and would be considered an additional service if requested.
 - e. Review contractor close-out documentation.

FEES

We propose to provide these services for this facility on a lump sum basis.

<u>Description</u>	<u>Basis</u>	<u>Fee</u>
Concept Design	Lump Sum	\$ 9,500.00
Schematic Design	Lump Sum	\$ 25,000.00
Design Development	Lump Sum	\$ 29,000.00
Construction Documents	Lump Sum	\$ 44,500.00
Grant Assistance (40 hours)	Lump Sum	\$ 8,000.00
Bidding	Lump Sum	<u>\$ 4,000.00</u>
	Total:	\$120,000.00

We understand the Construction Administration fee will be negotiated at a later time.

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Serving the Community Since 1952*

ADDITIONAL SERVICES

Additional services, authorized by you in advance, would be billed at our normal hourly rates as follows:

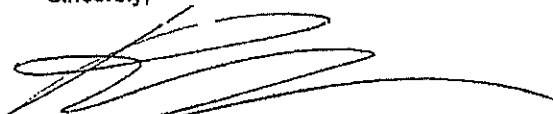
<u>Position</u>	<u>Rate / Hour</u>
Principal	\$200.00
Associate	\$190.00
Senior Engineer	\$180.00
Field Engineer	\$175.00
Engineer	\$150.00
Designer	\$140.00
Drafter/ CAD Operator	\$125.00
Administrative Assistant	\$ 90.00

REIMBURSABLE EXPENSES

Costs associated with travel, plotting of coordination documents, phone calls, faxes, and first-class mail are included in our fee. Costs associated with reproduction of documents beyond that required by the RFP, special copying or printing, legal ads, specialized testing fees charged by utility companies (e.g. hydrant flow tests) and costs for overnight mail will be billed as a reimbursable expense at our direct cost with your prior approval.

Should you have any questions related to this proposal, please feel free to contact me.

Sincerely,



Kenneth A. Hipsky, P.E.
Vice President

Design and Construction Administration
HVAC Replacement and Modernization
Waterford Public Library
49 Rope Ferry Road
Waterford, CT

BID #23-125



750 Old Main Street, Suite 202
Rocky Hill, CT 06067

Tel. (860) 436-4336
Fax (860) 436-4450

www.rzdesignassociates.com

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- g. Resumes

2. Subconsultants

Professional Cost Estimator Qualifications

3. Scope of Work

4. Schedule

5. Non-Collusive Affidavit



Phone | 860 • 436 • 4336
Fax | 860 • 436 • 4450
www.rzdesignassociates.com

RZ Design Associates, Inc. is a privately held company. Owners / officers are listed below:

Robert H. Ricard, P.E.
President
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4 Wexford Lane
Cromwell, CT 06416

Phone: 860.436.4336, ext. 121
Email: rricard@rzdesignassociates.com

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Senior Vice President
RZ Design Associates, Inc.
81 Divinity Street
Bristol, CT 06010

Phone: 860.436.4336, ext. 118
Email: bziegler@rzdesignassociates.com

Kenneth A. Hipsky, P.E., LEED AP
Vice President
RZ Design Associates, Inc.
243 Godfrey Road
Mystic, CT 06355

Phone: 860.436.4336, ext. 123
Email: khipsky@rzdesignassociates.com

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Vice President
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Phone: 860.436.4336, ext. 116
Email: rpaguada@rzdesignassociates.com

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Vice President
RZ Design Associates, Inc.
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Phone: 860.436.4336, ext. 157
Email: bperrone@rzdesignassociates.com

Christopher Zajda, P.E.
Vice President
RZ Design Associates, Inc.
80 Monarch Drive
Southington, CT 06489

Phone: 860.436.4336, ext. 173
Email: czajda@rzdesignassociates.com

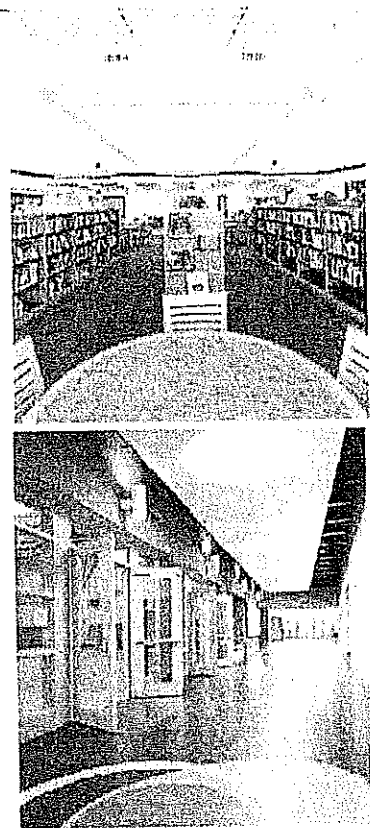
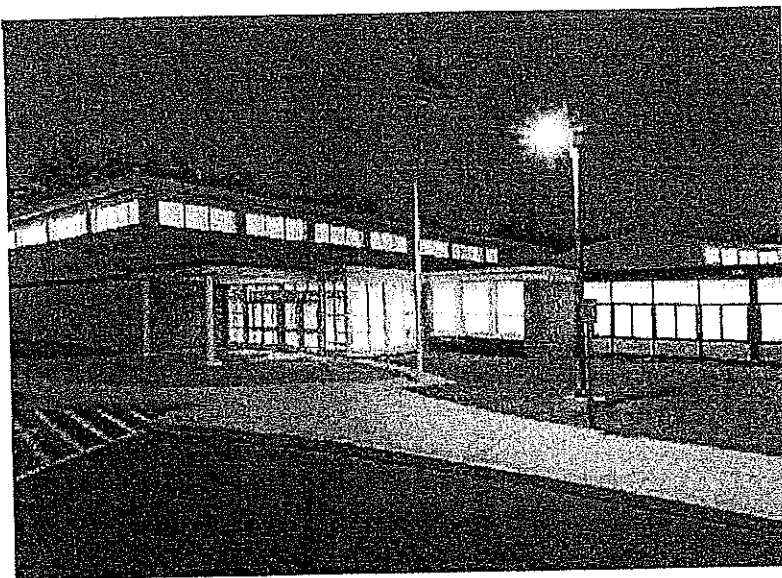


RZ Design Associates, Inc. is a full-service Mechanical, Electrical, Plumbing and Structural Consulting Engineering firm. With 39 full-time staff, our firm is innovative, versatile, and client-focused, and our portfolio includes projects of all types and sizes.

Founded in 2010, RZ Design Associates is a continuation of the professional engineering practice of Legnos and Cramer, Inc., organized in 1952. We take great pride in the fact that our company has grown and remained in successful operation based primarily on repeat business. Our loyal experienced staff are the reason our clients keep coming back.

One of RZ Design Associates' strengths is our ability to successfully analyze the unique requirements of every project and determine the proper systems to meet the individual needs of each Client. Principal members of our firm are intimately involved in every project, through the final punchlist and beyond. We make every effort to make sure that each end-user is completely satisfied with the project outcome. We are not satisfied until our client is.

Structural HVAC Plumbing Fire Protection Electrical
Lighting Design Data / Telecommunications Systems Analysis



OFFICE LOCATIONS

Connecticut:
750 Old Main Street
Suite 202
Rocky Hill, CT 06067

Massachusetts:
31 Hayward Street
Suite A-1
Franklin, MA 02038

Florida:
1111 N. Westshore Blvd
Suite 450
Tampa, FL 33607

ph. (866) 436-4336

www.rzdesignassociates.com

RZ *Design Associates, Inc.*
Innovative Engineering Solutions

Services

RZ Design Associates is a multi-disciplined engineering consulting firm providing a wide range of services:

Mechanical Services

- Boiler systems
- Chilled water systems
- Cooling tower systems
- Pumping systems
- Heating water, chilled water and condenser water piping systems
- Glycol feed systems
- VAV system design
- Constant volume system design
- Under floor air distribution
- Displacement ventilation
- Chilled beams
- Water heating systems
- Direct digital control systems
- Automated building management systems
- Geothermal systems
- Snow melt systems
- Radiant in-floor heating systems
- Thermal storage
- Computer/data room cooling systems
- Existing system renovations and remodels
- Laboratory fume hood systems
- Energy analysis studies
- Life cycle cost benefit studies

Plumbing Services

- Piping layout
- Meter sizing
- Flow and pressure profiles
- System zoning and remote monitoring
- Fixture selections
- Water consumption/waste reduction analysis
- Pump calculations
- Booster systems
- Central vs. multiple pump analysis
- Efficiency calculations
- Grease trap sizing
- Gas piping design
- Hot/tempered water circulating design

Electrical Services

- Power distribution
- Site photometric analysis
- Interior and exterior lighting design
- Electrical service one-line diagrams
- Emergency power systems
- Office tenant finish design
- Office core and shell design
- Designs for retail big box, office/warehouse, recreation center, medical office building, medical imaging equipment infrastructure, industrial process infrastructure
- Computer/data room facilities
- Fire alarm design and layout
- School PA system design
- Telecommunication infrastructure design
- Security infrastructure design
- Lightning protection

Fire Protection

- Fire pump design
- Wet pipe sprinkler design
- Pre-action sprinkler systems
- Dry pipe sprinkler design
- Deluge sprinkler systems
- Standpipe design
- Total flooding systems

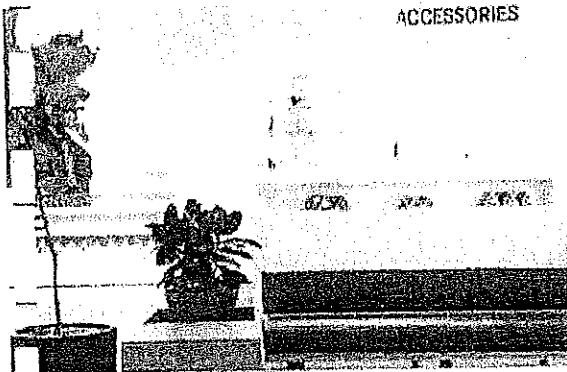
Structural Services

- New building analysis
- Design & detailing
- Existing building renovation & modification
- Special inspection
- Contract administration
- Third party peer review
- Roof analysis
- Prefab steel building foundation design
- Steel moment connections & braced frames calculations

RZDesignAssociates.com

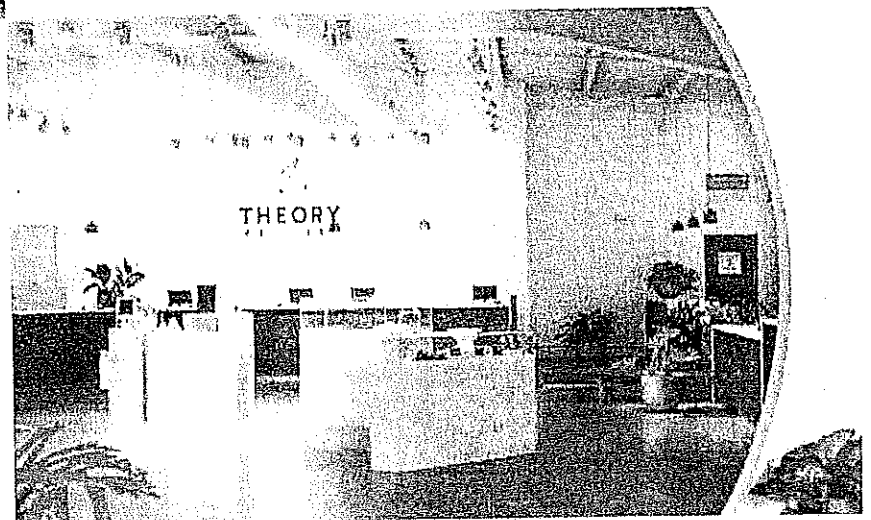
Design Excellence and Dedicated Client Service

RZ Design Associates, Inc. specializes in mechanical, electrical, plumbing (MEP), fire protection and structural engineering services. We are large enough to handle complex projects, yet small enough to give you and your project personalized attention. Our principals are involved in a project from the first meeting to the final details. Each member of our engineering design team feels a personal responsibility for the successful completion of a project.



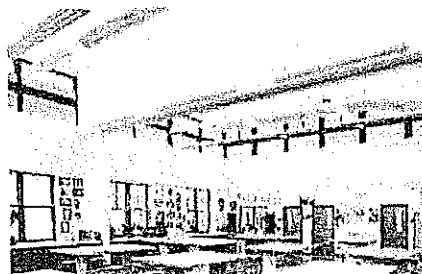
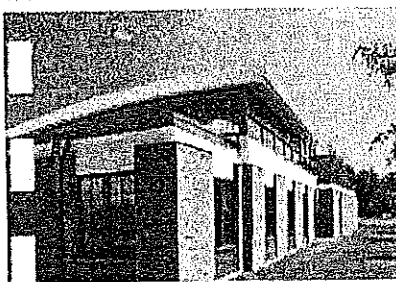
Theory Wellness

Throughout the process, we pay careful attention to your design, budget and schedule requirements. In our more than 60 years in the engineering business, we have a strong history of responding quickly to client needs and completing projects on time and on budget.



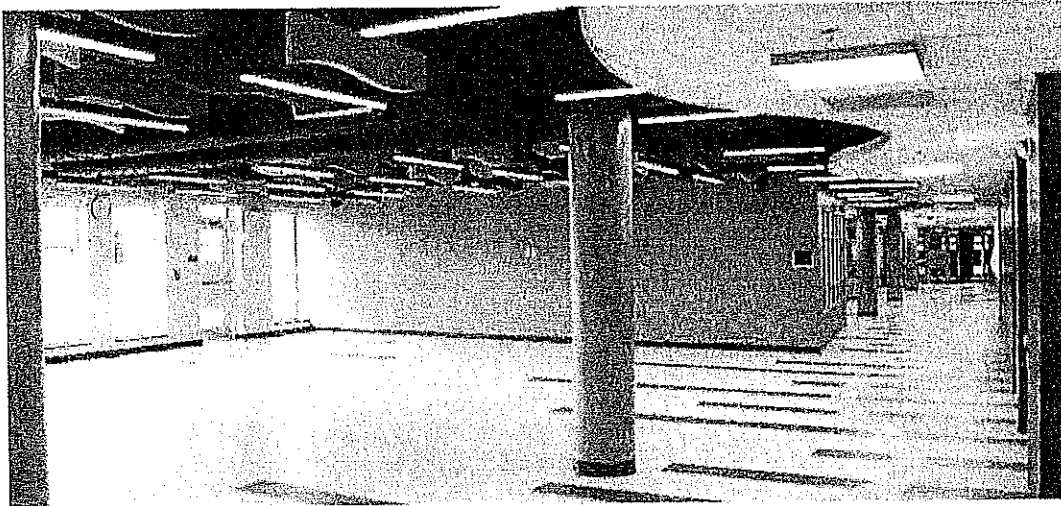
Trusted and Innovative Engineering Design Solutions

Our design process begins with thoughtful questions that elicit your project's goals, requirements and timeline. Working from extensive industry experience, we develop energy-efficient, sustainable and workable engineering designs that match your particular needs. Current on the latest in MEP and Structural systems, we offer innovative solutions that you may not have considered. Supporting our licensed engineers during the design process, our highly skilled AutoCAD and Revit designers and drafters give dimension to your system concepts.



From concepts to completion, our team works closely with everyone involved in your project to ensure its smooth progress and successful completion.

Old Saybrook High School, Old Saybrook, CT

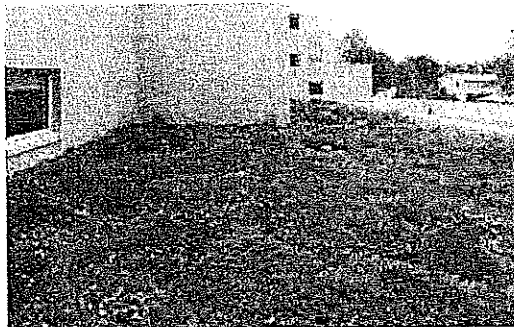


North Stonington Elementary School, North Stonington, CT

Utilizing LEED and Sustainable MEP Systems

RZ Design Associates embraces incorporating sustainability, energy efficiency and renewable resources into design projects and takes a practical approach when proposing LEED-driven MEP and Structural systems. We use the LEED rating system as a design and planning tool, not an end goal.

Early in the design process we identify the financial impact of LEED design strategies to determine if the project's budget can accommodate these strategies. If not, we explore other creative cost-effective techniques for sustainable MEP and Structural systems that achieve the desired LEED rating without straining your project's construction budget. RZ Design Associates has LEED-certified consultants on staff who can provide sustainable LEED design and assistance with the LEED certification process if that is your goal.



Hamden Town Hall - green roof



BIM computer model

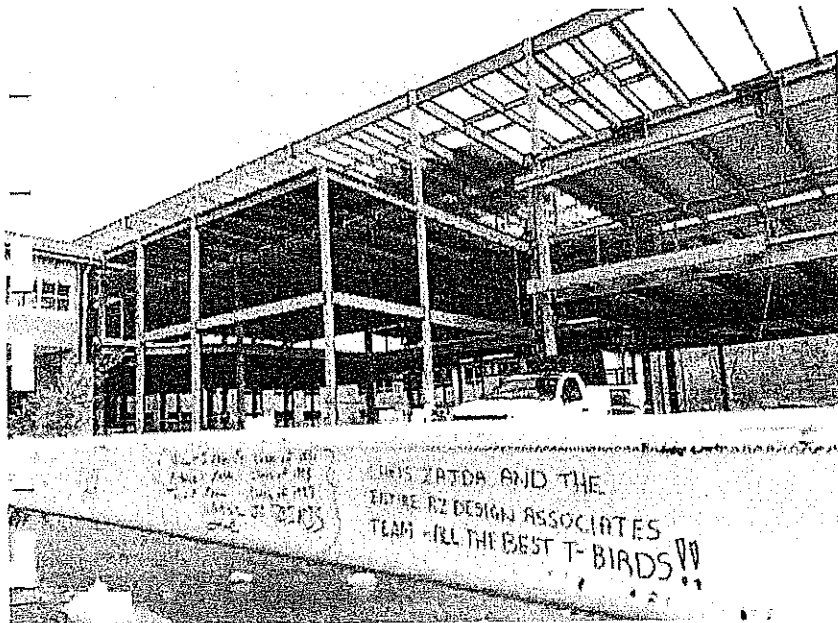
Visualize the Building Process: Building Information Modeling

Using state-of-the-art technologies, our designers can create detailed 3-D digital representations of a building's proposed systems. Building information modeling (BIM) illustrates all stages of a project's building process, allowing everyone involved in the project to identify and correct potential design issues before construction begins. BIM enhances collaboration between design and construction professionals, and typically creates savings in a building's construction and operation costs.

Extensive Experience Across Industries

- RZ Design Associates has completed engineering designs for a wide range of public-sector and private-sector clients, giving us a thorough understanding of the distinct needs of specific industries. With each
- project, we provide a high level of personalized service that leaves you confident about the successful completion of your project—and
- the operation of your systems.

To learn more about how RZ Design Associates can provide valuable engineering design services during your building project, contact us at 860.436.4336 or visit our website at RZDesignAssociates.com.

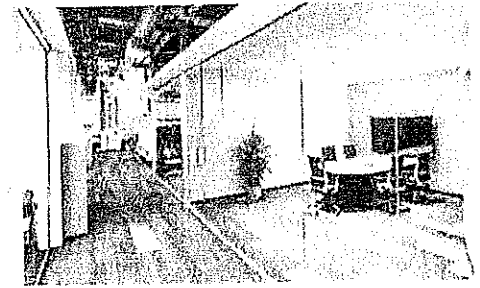
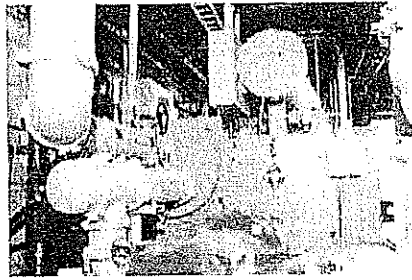
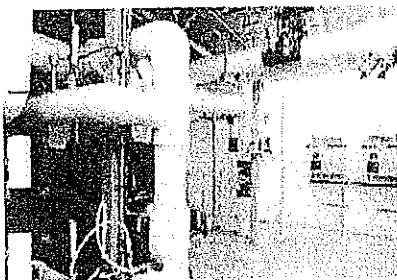


North Branford High School, North Branford, CT

Our engineering design experience includes MEP and Structural systems for projects in these areas:

- Municipal
- Educational
- Commercial
- Industrial
- Retail
- Restaurant
- Residential
- Hospitality
- Healthcare

Yankee Steam Company, Hartford, CT



Legrand, West Hartford, CT



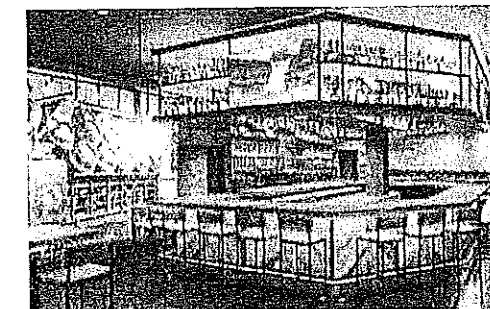
Moser Intermediate School, Rocky Hill, CT



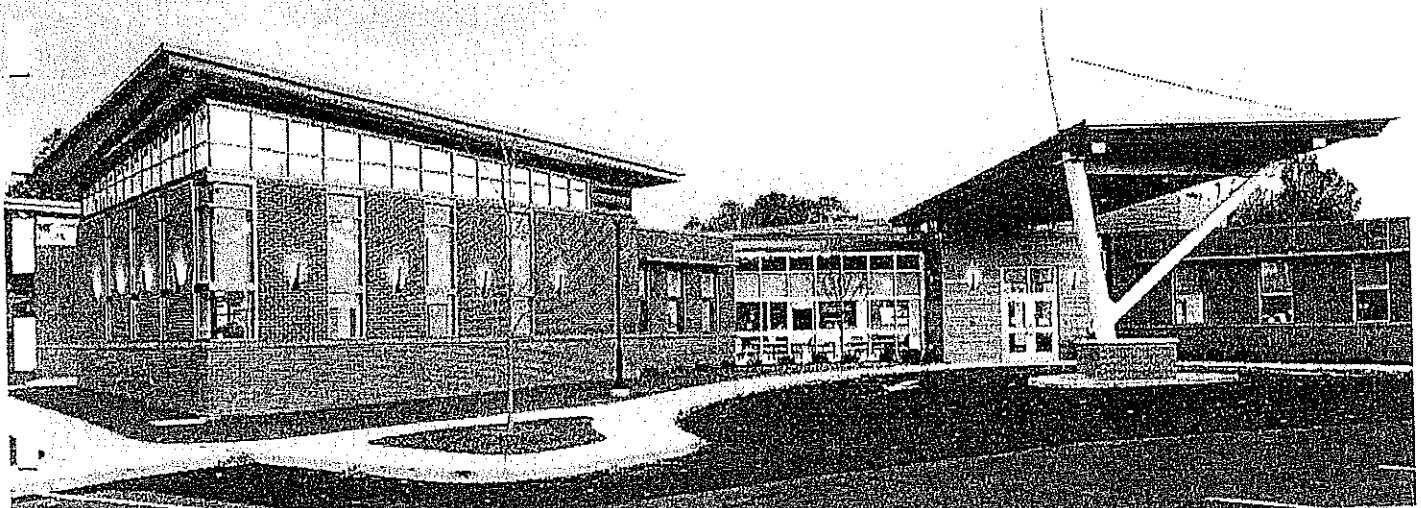
Bridgeport Senior Center, Bridgeport, CT



Meigs Point, Madison, CT



Seaport Social, Boston, MA



COMMERCIAL BUILDINGS COMMERCIAL BUILDINGS

The new building is a modern, multi-story structure with a large glass facade and a curved roofline. It is located in a commercial district and is surrounded by other commercial buildings. The building is designed to provide a modern, functional space for commercial use.

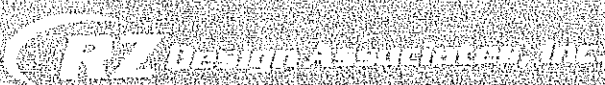
The building is designed to provide a modern, functional space for commercial use. It is located in a commercial district and is surrounded by other commercial buildings. The building is designed to provide a modern, functional space for commercial use.

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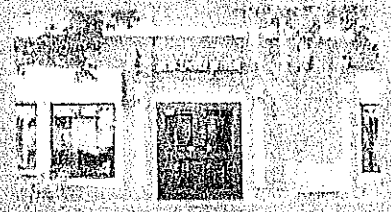
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250 Old Main Street, Suite 200, Rocky Hill, CT 06067
 200 Main Street, Suite 200, Portland, ME 04101
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 200 Main Street, Suite 200, Portland, ME 04101
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The building is designed to provide a modern, functional space for commercial use. It is located in a commercial district and is surrounded by other commercial buildings. The building is designed to provide a modern, functional space for commercial use.



Portfolio of Library Projects

Avon Free Public Library
Avon, CT

Berlin-Peck Memorial Library
Berlin, CT

Chester C. Corbin Library
Webster, MA

Essex Library
Essex, CT

Hartford Public Library
Hartford, CT

- Main Library
- Goodwin Branch
- Albany Ave. Branch
- Asylum Ave. Branch

Meriden Public Library
Meriden, CT

Newtown Library
Newtown, CT

Phoebe Griffin Noyes Library
Old Lyme, CT

Roeliff Jansen Library
Copake, NY

Stonington Free Library
Stonington, CT

Bloomfield Public Library

- Prosser
- McMahon Wintonbury

New Britain Public Library
New Britain, CT

UConn, Periodical Room
West Hartford, CT

Brush Library – Loomis Chaffee School
Windsor, CT

Danbury Library
Danbury, CT

Groton Public Library
Groton, CT

Manross Memorial Library
Bristol, CT

Booth & Dimock Memorial Library
Coventry, CT

Middlebury Library
Middlebury, CT

Olin Library – Wesleyan University
Middletown, CT

Renbrook School Library
West Hartford, CT

Southbury Library
Southbury, CT

Tolland Library
Tolland, CT

Salem Public Library
Salem, CT

References

Contact:

Greg A. Hanover, P.E.
Director of Public Works
Town of Groton
134 Groton Long Point Rd.
Groton, CT 06340

T: 860.448.4089

The primary focus of RZ Design Associates has been Connecticut's Municipal market. Within a 150-mile radius of Waterford, Connecticut, we have completed many projects either from an on-call or on a per-project basis. The projects range from small, single system studies to large school construction/renovation projects.

Client: Town of Groton
RZ's Role: On-Call MEP Engineer
Date of Service: 2011 - Present

Relevant Groton Public Library HVAC Projects:

- 2023 – Replacement of the existing 85-ton closed-circuit cooling tower, three water-source heat pumps and Alerton BMS modifications. Project Cost: \$400,000.00
- 2020 – Replacement of the existing Simplex fire alarm system. Project Cost: \$80,000.00
- 2017 – Replacement of two rooftop water-source heat pump units and provision of two supplemental split system air conditioning units and Alerton BMS modifications. Project Cost: \$130,000.00
- 2016 – Interior renovations including the creation of a local history area, computer study area and computer classroom. As part of the MEP/FP scope, three new water-source heat pumps were provided. The water-source heat pump serving the local history room was provided with dehumidification control to maintain room humidity levels within a specified range for archive preservation. Project Cost: \$300,000.00

References

Contact:

Larry Baril, P.E., GISP
Town of Avon
60 West Main Street
Avon, CT 06001

T: 860.409.4322

Client: Town of Avon

RZ's Role: Design of Geothermal Heat Pump Replacements

Date of Service: 2019 - 2021

RZ Design Associates was retained in September 2019 to evaluate options identified in a prior study to replace an 80-ton, direct-refrigerant geothermal heat pump system with either conventional DX-split systems or a water-source heat pump system and to implement the design of the system option, once chosen.

During the evaluation process, RZ Design Associates identified implementation issues not previously considered with the options and identified two additional options, one being a closed-loop, vertical well geothermal heat pump system that was ultimately selected by the Town to implement.

RZ Design Associates sub-contracted a geothermal consultant to assist in the design of the borefield based on the building heating/cooling load analysis that we performed.

The project included the installation of thirty-five (35) geothermal wells at a depth of 500 feet, twenty-one (21) geothermal split system heat pumps, a variable-speed high-efficiency pumping package, non-metallic fusion-welded polypropylene condenser water piping system and modifications to the existing Alerton direct digital control systems. Project Cost: \$1,300,000.00

References

Contact:

Marian D. Farley
Assistant Library Director
New Britain Public Library
20 High Street
New Britain, CT 06051

T: 860.224.3155 x114

Client: New Britain Public Library

RZ's Role: MEP Engineer

Date of Service: July 2022 – June 2023

RZ Design Associates was retained to prepare a request for proposal to replace the existing Trane control system in the building that was installed in 1999. The project was being funded by a grant, so the cost of the project had to fall within the limit of the grant funds.

The base bid scope of the project included integration of the five (5) existing Trane packaged rooftop units (that were also installed in 1999) and the thirty-eight (38) zone dampers associated with these units.

The project scope also included integration of the control of the existing steam boiler plant that has been operating on stand-alone controls. This scope was bid as an add alternate to the base bid scope.

Bidding was favorable and the Library was able to contract for the base bid and alternate bid scope of work. Project Cost: \$94,000.00)

References

Contact:

Kevin T. Lyden
First Selectman
270 Hartford Road
Salem, CT 06420

T: 860.859.3873, ext. 110

Client: Town of Salem
RZ's Role: HVAC System Assessment
Date of Service: April 2020

RZ Design Associates was retained in April 2020 to assess the HVAC system at the Salem Free Public Library. The Town was experiencing excessive utility costs to heat and cool the building in addition to costs for multiple emergency service calls to replace catastrophic leaks in the hydronic heating piping system.

The result was a report that identified not only deficiencies with the HVAC system, but also the building envelope. Recommendations for corrective action and systems replacement were provided along with opinions of probable construction cost.

As the Town needed to immediately address the issues identified in the report, we assisted them with contracting with a construction company to implement the recommendations in our report prior to the start of the next heating season.

References

Contact:

Micayla Hall
Library Director
Stonington Free Library
20 High Street
Stonington, CT 06378

T: 860.535.0658

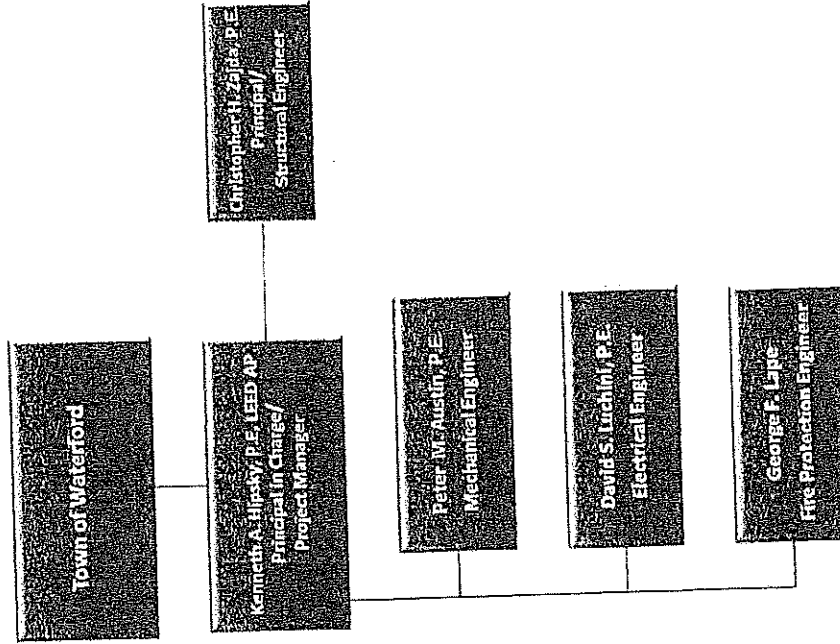
Client: Stonington Free Library

RZ's Role: MEP Engineer

Date of Service: 2019 - 2020

RZ Design Associates was retained in conjunction with an architect, to provide MEP design and construction administration services for the construction of a small 2-story addition at the rear of the building to house a new elevator and two ADA unisex restrooms funded by a \$150,000 grant.

Project Organizational Chart





Kenneth A. Hipsky, PE, LEED AP

Vice President / Mechanical

Ken has more than 30 years of experience in HVAC, Plumbing and Fire Protection design Plan/Spec and Design/Build delivery methods spanning a variety of projects including public safety, multi-family housing, primary and secondary education, industrial and federal, state and local government.

His attention to detail and innovative designs have led to long-standing client relationships in the public and private sectors. With a focus on sustainability and green building solutions, Ken designs mechanical systems with energy conservation and his clients' bottom lines in mind.

Education

University of Connecticut,
B.S.M.E. cum laude - 1990

Registration

LEED Accredited
Professional

Registered Professional
Engineer; CT, MD, MI, VA,
ME, MN, MA, NY, FL, TX,
NJ, IL, VT, NH, DC, HI, PA,
OH, AL, AZ and GA.

Professional Affiliations

American Society of
Heating, Refrigeration and
Air Conditioning Engineers

American Society of
Plumbing Engineers

Representative Projects

Glastonbury Housing Authority Center Village, CT

Somers Elementary School, Somers, CT
Fuel Tank Replacement

Comstock Community Center, Willton, CT

Stonington Free Library, CT

Saratoga County Public Safety Complex,
Ballston Spa, NY

North Stonington Schools, CT

Meeting House Hill Elementary School,
New Fairfield, CT

Essex Fire Co., Essex, CT

Stewart Newburgh AFRC, Newburgh, NY

Norwalk Fire Headquarters, Norwalk, CT

Shennecossett Golf Course Exterior Improvements,
Groton, CT

Mount Carmel Housing Complex, Hamden, CT

Groton Public Library, Groton, CT

East Hartford Housing Authority Veterans Terrace, CT

John Wallace Middle School, Newington, CT

Glastonbury Housing Authority Center Village, CT

Greater Waterbury YMCA, Waterbury, CT

Avon Free Library, Avon, CT

Veterans Memorial Park Pool House, Southington, CT

Essex Place, Essex, CT

East Side Senior Center, Bridgeport, CT

WYSH House, Meriden, CT

Newington High School, BioMed, Aerospace
& Culinary Academy, Newington, CT

Salem Public Library, Salem, CT

Bristol Memorial Intradistrict Arts Magnet
School, Bristol, CT

Charles River Laboratories Avian Facilities,
Voluntown, CT

Electric Boat, Groton, CT

New Britain Public Library, New Britain, CT

Lawnhill Terrace, Stamford, CT

Meigs Point Nature Center, Madison, CT

Naugatuck Housing Authority - Oak Terrace, CT

East Haddam Housing Authority - Oak Grove, CT

Groton Police Station, Groton, CT

Shelton Housing Authority, Sinsabaugh Heights, CT

Naugatuck Valley Community College
Advanced Manufacturing Training Center
Danbury, CT



Christopher H. Zajda, PE

Vice President/Structural Engineer

Chris has more than 30 years of experience in structural design and has been responsible for all stages of design in concrete, steel, masonry and wood structures for a variety of projects in the institutional, industrial, residential and commercial markets. His focus on client relations, strategic project leadership and technical excellence underscore project quality and help strengthen RZDA's success as a leading consulting engineering and design firm.

Representative Projects

Education

University of Miami,
College of Engineering,
B.S.C.E.—1987
B.S.A.E.—1987

Rensselaer Polytechnic
Institute,
M.S.C.E.—1989

Registration

Registered Professional
Engineer: CT, MA, NH,
NY, VA, AL, FL, SC

Professional

Affiliations

State of Connecticut
Department of Home-
land Security's Urban
Search & Rescue Task
Force 1, Engineering
Division

American Institute of
Steel Construction.—
AISC

American Society of
Civil Engineers —ASCE

XFINITY Theatre, Misc structural improvements
Hartford, CT

Lawnhill Terrace, Southington, CT

Sinsabaugh Heights, Shelton, CT

Surfside Apartments, West Haven, CT

Cromwell Landing—Fishing Platform, Cromwell, CT

Elizabeth Park Conservancy—Permanent Stage
West Hartford, CT

Rocky Hill Senior/Community Center, Rocky Hill, CT

Gaffney Place, Waterbury, CT

Vernon Community Arts Center, Vernon, CT

Argus Insurance—Wesley St, Hamilton, Bermuda

Community Education Center, New Britain, CT

Sandy's Secondary Middle School
Somerset Village, Bermuda

Manchester Housing Authority, Spencer Village
Manchester, CT

Economy Spring, Southington, CT

Ellington Shopping Plaza, Ellington, CT

The Goodwin Apartments, West Hartford, CT

Advanced Manufacturing Training Center
Danbury, CT

ESPN, Bristol, CT

Essex Place Centerbrook, Essex, CT

Sarum Village, Salisbury, CT
Alfred E. Plant Senior Housing, West Hartford, CT

Bank Street Park, Waterbury, CT

Torrington Town Hall, Torrington, CT

Ascend, Newton, MA

Mixed Use—920 Farmington Ave., Farmington, CT

Reroofing Town Buildings, Avon, CT

Schaller Honda, New Britain, CT

Belvedere Place, Hamilton, Bermuda

Bob's Discount Furniture Renovation, Orange, CT

Breezeilne, Uncasville, CT

Electric Boat, Groton, CT

Lake Compounce, Bristol, CT

Amazon Web Services, Virginia

Helicopter Hanger—Bradley Int. Airport
Windsor Locks, CT

Azul, San Juan, Puerto Rico

Athletic Fields, Nation Hale Ray, H.S., Moodus, CT

Caffe Nero, Boston, MA

INSA, Hartford, CT

AWH, Franklin, NJ

O'Brien Stadium Fieldhouse, Windsor, CT

Gengras Volvo, East Hartford, CT

Quarry Walk, Oxford, CT

Dollar General, Multiple locations

CVS, Multiple locations

Bank of Bermuda, Hamilton, Bermuda



Peter M. Austin, Jr., PE

Mechanical Engineer

For more than two decades, Peter has performed all aspects of mechanical systems design including system development from the conceptual level, budgeting, life cycle cost analysis, load and energy use calculations, equipment selection, coordination and specification writing. He is responsible for quality control and compliance for RZ Design's institutional, commercial, industrial and residential projects and is a mentor to the firm's junior engineers.

Representative Projects

Education

Villanova University,
B.S.M.E.—1995

Registration

Registered Professional
Engineer: CT

EDENS Woburn Village, Woburn, MA

Booth & Dimock Library, Coventry, CT

Newtown Police Department, Newtown, CT

AWH Cultivation, Franklin, NJ

EMBNV Cultivation, Holyoke, MA

Bugbee Elementary School, West Hartford, CT

J.R. Payden Fieldhouse, Derby, CT

Comix Comedy Club, Uncasville, CT

Frank Pepe Pizzeria, Watertown, MA

ARC South Norfolk, West Roxbury, MA

Nickerson Funeral Home, Orleans, MA

Sedgwick High School, West Hartford, CT

Electric Boat Building 8S, Groton, CT

WYSH House, Meriden, CT

Burlington Coat Factory, Bristol, CT

Sikorsky Aircraft, Stratford, CT

Portsmouth Police Department, RI

REACH - Chapel Haven, New Haven, CT

Cross Street Mixed Use, New Canaan, CT

Journalism & Media Academy, Hartford, CT

Glover Elementary School, Milton, MA

Anne T. Dunphy School, Williamsburg, MA

Middlesex Hospital, Middletown, CT

LeGrand North America, West Hartford, CT

Griswold Senior Center, CT

Booth & Dimock Memorial Library,
Coventry, CT

Memorial Intradistrict Arts Magnet
School, Bristol, CT

MassGrow, Athol, MA

Shepaug MS/HS, Washington, CT

Belstaff Retail, New York, NY

Lebanon Historical Society Museum, CT

Supreme Retail, New York, NY

Electric Boat 813 Office Fitout, Groton, CT

Generations Health Care, Willimantic, CT

Salvation Army Shelter, New Britain, CT

Backus Hospital, Norwich, CT

TOMZ Corporation, Berlin, CT

UTC Engineering Building, UConn, Storrs, CT

East Farms Elementary School, Farmington, CT

Sharon Center School, Sharon, CT

Deans Mill Elementary School, Stonington, CT

West Vine St. Element. School, Stonington, CT

Yale Institute of Sacred Music, CT

YNHH Outpatient Pharmacy Svs. Hamden, CT

East Side Fire Station, Milford, CT

Charles H. Barrows STEM Academy,
Windham, CT

Hartford Public Safety Complex, CT

Various Nuclear Power Plants

Talbots, Richmond, VA

Elementary, Middle & High Schools,
North Stonington, CT

Bailey Middle School, West Haven, CT



David S. Luchini, PE

Electrical Engineer

David has more than 30 years of experience as an electrical engineer designing a multitude of large and complex projects spanning healthcare, finance, educational, residential and commercial buildings. He has also designed large, renewable energy power plants in a previous role. David is responsible for quality control and compliance for all of RZDA's projects.

Education

University of Notre Dame
B.S.E.E. - 1990

Registration

Registered Professional
Engineer: CT and MA

Professional Affiliations

Illumination Engineering
Society (IES) and Institute
of Electrical and Electronics
Engineers (IEEE)

Representative Projects

Surfside Apartments, West Haven, CT

Wooster Manor Apts., Danbury Housing Authority, CT

Ann Avenue and Noank Pump Stations, Groton, CT

Groton Town Hall Annex, CT

G. Fox Building Conversion, Hartford, CT

Trumbull on the Park, Hartford, CT

University of New Haven, CT

CCSU, New Britain, CT

Wethersfield Town Hall, CT

Windsor Public Library, CT

CVS Pharmacy, Bristol, CT

Montessori Magnet School, Hartford, CT

Nordson Plas-Plak Industries, Inc., Norwich, CT

Trumbull Agriscience & Biotech Ctr., CT

Center Village, Glastonbury Housing Authority, CT

Notre Dame High School, West Haven, CT

Lawn Hill Terrace, Stamford, CT

Groton Public Library, CT

Town of Groton Highway Garage, CT

UCONN

Seven Hills Pediatric Ctr. Groton, MA

Elbow Beach Resort, Bermuda

Wethersfield Public Library, CT

South Kent School, Kent, CT

Somers Schools, CT

Hartford Housing Authority, CT

Backus Hospital, Norwich, CT

Newtown Police Dept., CT

University of Hartford Magnet School, CT



George F. Lape

Fire Protection Engineer

For nearly 40 years, George has served as a fire protection engineer focused on project planning, estimating, design layout, engineering and specifying for water-based fire Protection systems including water supplies, pumps and water storage. He is also well-versed in hydraulic and hazard classification and extremely knowledgeable about clean agent and restaurant hood suppression systems. George has been lending his expertise to RZ Design Associates since 2010.

Education

Rochester Institute of Technology, B.S.M.E. - 1981

Professional Affiliations

National Fire Protection Association - NFPA

Representative Projects

Memorial Boulevard Intradistrict Arts Magnet School, Bristol, CT

Connecticut Valley Hemp, Sterling, CT

Saratoga Public Safety Complex, Ballston Spa, NY

District #12, Washington Depot, CT

Rocky Hill Senior/Community Center, CT

CVS Pharmacy (Various Locations)

Newtown Police Department, CT

Supreme, Manhattan, NY

7-Eleven and BK, Chicopee, MA

J.R. Payden Field House, Derby, CT

Dollar General, Southington, CT

Philip R. Smith School, South Windsor, CT

Eli Terry Elementary School, South Windsor, CT

Hartford Steam Boiler, CT

Dr. Oran A. Moser School, Rocky Hill

LeGrand North America, West Hartford, CT

Griswold Senior Center, CT

Shepaug Valley School, Regional School Washington, CT

NVCC Advanced Manufacturing Center Danbury, CT

Professional Endodontics, Waterford, CT

Surfside Apartments, West Haven, CT

540 New Park Ave., West Hartford, CT

ASICS 5th Ave. Flagship Store, Manhattan, NY

Nordson Plas-Plak, Norwich, CT

Carmel Fire Department, Carmel, NY

Lululemon, Boston, MA

Windsor Police Department, CT

Fairfield University Health & Wellness, CT

Dept. of Public Works, Rye Brook, NY

Choate Rosemary Hall (Various Projects)

iHealth, Enfield, CT

Eli Lilly, Enfield, CT

Oxford Performance Materials, South Windsor, CT

Conning, Hartford, CT

Long Hill Fire Co., Trumbull, CT

Talbots, Richmond, VA

First Church of Christ, Simsbury, CT

Elementary, Middle & High Schools, North Stonington, CT

Chamberlain Elementary School, New Britain, CT

Shaker Pines Fire Dept., Enfield, CT

J R Russo LLC
Construction Manager/Construction Estimator

March 2, 2020
Mr. Kenneth Hipsky, P.E., LEED AP
Vice President
RZ Design Associates, LLC
750 Old Main Street
Rocky Hill, CT

RE: Waterford Public Library/HVAC Modifications
Professional Pre-Construction Estimating Services

Dear Ken:

Ken, it is with great anticipation that I re-introduce my firm as a Professional Estimator. J. R. Russo, LLC is a single employee firm which provides Pre-Construction Phase Cost Estimates for various Clients within numerous Construction Markets. (Public Housing, Senior Centers, Municipal and Educational). The cumulative value of Pre-Construction Estimating/Value Engineering undertaken to date exceeds one billion dollars (\$1,169,000,000). The scope of professional services that this firm has provided in Pre-Construction Phase is summarized as follows:

Pre-Construction Services

- ❖ Project Budget Estimates of Projects In Schematic Design, Design Development or Contract Document Phases.
- ❖ Value Engineering and Constructability Review of Proposed Projects.
- ❖ Assist Design Team/Owner during Bid Phase of Projects. Review and compile Recommendations during Bid Tabulation Review.

Additionally, J. R. Russo, LLC is also certified by the State of CT Department of Administrative Services as an SBE/DBE/MBE related to providing Construction Administration/Construction Owners Representative/Construction Management Services. In past assignments, my MBE Certification has enabled Design Teams to obtain their contractual minority participation goals. My Current Certificate is enclosed.

My Personal Experience related to Mechanical Modification Projects is extensive and accurate to the Design Team. The following information further identifies the experience and history of successfully completed assignments of J. R. Russo, LLC. Again, I would appreciate the opportunity to be of service to your firm and The Town of Waterford CT.

Regards,

James R. Russo

James R. Russo
President

Attachments: (Resume, Listing of Pre-Construction Estimates, DAS MBE Certificate)

2 Bogg Lane, Lebanon, CT 06249
860-205-4472, WWW.JRRUSSOLLC.COM

Resume of James R. Russo

EXECUTIVE PROJECT MANAGER

EDUCATION:

Worcester Polytechnic Institute
Bachelor of Science May 1976
Major: Civil Engineering/Cum Laude Graduate

FIRM:

J. R. RUSSO, LLC
GLASTONBURY, CT
President/CEO (1998-Present)

LICENSES:

State of Connecticut Major Contractor
State of CT DAS Certified SBE/MBE/Disabled Owned Business Enterprise (Contract Administrator, Construction Owners Representative, Construction Estimator)
OSHA -TEN Hour Certified

FIRM:

ZLOTNICK CONSTRUCTION, INC.
MANSFIELD, CT
Vice-President/General Manager (1993-1998)
General Manager (1989-1993)

FIRM:

CHARLES JEWETT CORPORATION
GLASTONBURY, CT
Vice President of Office Operations (1986-1989)
Project Manager/Estimator (1980-1986)
Field Engineer (1976-1980)

PROFESSIONAL REFERENCES

Mr. Freddie Khericha, Associate, Kaestle Boos Architects, New Britain CT, 860 229-0361
DeLorento School, Windsor High School, Windsor Police Station, Windsor Fire Dept & EMS Complex

Mr. Brian Humes AIA Principal, Jacunski Humes Architect LLC, Berlin CT, 860-828-9221
Projects: Professional Estimating for numerous Projects. Please list of Estimates

Mr. David Holmes, AIA, Principal, Capital Studio Architects LLC, East Hartford CT, 860-289-3262
Projects: Professional Estimating for numerous Projects. Please list of Estimates

Paul Goldberg, Fire Administrator, Town of Windsor CT 860-285-1983 (Projects: Windsor 911 Call Center/Windsor Police Dept/Windsor Fire Dept)

Mr. Mark A. Welch, AIA, Oak Park Architects, 312 Park rd., Suite 202, West Hartford, CT. 860-232-6664
Project: East Granby High School, Tootin Hills Elementary School, Simsbury, Scotland Elementary School and Tariffville Elementary School, Simsbury. (Architect)

J R RUSSO, LLC
LISTING OF PRE CONSTRUCTION ESTIMATES

YEAR	PROJECT	LOCATION	AMOUNT
2023	<u>Capital Studio Architects/Misc. Estimates</u>		
	McCluggage Manor Renovations	Griswold	\$ 12,024,000.00
	Rosewood Manor, Norwich Housing Authority	Norwich	\$ 750,000.00
	Harvey Fuller Apts, Wethersfield H A	Wethersfield	\$ 2,513,000.00
	Welles Village Site Improvements	Glastonbury	\$ 578,000.00
2023	<u>Jacunski Humes Architects/Misc. Estimates</u>		
	Meriden Police Dept Renovations	Meriden	\$ 3,125,000.00
	Washington EMS Complex	Washington	\$ 3,750,000.00
	John Wallace Middle School	Newington	\$ 6,726,300.00
	Hale Ray High School H/C Viewing Pad	Moodus	\$ 95,000.00
	New Britian YMCA Renovations	New Britian	\$ 1,650,000.00
2023	Town of Chesire/Chesire Art Space	Chesire	\$ 520,000.00
2023	DKE House/Wesleyan University	Middletown	\$ 4,300,000.00
2022	<u>Jacunski Humes Architects/Misc. Estimates</u>		
	Lanesborough Police Dept.	M A	\$ 4,756,000.00
	Norwich Police Facility	Norwich	\$ 32,372,000.00
	Plainfield Vol Fire Dept Company #1	Plainfield	\$ 13,224,000.00
	Salvation Army/Marshall House Renovations	Hartford	\$ 7,060,000.00
	Monroe Vol. Fire Dept Complex	Monroe	\$ 9,870,000.00
	Tyl Middle School HVAC Renovations	Oakdale	\$ 5,693,000.00
2022	<u>Capital Studio Architects/Misc. Estimates</u>		
	Harvey Fuller Housing Door Replacement	Wethersfield	\$ 81,000.00
	Meadow Hills Boilers, East Hart. Housing	East Hartford	\$ 835,000.00
	Laurel Hill Apts, Enfield Housing Authority	Enfield	\$ 650,000.00
	Wadsworth Street Apts, Hartford	Hartford	\$ 5,790,000.00
	Goodwin College - 10 year Master Plan	East Hartford	\$ 107,000,000.00
2022	Hartford Rescue Mission/Insurance Claim	Hartford	\$ 1,350,000.00
2022	<u>Fuss & O'Neill, Inc</u>		
	State of CT DAS/505 Hudson St. HVAC	Hartford	\$ 750,000.00
	UConn Bronwell Building Site Electric	Mansfield	\$ 2,490,000.00
2021	<u>Capital Studio Architects/Misc. Estimates</u>		
	Betty Knox Apts - Hartford Housing Authority		\$ 280,000.00
	Marlborough Library Renovations,	Marlborough	\$ 785,000.00
2020	<u>Capital Studio Architects/Misc. Estimates</u>		
	Martin St. (12 Apts) - Hartford Housing Authority		\$ 1,900,000.00
	Capen St. (6 Apts) - Hartford Housing Authority		\$ 850,000.00
	CT DEEP Sawmill Complex	Portland	\$ 665,000.00

J R RUSSO, LLC
LISTING OF PRE CONSTRUCTION ESTIMATES

<u>YEAR</u>	<u>PROJECT</u>	<u>LOCATION</u>	<u>AMOUNT</u>
2019	Town of Avon Ct Avon Board of Education Offices	Avon	\$ 995,000.00
2019	Park Hill Road Housing Complex East Windsor Housing Authority	East Windsor	\$ 25,600,000.00
2019	Advance MFG Training Center NVCC - Danbury Satellite Center	Danbury	\$ 716,900.00
2019	National Guard Armory Renovations CT ARMY National Guard	Rockville	\$ 445,000.00
2019	Yale Acres - PH 2 Meriden Housing Authority	Meriden	\$ 41,154,000.00
2019	DPW Renovations - 100 Day Hill Road Town of Windsor, CT	Windsor	\$ 400,000.00
2019	Hartford Schools - Compactor Equipment City of Hartford, CT	Hartford	\$ 280,600.00
2019	McConaughy Terrace New Haven Housing Authority	New Haven	\$ 2,250,000.00
2019	Harvey Fuller Senior Housing Wethersfield Housing Authority	Wethersfield	\$ 1,537,000.00
2019	Joseph Zdunczyk Terrace Southington Housing Authority	Southington	\$ 700,000.00
2019	Raise Academy Derby Board of Education	Derby	\$ 275,000.00
2019	Sunset Park Housing Complex Norwich Housing Authority	Norwich	\$ 9,965,000.00
2019	Mary Shepard's Place/Bellevue Apts/Sanford St. Apts Housing Authority of the City of Hartford	Hartford	\$ 20,357,000.00
2018	Student Residence, Wesleyan University	Middletown	\$ 2,450,000.00
2018	Kensington Square - Scattered Sites Phase I	New Haven	\$ 11,952,000.00
	Kensington Square - Scattered Sites Phase II	New Haven	\$ 6,700,000.00
2018	<u>Capital Studio Architect LLC (Misc. Projects during 2018)</u>		

J R RUSSO, LLC
LISTING OF PRE CONSTRUCTION ESTIMATES

<u>YEAR</u>	<u>PROJECT</u>	<u>LOCATION</u>	<u>AMOUNT</u>
	Glastonbury Housing Authority - Welles Village	Glastonbury	\$ 2,100,000.00
	Retina Consultants Group	Manchester	\$ 750,000.00
	Norwich Housing Authority, Drainage Systems	Norwich	\$ 28,000.00
2018	St. Johns Towers Housing Complex	Stamford	\$ 108,000,000.00
2018	Sarum Village III Salisbury Housing Committee	Salisbury	\$ 3,425,000.00
2018	Connecticut Historical Society Studio	Hartford	\$ 43,500.00
2018	Veterans Terrace Communities, PH I	East Hartford	\$ 12,500,000.00
	Veterans Terrace Communities, PH II	East Hartford	\$ 17,500,000.00
	<u>Carabetta Companies, LLC</u>		
2018	The Farms - Senior Housing	Middlesex County	\$ 12,450,000.00
2018	So. Central Ct Water Authority - Office Renovations New Haven Office	New Haven, CT	\$ 260,000.00
2018	Economy Spring Mfg. Plant IRG Realty Advisors, New York	Southington, CT	\$ 17,500,000.00
2017	CMEEC - Phase IV Office Renovations Norwich Office	Norwich, CT	\$ 537,000.00
2017	Compo Beach Improvements Seasonal Buildings	Westport, CT	\$ 258,000.00
2017	Lincoln Village Renovations, Worcester MA Carabetta Companies, LLC	Meriden, CT	\$ 108,000,000.00
2017	Trumbull Community Center/Building Concepts Town of Trumbull,	Trumbull, CT	\$ 13,200,000.00
2017	CIFC Housing - Phase II Connecticut Institute For Communities	Danbury, CT	\$ 17,800,000.00
2017	Women's & Family Health Center Women's & Family LLC	Meriden, CT	\$ 3,175,000.00
2017	H. T. Clark Housing Glastonbury Housing Authority	Glastonbury, CT	\$ 3,173,000.00

J R RUSSO, LLC
LISTING OF PRE CONSTRUCTION ESTIMATES

<u>YEAR</u>	<u>PROJECT</u>	<u>LOCATION</u>	<u>AMOUNT</u>
2017	Hutt Congregate Housing Naugatuck Housing Authority	Naugatuck, CT	\$ 3,040,000.00
2017	Mt. Carmel Congregate Housing Hamden Housing Authority	Hamden, CT	\$ 3,200,000.00
2017	Ward St. Apt		\$ 492,000.00
2017	Affleck ST. Apts		\$ 485,000.00
2017	Bristol St. Apts. Broad Park Development Corp.	Hartford, CT	\$ 627,500.00
2017	Town Hall/Community Center Complex Town of Newington	Newington, CT	\$ 24,600,000.00
2017	Thompson School - Congregate Housing Women's Institute Realty of Ct, Inc	West Haven, CT	\$ 16,100,000.00
2017	*Bethel Police Dept	Bethel, CT	\$ 6,000,000.00
	*Town of Bloomfield Human Services Complex	Bloomfield, Ct	\$ 19,500,000.00
	*ECSU Goodard Hall Renovations	Willimantic, CT	\$ 22,000,000.00
	*{Cost Consultant to Downes Construction Co/CM @ Risk}		
2017	<u>Capital Studio Architects LLC, Misc. Estimates</u>		
	Capen St., Exterior Renovations (City of Hartford Housing Authority)		\$ 60,000.00
	Maintenance Facility (City of Bristol Housing Authority)		\$ 98,000.00
	East Harford Cultural Community Center Entranceway Renovations		\$ 55,000.00
	Rook Retirement Community Renovations, Cromwell Housing Authority		\$ 262,000.00
2017	West Grove Street Redevelopment Waterbury Housing Authority	Waterbury, CT	\$ 9,365,000.00
2017	Linden Street Apts	Waterbury, Ct.	\$ 13,187,000.00
2016	Eastman Terrace Apts - Exterior Renovations Willimantic Housing Authority	Willimantic CT	\$ 3,776,000.00
2016	<u>Veterans Terrace Apts.</u>		
	Phase I Site Development		\$ 3,795,000.00
	Phase II Site Development		\$ 2,590,000.00
	East Hartford Housing Authority	East Hartford CT	
2016	Ludlow Commons Norwalk Housing Authority	Norwalk, CT	\$ 2,830,000.00

J R RUSSO, LLC
LISTING OF PRE CONSTRUCTION ESTIMATES

<u>YEAR</u>	<u>PROJECT</u>	<u>LOCATION</u>	<u>AMOUNT</u>
2016	Retreat Center of South Ct New Haven CT	New Haven CT.	\$ 5,954,000.00
2016	West Hill Gardens Manchester Housing Authority	Manchester, CT	\$ 2,920,000.00
2016	Millbrook Village Windsor Housing Authority	Windsor, CT	\$ 3,600,000.00
2016	Dublin Village Colchester Housing Authority	Colchester, CT	\$ 1,995,000.00
2016	DeVaux Congregate Housing Shelton Housing Authority	Shelton, CT	\$ 2,408,000.00
2016	Senior Center and Parks/Recreational Facilities Town of Branford	Branford, CT	\$ 9,300,000.00
2016	Jonathan Trumbull Terrace Housing Complex Willimantic Housing Authority	Willimantic CT	\$ 11,646,780.00
2016	Early Childhood Magnet School Annex Goodwin College	East Hartford CT	\$ 1,817,300.00
2016	Sugarloaf Terrace Middlefield Housing Authority	Middlefield, CT	\$ 1,750,000.00
2016	Yale Acres Housing Meriden Housing Authority	Meriden, CT	\$ 36,500,000.00
2016	TAAZA Market Main Street, Hartford	Hartford, CT	\$ 428,000.00
2016	Trumbull Senior Center/Site Work Conceptual Estimate Town of Trumbull,	Trumbull, CT	\$ 3,000,000.00
2015	Sinsabaugh Heights Complex Shelton Housing Authority	Shelton, Ct	\$ 5,500,000.00
2015	Memorial Blvd School School Renovations/Mixed Used	Bristol, Ct	\$ 19,230,000.00

J R RUSSO, LLC
LISTING OF PRE CONSTRUCTION ESTIMATES

<u>YEAR</u>	<u>PROJECT</u>	<u>LOCATION</u>	<u>AMOUNT</u>
2015	Pool House Additions and Renovations	Southington CT	\$ 725,000.00
2015	BEGG Apts Renovations Waterbury Housing Authority	Waterbury CT	\$ 7,020,125.00
2015	Pitkat Housing Renovations Vernon Housing Authority	Rockville CT	\$ 2,994,500.00
2015	Herwin Terrace Apts. Willimantic Housing Authority	Willimantic CT	\$ 10,717,000.00
2015	Foran Housing - Exterior Renovations Milford Housing Authority	Milford, CT	\$ 610,600.00
2015	Woodside and Southend Fire Stations Stamford Fire District	Stamford, CT	\$ 301,250.00
2015	EOC Center South Windsor Fire Dept	South Windsor, CT	\$ 489,000.00
2015	Fire Station #5 Bristol Fire Dept.	Bristol, CT	\$ 313,300.00
2015	CMEEC - Northeast CT Norwich, CT	Norwich, CT	\$ 2,171,300.00
2015	Adams St. Redevelopment Neighborhood Housing Services	Waterbury, CT	\$ 4,732,000.00
2014	Anson Street Housing Complex Derby Housing Authority	Derby, CT	\$ 7,375,000.00
2014	East Hartford Middle School Curtain Wall Replacement	East Hartford, CT	\$ 8,450,000.00
2014	Wilton Comstock Complex	Wilton, Ct	\$ 7,850,000.00
2014	Storm Sandy Recovery Project 1/1/14 thru 12/1/15	State Wide Locations	\$ 12,000,000.00
2014	Southern Ct State University North Campus Dorm upgrades	S. C. S. U.	\$ 4,830,000.00

J R RUSSO, LLC
LISTING OF PRE CONSTRUCTION ESTIMATES

<u>YEAR</u>	<u>PROJECT</u>	<u>LOCATION</u>	<u>AMOUNT</u>
2014	Schaller Honda Additions	Berlin, CT	\$ 2,000,000.00
2014	City of Hartford Fire Dept. Company #11 Proposed Renovations	Hartford	\$ 2,079,900.00
2014	Town of Burlington Ct New Fire Station Complex	Burlington, CT	\$ 1,790,000.00
2014	Sinsabaugh Heights Complex Shelton Housing Authority	Shelton, CT	\$ 5,942,000.00
2014	Oswegatchie Fire Station Waterford, CT	Waterford, CT	\$ 2,249,300.00
2014	Connecticut Institute For Communities Housing Complex	Stamford, CT	\$ 19,800,000.00
2013	Middletown Housing (3 Complex's)	Middletown, CT	\$ 3,700,000.00
2013	Community Education Center Facility New Britain Housing Authority	New Britain, CT	\$ 4,385,000.00
2013	Burton Street Housing (#36, #39, #105)	Waterbury, Ct	\$ 1,228,000.00
2013	Essex Place Housing Complex Essex Housing Authority	Essex, CT	\$ 5,400,000.00
2012	Sarum Village Elderly Housing Salisbury Housing Authority	Salisbury, Ct	\$ 1,600,000.00
2012	Smith Towers Housing Renovations Housing Authority of the City of Hartford	Hartford, CT	\$ 3,025,000.00
2012	Community Health Center	Danbury, CT	\$ 6,950,000.00
2012	Gaffney Place Housing	Waterbury, CT	\$ 2,012,500.00
2011	Clinton Manor Housing Renovations Stamford Housing Authority	Stamford, Ct	\$ 4,600,000.00
2011	Quintard Manor Housing Renovations Stamford Housing Authority	Stamford, Ct	\$ 3,325,000.00

J R RUSSO, LLC
LISTING OF PRE CONSTRUCTION ESTIMATES

<u>YEAR</u>	<u>PROJECT</u>	<u>LOCATION</u>	<u>AMOUNT</u>
2011	Pinnacle Heights Housing New Britain Housing Authority	New Britain, CT	\$ 17,300,000.00
2010	Crooks Center/Senior Center City of Bridgeport	Bridgeport, CT	\$ 1,410,000.00
2010	Corbin Heights Housing New Britain Housing Authority	New Britain, CT	\$ 58,410,000.00
2010	Branford Senior Center Town of Branford	Branford, CT	\$ 2,635,000.00
2010	Summer Street Housing Tower Stamford Housing Authority	Stamford, CT	\$ 7,690,000.00
2010	Schulyer Street Housing Stamford Housing Authority	Stamford, Ct	\$ 6,200,000.00
2009	Naugatuck Senior Center Town of Naugatuck	Naugatuck, Ct	\$ 975,000.00
2008	A. Plant Housing - Senior Center West Hartford Housing Authority	West Hartford, Ct	\$ 14,242,000.00
2006	Lebanon Senior Center Town of Lebanon	Lebanon, CT	\$ 2,406,000.00
2006	Columbia Senior Center Town of Columbia	Columbia, Ct	\$ <u>850,000.00</u>
	Value of Pre Construction Budgets/Estimates		\$ 1,169,804,655.00

JRR LLC 7/28/2023

State of Connecticut

Department of Administrative Services

Supplier Diversity Program



This Certifies

J.R. Russo, LLC

107 Oakwood Dr. Glastonbury CT 06033

Disabled

As a

Small/Minority Business Enterprise

March 17, 2021 through March 17, 2023

Owner(s):

Contact: James R. Russo

Telephone: (860) 633-9481 Ext: FAX: (860) 633-9331

E-Mail: rjames298@aol.com

Web Address: WWW.JRRUSSOLLC.COM

**Affiliate Companies:

A handwritten signature in cursive script, reading "Meg Yetishofsky".

Supplier Diversity Director

A handwritten signature in cursive script, reading "Jai G. G. G.".

Supplier Diversity Specialist

** A contractor awarded a contract or a portion of a contract under the set-aside program shall not subcontract with any person(s) with whom the contractor is affiliated.

RZ Design Associates will provide the following scope of services:

1. **Pre-Design Evaluation** – We will consult with the Town and other entities to determine the project requirements.
2. **Condition Survey and Report** – We will conduct field surveys and conduct reviews of existing documentation and analyze existing systems and components. We will present our findings in a report that documents the existing conditions, provides recommendations, opinions of probable cost and, if applicable to the project requirements, multiple options may be presented.
3. **Schematic Design** – We will prepare schematic design drawings and narratives that describe the project scope. A construction cost estimate will be provided.
4. **Design Development** – We will refine the schematic design showing general system design, details and major equipment schedules and materials specifications. We will perform building cooling and heating load calculations. We will identify potential incentives with Eversource.
5. **Contract Documents** – We will refine the design development documents to completion including custom details, phasing and other project specific requirements. Progress (50% and 95%) submissions to the Town will be provided during this phase for review and comment. Town front end specification requirements will be incorporated into the project manual. The end result of this phase will be a set of contract documents suitable for bid, permit and construction. A final construction cost estimate will be provided.
6. **Bidding/Award** – We will assist the Town in pre-bid and pre-award meetings, RFI reviews and proposed substitutions, preparation of addenda, obtaining and previewing bids, recommending the lowest and qualified bidder and preparing the construction contract.
7. **Construction Administration** – We will conduct periodic services during the course of construction to verify adherence to the contract documents. Specific services we will provide include our attendance at a pre-construction meeting with the Town and contractor to discuss logistics, processes, schedules and address any questions or issues prior to construction, prepare meeting minutes, review and respond to contractor RFIs and potential change order requests, prepare contract change orders, review and approve contractor application for payment, conduct periodic site visits to monitor job progress, attend field meetings, prepare punch list and final inspections of the completed work, prepare as-built drawings based on contractor mark-ups and submit contractor close out documents to the Town.
8. **Resident Project Representation** – If requested, a full or part-time project representative, operating under the direct supervision of a licensed professional of the Firm, will be provided.
9. **Commissioning** – If requested, we will procure services from a third-party commissioning agent to develop testing plans, conduct functional testing of equipment and controls, review submittals and start-up procedures, oversee training and provide a final report to the Town.



Phone | 860 • 436 • 4336
Fax | 860 • 436 • 4450
www.rzdesignassociates.com

Proposed Schematic Design Phase Schedule:

Project Kick-off: 1 week

Gather existing documentation: 1 week

Field Survey of Building: 2 - 4 weeks

Preparation of Existing Conditions report: 4 – 6 weeks

Owner Review: 4 – 8 weeks

Schematic Design Narrative / Drawings: 6 – 8 weeks

Cost Estimate: 2 – 3 weeks

Main Office | 750 Old Main Street, Suite 202 | Rocky Hill, CT 06067
Branch Office | 31 Hayward Street, Suite A-1 | Franklin, MA 02038

NON-COLLUSION PROPOSAL STATEMENT

- Each proposer submitting a Request for Proposal to the Town of Waterford for any portion of the work contemplated by the documents on which proposals are based shall execute and attach thereto the sworn Non-Collusive Proposal Statement, to the effect that the proposer has not colluded with any other person, firm, or corporation in the submission of the proposal.

NON-COLLUSIVE PROPOSERS STATEMENT/AFFIDAVIT

The undersigned proposer, having been duly sworn, does hereby depose and says:

1. The proposal has been arrived at by the proposer independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the Request for Proposal.
2. The contents of the proposal have not been communicated by the proposer or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal.
3. The undersigned proposer is duly authorized to bind the business entity identified below.

The undersigned proposer further certifies, under oath, that this statement is executed for the purposes of inducing the Town of Waterford to consider the proposal and make an award in accordance therewith.

Signature of Proposer

KENNETH A. HIPKIN
Print Legal Name of Proposer.

VICE PRESIDENT

Relationship to Business Entity Below

EZ DESIGN ASSOCIATES, INC

750 OLD MAIN ST - SUITE 202, ROCKY HILL, CT 06067

Business Entity Name, Address, Telephone Number, and Email Address

STATE OF CONNECTICUT

COUNTY OF

Duly sworn and subscribed to before me this 1 day of AUG, 2023.

Notary Public

My Commission Expires: 2, 28 2028
Commissioner of the Superior Court

Nancy L. Ziegler
NOTARY PUBLIC
State of Connecticut
My Commission Expires 02/28/2028

#15

FINANCE DEPARTMENT

Memo

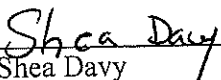
To: The Board of Selectmen
From: Shea Davy
Date: November 17, 2023
Re: Award- Bid#23-129 LED Message Sign and Installation (Quaker Hill Green)

Dear Mr. Brule:

Proposals for the above mentioned project were opened on November 14, 2023 by Steve Sinagra, Emergency Management Director, and I with the attached results. After careful review of the proposal and discussing the Town's and consulting with Jeff Robillard, IT Manager, it is determined that Sign Craft, one of the lowest and most qualified bidder with the resources necessary to complete this project. This vendor is local and has experience and examples of their work for other municipalities in the area.

I therefore respectfully seek the Board's approval to award the contract to Sign Craft in the amount of \$27, 862.00 which includes the price of the message sign and installation costs.

This project is covered by the State of Connecticut Grant funding and will be available in line #22922-54256, 2024-25 Traffic Control Equipment.



Shea Davy
Purchasing Agent,
Town of Waterford



Waterford Office of Emergency Management

204 BOSTON POST ROAD • WATERFORD, CT • 06385 • (860) 442-9585 • FAX (860) 443-5327

TO: Shea Davy, Purchasing Agent
FROM: Steve Sinagra, Emergency Management Director
DATE: November 16, 2023
RE: Quaker Hill Green LED Sign

Bids were received for the purchase and installation of a new sign with an LED message board for the Quaker Hill Green. The town received three bids which were opened on November 14, 2023.

I have reviewed the bids. Blink Marketing Inc., DBA Blink Signs of Cleveland, Ohio submitted a bid of \$25,115.05. Sign Craft of Niantic, Connecticut submitted a bid of \$27,862.00. Complete Signs of Dothan, Alabama submitted a bid of \$32,897.00.

I recommend that the bid be awarded to Sign Craft. Sign Craft is a local business with decades of experience in the area. Sign Craft provided a detailed rendering of the proposed sign. There are many examples of their work in front of local businesses in the region as well as municipal facilities in the Town of East Lyme. Funding for this project is available from line item 22922-54256.

I am requesting that this bid award be placed on the next available Board of Selectmen agenda.

Main Sign

40" high x 75" wide
2" thick HDU (High Density Urethane)
Single sided sign
All copy v-carved into the surface of the sign
Waterford Town Seal digitally printed on 3M media
laminated with clear gloss matching
Town seal will be a raised applique @ 3/4" thick.
Main text will have a surround black outline
drop shadow for added depth painted on sign surface
All colors & design and copy are optional.

Daktronics Full Color LED Display

10mm - Model GT6x at 35" high x 75" wide x 7" deep
Includes Daktronics Version 4G Cellular Modem

6" x 6" White powder coated aluminum posts

Direct bury posts, cement as needed, matching post caps,
signs to be installed approx. 36-48" off ground.
Includes all hardware, all materials, electrical connection
by licensed electrician based on supplied power
source at sign location. Sign requirement is 120v power.



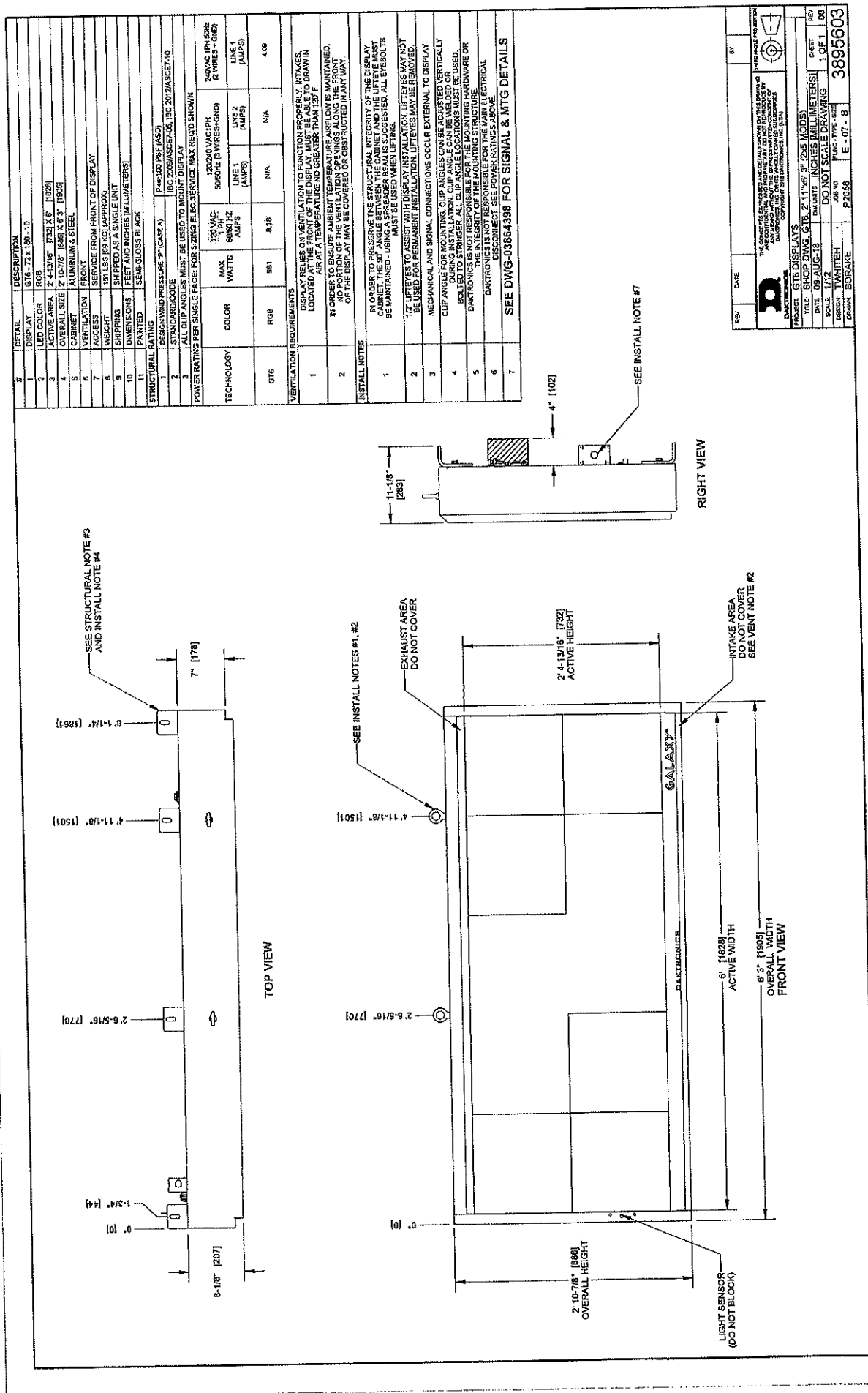
DAKTRONICS
35" high x 75" wide
GT6x Series Full Color 10MM LED Display

ALL DESIGNS ARE THE PROPERTY OF SIGN CRAFT, & CANNOT BE USED, REPRODUCED IN ANY FORM, WITHOUT PURCHASE OR CONSENT.

SIGNcraft
BETTER by DESIGN

John & Jill Wilson

FIVE BLACK POINT ROAD NIAHTIC, CT 06357
(860) 739-2863 info@signcraftsigns.com
SIGNCRAFTSIGNS.COM



Invitation to Bid

**Town of Waterford
Bid#23-129**

PROPOSAL FORM - PAGE 1

SUBMITTED BY:

Company Name: SIGN CRAFT, LLC
Address: 5 BLACK POINT ROAD Town: WANTIC
State: CT Zip: 06557
Phone: 860 737 2863 Fax: N/A Email: INFO@SIGNCRAFTSIGNS.COM

CERTIFICATION: (If a Submission is Offered):
The undersigned hereby affirms that:

- He/she is a duly authorized agent of the Bidder,
- He/she has read the General Terms and Conditions, the Special Conditions and any technical specifications that were made available to the Bidder in conjunction with this Bid and fully understands and accepts these terms unless specific variations have been expressly listed on the Bid Proposal Form;
- The Submission is being offered independently of any other Bidder and in full compliance with the collusive prohibitions specified in the General Terms and Conditions of this solicitation; and
- The Bidder will accept any awards made to them as a result of this Solicitation for a minimum of ninety (90) calendar days following the date and time of the bid opening.

By: SIGN CRAFT LLC


Manual Signature of Agent

JOHN WILSON (OWNER)

Typed/Printed Name of Agent

11/10/23

Date

OWNER

Title of Agent

Include Original with Submission

Affix Manual signature of authorized agent.

NO OFFER:

Indicate reason(s) why no offer is being submitted at this time.

Invitation to Bid

Town of Waterford
Bid#23-129

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

PROPOSAL FORM
LED MESSAGE SIGN AND INSTALLATION
PROPOSAL BID #23-129

SIGN CRAFT LLC

VENDOR NAME AND ADDRESS

JOHN WILSON - OWNER

PRINTED NAME AND TITLE OF VENDOR'S AGENT

860 739 2863

INFO@SIGNCRAFTSIGNS.COM

PHONE AND FACSIMILE NUMBERS, E-MAIL ADDRESS

I, JOHN WILSON, OWNER of the
Name Position

above named firm hereby submit the following Proposal in accordance with Town of Waterford specifications

SIGNATURE

DATE

11/10/23

1. Total Bid	\$ 27,562. ⁰⁰
2. LED Message Sign (INCLUDES QUAKER HILL CARVED SIGN)	\$ 19,684. ⁰⁰
3. Installation	\$ 8,259. ⁰⁰

TOWN OF WATERFORD
NON-COLLUSION STATEMENT

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid."

We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date:

11/10/23

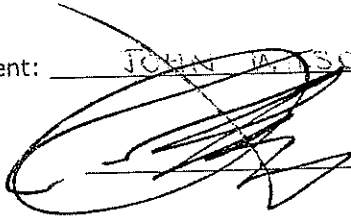
Name of Company:

SIGN CRAFT LLC

Name and Title of Agent:

JOHN WATSON - OWNER

By (SIGNATURE):



Address:

5 BLACK POINT RD NANTIC, CT

Telephone Number:

860 739-2863

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT ACTIVITIES

Please indicate the name and address of the company official(s) responsible for carrying out the Equal Employment Opportunity/Affirmative Action Program for your company.

If your company does not have a written affirmative action plan, please estimate the number of vacancies during the next 12 months, and indicate the numerical or percentage goals you have set for the employment of minority people and females to make your labor force reflective of the labor market in which you operate.

The vendor/bidder understands that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered for contract with the Town of Waterford. The vendor/bidder also understands that the Affirmative Action statements will become part of any contract, and that breach of such statements will constitute a breach of the contract subject to such remedies as provided by law.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries above are true, complete, and correct to the best of my knowledge and belief.

Date 11/10/23 Signature  Title JOHN WILSON
OWNER

Subscribed and sworn to before me at _____,
Connecticut,

This _____ Day of _____, 20____.

AFFIRMATIVE ACTION STATEMENT

NOTE: IF YOUR COMPANY HAS LESS THAN 10 EMPLOYEES, OR HAS COMPLETED
THIS SAME FORM WITHIN 1 YEAR, YOU MAY DISREGARD THE FOLLOWING
EQUAL EMPLOYMENT/AFFIRMATIVE ACTION SECTION, EXCEPT AS NOTED.

- OR:
- (1) The number of employees 2
- (2) Completed this form within one year Yes No

FOR SEALED BIDS: If your company has completed this form within one year
Please forward a photocopy of the initial form with your bid. If significant Changes
have taken place within the past year, please update the information
on
this form.

REQUIREMENT - Any vendor/bidder seeking to do business with the Town of Waterford must,
upon request, supply the Town and/or the Waterford Human Resources with any information
concerning the Affirmative Action/Equal Employment practices of the vendor/bidder, which the
Town and/or Commission deems necessary in fulfilling its charge. Failure to supply such
information, when requested, will result in the termination of any further transactions between
the vendor/bidder and the Town of Waterford.

COMPANY NAME AND ADDRESS

SIGN CRAFT, LLC E. BLACK POINT RD. NANTIC CT 06357

Invitation to Bid

**Town of Waterford
Bid#23-129**

TYPE OF BUSINESS

SIGN BUSINESS

TYPE OF ORGANIZATION

Corporation LLC Partnership _____ Individual _____

If unit filing this application is not the above-named company, give the name, address, and telephone number of reporting unit. (Branch, agent, representative).

**Invitation to Bid
Waterford**

Town of

Bid#23-129

The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon according to all requirements of the Plans and Specifications.

1. Have been in business under present business name: 33⁺ years.
2. Ever failed to complete any work? NO
3. List the more important contracts recently completed by you, stating approximate cost for each, and the month and year completed.
 - a. Location TOWN OF EAST LYME - LED MESSAGE CENTER
Project/Phone# TOWN HALL - 108 PENNSYLVANIA AVE. NANTIC
Engineer/Phone# ---
Completion Date FALL 2014
Amount of Contract \$18,000
 - b. Location EAST LYME BOARD OF EDUCATION - LED MESSAGE CENTER
Project/Phone# MAIN SIGN - EL HIGH SCHOOL
Engineer/Phone# ---
Completion Date SEPTEMBER 2015
Amount of Contract \$38,000
 - c. Location RINGS END LUMBER
Project/Phone# MULTI-LOCATIONS - BRANFORD REBRANDING
Engineer/Phone# ---
Completion Date FALL 2021
Amount of Contract \$40,000
4. Bank Reference/Phone# CHARTER OAK FEDERAL CREDIT UNION

**Invitation to Bid
Waterford**

Town of

Bid#23-129

This firm consists of the following members:

Full Name

Residence

JOHN WILSON - OWNER

13 PARK PLACE

NANTIC, CT 06357

The officers are:

Full Name

Residence

President: JOHN WILSON

"SAME"

Treasurer:

Directors:

Respectfully Submitted:

SIGN CRAFT LLC

(Firm Name)

SEAL: (If bid is by a Corporation)

By:

(Signature)

JOHN WILSON - OWNER

(Typed Name and Title)

5, BLACK POINT RD. NANTIC CT 06357

(Business Address)

860 730 7563

(Telephone)

N/A

(Fax)

INFO@SIGNCRAFTSIGNS.COM

(Email)

Invitation to Bid
Waterford

Town of

Bid#23-129

(ACKNOWLEDGMENT OF PRINCIPAL, IF A CORPORATION)

STATE OF _____

ss:

COUNTY OF _____

ON THIS _____ DAY OF _____, 20____, BEFORE ME PERSONALLY CAME
AND APPEARED _____, TO ME KNOWN, WHO, BEING BY ME DULY SWORN, DID
DEPOSE AND SAY THAT HE/SHE RESIDES AT _____, THAT HE/SHE IS THE _____
OF _____, THE CORPORATION DESCRIBED IN AND WHICH EXECUTED
THE FOREGOING INSTRUMENT THAT HE/SHE KNOWS THE SEAL OF SAID CORPORATION -
THAT ONE OF THE IMPRESSIONS AFFIXED TO SAID INSTRUMENT IS AN IMPRESSION OF
SUCH SEAL - THAT IT WAS SO AFFIXED BY ORDER OF THE DIRECTORS OF SAID
CORPORATION, AND THAT HE/SHE, BEING DULY AUTHORIZED TO DO SO, SIGNED
HIS/HER NAME THERETO BY LIKE ORDER AS THE FREE ACT AND DEED OF THE
CORPORATION.

(SEAL)

(NOTARY PUBLIC)

(ACKNOWLEDGMENT OF PRINCIPAL, IF A PARTNERSHIP/LLC)

STATE OF CT

ss: East Lyme

COUNTY OF USG

ON THIS 13th DAY OF November, 2023 BEFORE ME PERSONALLY CAME AND
APPEARED John Wilson, TO ME KNOWN AND KNOWN TO ME TO BE ONE OF
THE MEMBERS/PARTNERS OF THE FIRM OF SIGNICRAFT DESCRIBED IN AND
WHO EXECUTED THE SAME, BEING DULY AUTHORIZED SO TO DO, AS AND FOR THE ACT
AND DEED OF SAID FIRM.

(SEAL)

[Signature]

(NOTARY PUBLIC)

(ACKNOWLEDGMENT OF PRINCIPAL, IF AN INDIVIDUAL)

STATE OF _____

ss:

COUNTY OF _____

ON THIS _____ DAY OF _____, 20____, BEFORE ME PERSONALLY CAME AND
APPEARED _____ TO ME KNOWN AND KNOWN TO ME TO BE THE
PERSON DESCRIBED IN AND WHO EXECUTED THE SAME AS HIS/HER FREE ACT AND
DEED.

(SEAL)

(NOTARY PUBLIC)

Tabulation Sheet Bid#23-129 LED Message sign and Installation November 14, 2023 @ 11:00 am		
Entity	Bid Pricing	Notes
Blink Marketing Inc. DBA Blink Signs	\$25,115.05	LED Message Sign \$12,544.57 Installation \$6,975.25
Sign Craft	\$27,862.00	LED Message Sign \$19,684.00 Installation \$8,258.00
Complete Signs	\$32,897.00	LED Message Sign \$18,261.00 Installation \$6,500.00

TOWN OF WATERFORD TRANSFER REQUEST FORM

Inter-Department Transfer
Out of Series Transfer Request

RECREATION & PARKS
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10137	52090	HEATING FUEL	9,098.00	9,098.00		(9,098)	0
2	10137	52100	ELECTRICITY	3,000.00	3,000.00		(3,000)	0
3	10137	52110	WATER	4,725.00	4,725.00		(4,725)	0
4	10137	52120	SEWER	2,640.00	2,640.00		(2,640)	0
5	10111	52090	FUEL OIL	130,000.00	112,531.55	9,098		121,630
6	10111	52100	ELECTRICITY	398,278.00	268,791.83	3,000		271,792
7	10111	52110	WATER	15,725.00	8,798.71	4,725		13,524
8	10111	52120	SEWER	21,775.00	15,524.95	2,640		18,165
					TOTAL	19,463	(19,463)	0

Explanation

ALL UTILITY EXPENDITURES WERE MOVED FROM INDIVIDUAL DEPARTMENT BUDGETS TO THE FACILITIES BUDGET FOR MORE EFFICIENT TRACKING OF COSTS. REC & PARK OUT BUILDINGS WERE NOT MOVED AT THAT TIME BUT ARE BEING TRANSFERRED FORM THE DEPARTMENT BUDGET TO FACILITIES IN THE FY24 BUDGET CYCLE. THIS TRANSFER TRANSFERS ALL BUDGETED FUNDS AND CURRENT EXPENDITURES TO THE FACILITIES BUDGET.

Kim Allen
Department Head

Kim Allen
Director of Finance

First Selectman

Commission/Board Approval

11/15/2023
Date

11/15/2023
Date

Date

Date

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13						
	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET % USED
50920 F.I.C.A.						
10137 51920	79,824.00	0.00	79,824.00	34,865.64	0.00	44,958.36 43.7%
52010 ADVERTISING						
10137 52010	2,760.00	0.00	2,760.00	1,110.82	0.00	1,649.18 40.2%
52020 POSTAGE						
10137 52020	6,100.00	0.00	6,100.00	2,376.42	0.00	3,723.58 39.0%
52040 SERVICE CONT. AND REPAIRS						
10137 52040	3,027.00	0.00	3,027.00	1,037.42	262.58	1,727.00 42.9%
52050 DUES, CONFER						
10137 52050	3,090.00	0.00	3,090.00	444.00	0.00	2,646.00 14.4%
52070 REIMBURSABLE EXPENSES						
10137 52070	150.00	0.00	150.00	0.00	0.00	150.00 .0%
52080 TELEPHONE						
10137 52080	2,740.00	0.00	2,740.00	649.40	1,265.56	825.04 69.9%
52090 HEATING FUEL						
10137 52090	9,098.00	0.00	9,098.00	0.00	0.00	9,098.00 -0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024-13									
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
52100 ELECTRICITY									
10137 52100 ELECTRICITY	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	.0%		
52110 WATER									
10137 52110 WATER	4,725.00	0.00	4,725.00	0.00	0.00	4,725.00	.0%		
52120 SEWER									
10137 52120 SEWER	2,640.00	0.00	2,640.00	0.00	0.00	2,640.00	.0%		
52206 XFER TO COMMUNITY EVENTS FUND									
10137 52206 XFER TO COMMUNITY EVENTS FUND	4,750.00	0.00	4,750.00	4,750.00	0.00	0.00	100.0%		
52380 PROGRAMS									
10137 52380 PROGRAMS	36,786.00	0.00	36,786.00	26,705.27	4,442.00	5,638.73	84.7%		
52390 CO-SPONSORED PROGRAMS									
10137 52390 CO-SPONSORED PROGRAMS	41,549.00	0.00	41,549.00	26,195.00	0.00	15,354.00	63.0%		
52420 MAINTENANCE OF PROPERTY									
10137 52420 MAINTENANCE OF PROPERTY	85,232.00	0.00	85,232.00	27,832.00	20,224.51	37,175.49	56.4%		
53010 OFFICE SUPPLIES									
10137 53010 OFFICE SUPPLIES	1,600.00	0.00	1,600.00	659.07	0.00	940.93	41.2%		

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53020 OTHER SUPPLIES						
10137 53020	OTHER SUPPLIES 0.00	36,291.00	6,136.77	3,278.32	26,875.91	25.9%
53080 AUTOMOTIVE MAINTENANCE						
10137 53080	MAINTENANCE VEHICLES 0.00	24,500.00	6,734.41	5,550.39	12,215.20	50.1%
53090 FUELS AND LUBRICANTS						
10137 53090	FUELS AND LUBRICANTS 0.00	32,208.00	8,033.68	0.00	24,174.32	24.9%
TOTAL RECREATION AND PARKS						
1,423,523.00	0.00	1,423,523.00	620,338.03	35,023.36	768,161.61	46.0%
TOTAL GENERAL FUND						
1,423,523.00	0.00	1,423,523.00	620,338.03	35,023.36	768,161.61	46.0%
TOTAL EXPENSES						
1,423,523.00	0.00	1,423,523.00	620,338.03	35,023.36	768,161.61	
GRAND TOTAL						
1,423,523.00	0.00	1,423,523.00	620,338.03	35,023.36	768,161.61	46.0%

** END OF REPORT - Generated by Kimberly Allen **



Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10137 RECREATION AND PARKS						
51110 ADMINISTRATION						
10137 51110	ADMINISTRATION	108,605.00	37,038.42	0.00	71,566.58	34.1%
51210 CLERICAL AND TECHNICAL						
10137 51210	CLERICAL AND TECHNICAL	85,382.00	30,211.74	0.00	55,170.26	35.4%
51220 CUSTODIAL						
10137 51220	CUSTODIAL	21,232.00	6,419.43	0.00	14,812.57	30.2%
51610 PARKS MAINTENANCE						
10137 51610	PARKS MAINTENANCE	450,959.00	152,260.59	0.00	298,698.41	33.8%
51620 RECREATION PROGRAMS						
10137 51620	RECREATION PROGRAMS	339,883.00	229,609.10	0.00	110,273.90	67.6%
51810 OVERTIME						
10137 51810	OVERTIME	32,992.00	14,968.85	0.00	18,023.15	45.4%
51910 FRINGE BENEFITS						
10137 51910	FRINGE BENEFITS	4,400.00	2,300.00	0.00	2,100.00	52.3%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10111 BUILDING MAINTENANCE							
51140 FACILITIES COORDINATOR							
10111 51140	73,708.00	FACILITIES COORDINATOR 0.00	73,708.00	25,514.46	0.00	48,193.54	34.6%
51910 FRINGE BENEFITS							
10111 51910	75.00	FRINGE BENEFITS 0.00	75.00	0.00	0.00	75.00	.0%
51920 F.I.C.A.							
10111 51920	5,639.00	F.I.C.A. 0.00	5,639.00	1,846.35	0.00	3,792.65	32.7%
52040 SERVICE CONT AND REPAIRS							
10111 52040	243,570.00	SERVICE CONT. AND REPAIRS 0.00	243,570.00	117,768.35	188,788.85	-62,987.20	125.9%
52090 HEATING FUEL							
10111 52090	130,000.00	FUEL OIL 0.00	130,000.00	17,468.45	0.00	112,531.55	13.4%
52100 ELECTRICITY							
10111 52100	398,278.00	ELECTRICITY 0.00	398,278.00	129,486.17	0.00	268,791.83	32.5%
52110 WATER							
10111 52110	15,725.00	WATER 0.00	15,725.00	6,926.29	0.00	8,798.71	44.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJ SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52120 SEWER						
10111 52120	SEWER	21,775.00	0.00	0.00	15,524.95	28.7%
53020 OTHER SUPPLIES						
10111 53020	OTHER SUPPLIES	6,000.00	0.00	1,038.94	1,000.00	83.3%
55030 BUILDING IMPROVEMENTS						
10111 55030	PUBLIC IMPROVEMENTS	5,000.00	0.00	2,382.36	2,617.64	47.6%
TOTAL BUILDING MAINTENANCE						
899,770.00	0.00	899,770.00	309,221.18	192,210.15	398,338.67	55.7%
TOTAL GENERAL FUND						
899,770.00	0.00	899,770.00	309,221.18	192,210.15	398,338.67	55.7%
TOTAL EXPENSES						
899,770.00	0.00	899,770.00	309,221.18	192,210.15	398,338.67	
GRAND TOTAL						
899,770.00	0.00	899,770.00	309,221.18	192,210.15	398,338.67	55.7%

** END OF REPORT - Generated by Kimberly Allen **

#7

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

DATE: November 29, 2023
TO: Board of Selectmen
FROM: Ryan McNamara, Director of Recreation and Parks
RE: Civic Triangle Phase I Additional Appropriation

The Waterford Recreation and Parks Commission requests the consideration of \$273,428 to be added to the Civic Triangle Park Phase I project for appropriate accessible walkway/park access.

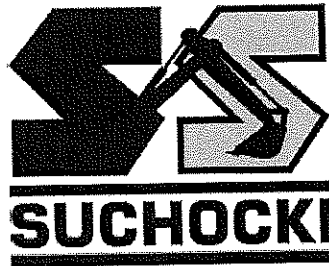
The request for an additional appropriation for accessible walkways and lighting in the recently improved Civic Triangle is essential for several reasons, all centered on ensuring the park's effectiveness and inclusivity:

1. *Enhanced Accessibility:* The installation of accessible walkways is crucial to cater to individuals with diverse mobility needs, including those with disabilities. This investment aligns with our commitment to providing an inclusive and welcoming environment for all community members.
2. *Promoting Safety and Security:* Adequate lighting is paramount for ensuring the safety of park users, particularly during evening hours. Well-lit areas not only deter potential safety hazards but also contribute to an overall sense of security, encouraging more people to utilize the park during various times of the day.
3. *Community Engagement and Well-being:* Accessible walkways and well-lit spaces contribute to the overall enjoyment of the park, promoting physical activity and social interaction. These elements are fundamental to fostering a sense of community well-being and satisfaction.
4. *Compliance with Accessibility Standards:* Investing in accessible infrastructure demonstrates our commitment to meeting and exceeding accessibility standards. This not only aligns with legal requirements but also enhances the reputation of the park as a model of inclusivity.
5. *Tourism and Economic Impact:* An accessible and well-lit park is likely to attract a broader audience, including tourists. This can have positive economic implications for local businesses, as a vibrant and accessible park becomes a focal point for community events and gatherings.
6. *Long-Term Cost Savings:* Proactive investment in quality infrastructure, such as accessible walkways and lighting, can result in long-term cost savings. Well-maintained paths and lighting systems are likely to require fewer repairs and replacements over time, ensuring the sustainability of the park.

In conclusion, the additional appropriation for accessible walkways and lighting is not just an investment in infrastructure; it is an investment in the well-being, safety, and inclusivity of our community. This strategic allocation of funds aligns with our vision for a park that serves as a hub for community engagement and enjoyment for everyone.

Total amount requested: \$273,428

Thank you for your review and consideration.



SUCHOCKI & SON, INC.
43 Hatchedts Hill Rd
Old Lyme, CT 06371
Phone: (860) 889-2283 • Fax: (860) 886-8240

November 27, 2023

WATERFORD CIVIC TRIANGLE SITE IMPROVEMENTS
Additional playground sidewalk

We are pleased to submit a Price of \$273,428.000 dollars for the following scope of work.

Plans: *Kent + Frost site improvement plans dated October 11th, 2023. Issued for permitting.*

General Conditions:

Includes the following:

- Project management of site excavation
- Site safety (OSHA Standards)
- Temp fencing .
- Install temp fencing around playground area

Sedimentation Control Systems

- Install additional silt fence per plan.

Clearing and Grubbing

- Remove all trees in area of proposed sidewalk.
- Excavate removal of all stumps off site
- Relocate monument and remove stumps.

Sitework

- Box out and prep and prep new concrete sidewalk
- Demo and remove existing concrete sidewalk to bathroom building.
- Import structural fill to achieve proposed grades leading up to site gazebo
- Taper slopes away from sidewalk to existing grades
- Saw cut and remove asphalt in areas of handicap parking spaces.
- Furnish and install process gravel subbase material.
- Grade landscape areas to proposed onsite grades.
- Restore all disturbed areas.

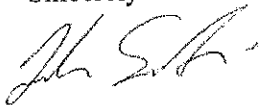
Site Concrete / and finishes

- Furnish and install site concrete sidewalk with associated landings.
- Furnish and install circular concrete landing areas.
- Furnish and install concrete scoring per plan in the proposed walk area.

Landscaping

- Furnish and install shrubs per plan.
- Install 6" of topsoil over additional areas.
- Fine rake and seed all disturbed areas.

Sincerely



Joshua Suchocki
Director of Operations

SCHEDULE OF VALUES - Civic Triangle Improvements play ground walk

SCHEDULE OF VALUES - Civic Triangle improvements play ground walk												
A		B		CY	D	H	I		J	K	L	I
Item No.	Description of Work	Unit	Scheduled Value				WORK COMPLETED					
				From Previous Applications	This Period	Total Completed and Stored to Date	Balance to Finish					
1.	Clearing and Grubbing		13,000.00	\$ -	\$ -	\$ -	\$ 13,000.00	0.00%	\$ -		\$ -	
2	Demo Existing sidewalk		15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	0.00%	\$ -		\$ -	
3	Site Grading		58,000.00	\$ -	\$ -	\$ -	\$ 58,000.00	0.00%	\$ -		\$ -	
3	Site Concrete		63,000.00	\$ -	\$ -	\$ -	\$ 63,000.00	0.00%	\$ -		\$ -	
4	Site Electric		51,000.00	\$ -	\$ -	\$ -	\$ 51,000.00	0.00%	\$ -		\$ -	
5	ada compliant parking spaces		38,000.00	\$ -	\$ -	\$ -	\$ 38,000.00	0.00%	\$ -		\$ -	
6	Landscaping		31,428.00	\$ -	\$ -	\$ -	\$ 31,428.00	0.00%	\$ -		\$ -	
7			0.00	\$ -	\$ -	\$ -	\$ 0.00	#DIV/0!	\$ -		\$ -	
8	erosion control		4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0.00%	\$ -		\$ -	
9				\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -		\$ -	
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12				\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
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21				\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
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28				\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
29				\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
30				\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
31				\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
32				\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
33				\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
			\$ 273,428.00	\$ -	\$ -	\$ -	\$ 273,428.00	0.00%	\$ -		\$ -	

#8

FINANCE DEPARTMENT

Memo

To: The Board of Selectmen
From: Shea Davy
Date: November 17, 2023
Re: Award- RFP#23-127 Auditorium Meeting Room Upgrades

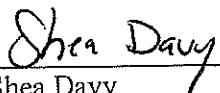
Dear Mr. Brule:

Proposals for the above mentioned project were opened on Mach 2, 2023 by Jeff Robillard, IT Manager, and I with the attached results. After careful review of the proposal, reference checks and discussing the Town's further needs while coordinating the different specifications of the project it is determined that NetFloor USA and Red Thread Spaces LLC, are the most qualified bidder with the resources necessary to complete the flooring and the furniture aspect of this project.

I therefore respectfully seek the Board's approval to award the contract to NetFloor USA in the amount of \$21,946.00, for the flooring aspect of the project. This would include the raised access flooring, access boxes, 2 ADA ramps, carpet tiles, with shipping and installation.

I also respectfully seek the Board's approval to award the contract to Red Thread Spaces LLC in the amount of \$62,203.90, for the furniture aspect of the project.

Funds will be available in line #34723-55021, Auditorium Meeting Room Updates.



Shea Davy
Purchasing Agent,
Town of Waterford

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385

November 15, 2023

To: First Selectman Robert Brule
From: IT Manager Jeffrey Robillard
Date: 11/15/2023
Re: **Bid Recommendation Auditorium Floor/Furniture**

I respectfully request the approval of the following bid submissions and the electrical service quote for the Auditorium meeting room RFP 23-127 line # 34723-55021. The bid was split into multiple parts, with the first being the raised access flooring and the second being the furniture. Both these components of the project only had a single bid on the solution.

NetFloor USA, out of Charlotte North Carolina, was the sole bidder for the raised access flooring. They provided a solution on quote MMQNUSA-23-153REV3 for raised access flooring, access boxes, two ADA ramps, carpet tiles, with shipping/installation for \$21,946.

Red Thread, out of East Hartford Connecticut, was the sole bidder for the furniture. They provided a solution on quote # 841875 for furniture to custom fit to the raised flooring and provide hip walls for the edges of the ADA ramps. The solution also includes 8 folding rolling tables for additional seating and two mobile storage cabinets for the AV control room. The quoted total for this solution is \$62,203.90.

Our on-call electrical contractor D/E/F provided a quote for the electrical services to tie in two new circuits to provide electrical connections through the raised flooring providing electrical to access boxes for the furniture. The estimate of \$2,425 is on the attached quote.

Respectfully submitted,

Jeffrey Robillard

IT Manager

Town of Waterford

* updated proposal



Quote # MMQNUSA-23-153 Rev3

NETFLOOR USA Representative		Quotation #	MMQNUSA-23-153 Rev3
Name	Vicky Hulland	Quotation Date	11/13/23
Address	374 Crompton Street	Company	Waterford CT Town Hall
City, State ZIP	Charlotte, NC 28273	Name	Jeffrey Robillard
Phone	844-638-3566	Address	15 Rope Ferry Rd
Email	vicky@netfloorusa.com	City, State ZIP	Waterford, CT. 06385
Project Name	Auditorium Meeting Room	Phone	860-444-0553 x2138
Product Type	CAS00R ECO 50 (1.97")	Email	jrobillard@waterfordct.org
Square Foot	587		

NETFLOOR USA

As a SBA Woman Owned Small Business Certification Number 869192377; we are pleased to offer for your consideration our NETFLOOR USA Low Profile Cable Management Access Floor System. Our Netfloor USA solutions simplify cabling in any building, in every vertical market.

QUOTE BASED ON (SPEC, DRAWINGS, ROOM NUMBERS)

One Trip - Standard Adhesive if needed - Open Shop (non-union / non prevailing wage) - Standard Dock & Elevator Unloading
Standard Bid Package Drawing & Page 9 of Scope of Work Raised Access Flooring

INCLUDED IN QUOTE

Netfloor USA Material Cost, Installation and Estimated Freight.
Netfloor USA's Standard insurance coverage. Manufacturer's standard 1-year Warranty included upon final inspection.
Rev 1 - Customers request for additional sqft and tile option

NOT INCLUDED IN QUOTE

Grounding, Demolition, Site Prep (including but not limited to leveling of sub floor.)
Bond, Licensing, Permitting, Compliance with Local Regulations, Codes, etc. Sales Tax, Allowances or Contingencies.
All finish product/material such as but not limited to carpet, vinyl, trim, cove base, etc., and associated labor.

NETFLOOR USA PROPOSAL

NETFLOOR USA Low Profile Cable Mgmt Floor Materials, Installation & Freight	\$12,780.00
NETFLOOR USA Low Profile Electrical Floor Boxes as an add (07) Trench Floor Box	\$1,855.00
NETFLOOR USA Low Profile Electrical Floor Boxes as an add (01) Square Floor Box	\$265.00
NETFLOOR USA STATIC SMART Presidential Series Carpet Tile Freight & Installation Opt 1	\$7,046.00

Estimated Sales Tax Provided as a reference only; not collected \$929.32

Mark Hulland /VH

Prepared by

Date 11/13/2023

OWNER ACCEPTANCE

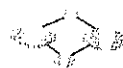
Accepted by: Name & Title

Date

Please make out PO to: NETFLOOR USA, Inc., a division of Monitoring Management, Inc. Terms and conditions apply and supersede all other commitments.
Sales Tax is not included. Quote valid for 30 days. Payment terms to be determined upon credit approval. A 3% fee will be added if paying with a credit card.
Freight is Prepaid & Add, FOB Origin. NETFLOOR USA, Inc. 374 B Crompton St. Charlotte, NC 28273. o 844-638-3566 or 704-504-3020

www.netfloorusa.com

* Original proposal



NETFLOOR USA

Quote # **MMQNUSA-23-153**

NETFLOOR USA Representative		Quotation #	MMQNUSA-23-153
Name	Vicky Hulland	Quotation Date	8/24/23
Address	374 Crompton Street	Company	Waterford CT Town Hall
City, State ZIP	Charlotte, NC 28273	Name	Brandishea Moses
Phone	844-638-3566	Address	15 Rope Ferry Rd
Email	vicky@netfloorusa.com	City, State ZIP	Waterford, CT. 06385
Project Name	Auditorium Meeting Room	Phone	860-444-5842
Product Type	CA500R ECO 50 (1.97")	Email	bmoses@waterford.org
Square Foot	486		

NETFLOOR USA

As a SBA Woman Owned Small Business Certification Number 869192377, we are pleased to offer for your consideration our NETFLOOR USA Low Profile Cable Management Access Floor System. Our Netfloor USA solutions simplify cabling in any building, in every vertical market.

QUOTE BASED ON (SPEC, DRAWINGS, ROOM NUMBERS)

One Trip - Standard Adhesive if needed - Open Shop (non-union / non prevailing wage) - Standard Dock & Elevator Unloading
Standard Bid Package Drawing & Page 9 of Scope of Work Raised Access Flooring

INCLUDED IN QUOTE

Netfloor USA Material Cost, Installation and Estimated Freight.
Netfloor USA's Standard insurance coverage. Manufacturer's standard 1-year Warranty included upon final inspection.

NOT INCLUDED IN QUOTE

Grounding, Demolition, Site Prep (including but not limited to leveling of sub floor.)
Bond, Licensing, Permitting, Compliance with Local Regulations, Codes, etc. Sales Tax, Allowances or Contingencies.
All finish product/material such as but not limited to carpet, vinyl, trim, cove base, etc., and associated labor.

NETFLOOR USA PROPOSAL

NETFLOOR USA Low Profile Cable Mgmt Floor Materials, Installation & Freight	\$11,977.00
NETFLOOR USA Low Profile Electrical Floor Boxes as an add each	\$265.00
NETFLOOR USA STATIC SMART Presidential Sries Carpet Tile Material, Freight & Installation	\$6,017.00
Estimated Sales Tax Provided as a reference only; not collected	\$642.46

Mark Hulland	8/25/2023
Prepared by	Date

OWNER ACCEPTANCE

Accepted by: Name & Title	Date
---------------------------	------

Please make out PO to: NETFLOOR USA, Inc., a division of Monitoring Management, Inc. Terms and conditions apply and supersede all other commitments.
Sales Tax is not included. Quote valid for 30 days. Payment terms to be determined upon credit approval. A 3% fee will be added if paying with a credit card.
Freight is Prepaid & Add, FOB Origin. NETFLOOR USA, Inc. 374 B Crompton St. Charlotte, NC 28273. o 844-638-3566 or 704-504-3020

www.netfloorusa.com

* Updated proposal

RED THREAD

Quotation

860.528.9981
www.red-thread.com

Page 1 / 4

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
841875	11/10/23		TOW036	Gangloff, Shawn	

Quote To

ACCOUNTS PAYABLE
TOWN OF WATERFORD BID
15 ROPE FERRY RD
TOWN HALL
WATERFORD CT 06385-2806

Ship To

ACCOUNTS PAYABLE
TOWN OF WATERFORD BID
15 ROPE FERRY RD
TOWN HALL
WATERFORD CT 06385-2806

Phone +1 (860) 444-5842
Fax +1 (860) 440-0579
Terms NET 30 DAYS

Phone +1 (860) 444-5842
Fax +1 (860) 440-0579
Sales Location E.Hartford -Furniture/Services

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
Several manufacturers have notified us they are experiencing some increased transportation bottlenecks and raw material shortages that could potentially result in extended lead times or near term price increases. While we are monitoring the situation closely, we encourage you to proactively make your purchasing decisions within 30 days of quotation date to avoid possible delays or increases. Under the circumstances our pricing is guaranteed for 30 days from date of quotation, but may be subject to subsequent price increases. Please work with your sales representative to ensure we meet your needs. Thanks for allowing us to earn your business. DUE TO THE VOLATILITY OF THE RISING COST OF RAW MATERIALS, QUOTED PRICE MAY BE SUBJECT TO CHANGE. ANY MANUFACTURERS' CHARGES INCLUDING FUEL SURCHARGES LEVIED SUBSEQUENT TO THIS QUOTATION AND PRIOR TO ORDER PLACEMENT WILL RESULT IN A REVISED QUOTATION. PLEASE CALL US WITH ANY QUESTIONS ON THIS QUOTE. PRICING IS BASED ON NORMAL WORKING CONDITIONS. PRICING IS BASED ON NON-UNION LABOR. PRICING IS BASED ON NON-OVERTIME WORKING HOURS. PLEASE PROVIDE ON-SITE ELECTRICIAN UPON INSTALLATION. ORDERS CANNOT BE CANCELLED AND PRODUCTS CAN'T				

This quotation is subject to Red Thread's standard terms and conditions which are available to the accepting party upon request.

Accepted by: _____ Title: _____ Date: _____
Print Name: _____



Quotation

860.528.9981
www.red-thread.com

Page 2 / 4
(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
841875	11/10/23		TOW036	Gangloff, Shawn	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
BE RETURNED ONCE PURCHASE ORDER IS RECEIVED. THIS QUOTE IS VALID UNTIL 12/1/23. INSTALLATION PRICE IS BASED ON AREA BEING CLEAR, CLEAN, AND READY FOR INSTALLATION. PLEASE SIGN & RETURN TO PURCHASING DEPT. DELIVERY DURING NORMAL WORKING HOURS.				
1	1	CUSTOM FURNITURE CUSTOM SOL This revised proposal includes larger desks and 2 hip walls. Wood grain plastic laminate council desk in a u shape to seat 15 people. Desktop will have a 2" hardwood edge on inside and outside stained to match the laminate. 6" die wall to support the top and act as wire chase for Power/Data and other misc wiring. Mounting holes for microphones in desk surface, supplied by others. Laminate end/support panels. Power data units with 2 power and 2 USB A + C Shop drawings for desk and mobile carts in control room. 2 Mobile folding tables with Nacre power units and 144" cord. Plastic Laminate Council Desk with power units 6 Folding mobile tables with interlink Nacre power units Plastic Laminate is quoted as standard colors and textures from Wilsonart, Formica, Arborite, and Nevamar. Installation included Mobile Cabinets for Control Room	62,203.90	62,203.90

This quotation is subject to Red Thread's standard terms and conditions which are available to the accepting party upon request.

Accepted by: _____ Title: _____ Date: _____
Print Name: _____



Quotation

860.528.9981
www.red-thread.com

Page 3 / 4
(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
841875	11/10/23		TOW036	Gangloff, Shawn	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
------	----------	------------------------------	------------	-----------------

QUOTATION TOTALS

Sub Total 62,203.90

Grand Total 62,203.90

End of Quotation

This quotation is subject to Red Thread's standard terms and conditions which are available to the accepting party upon request.

Accepted by: _____ Title: _____ Date: _____

Print Name: _____



Quotation

860.528.9981
www.red-thread.com

Page 4 / 4
(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
841875	11/10/23		TOW036	Gangloff, Shawn	

Standard Terms and Conditions

These Standard Terms and Conditions are hereby incorporated into any order, quotation, proposal or agreement (hereinafter "Order") for goods and/or services from Red Thread Spaces LLC d/b/a Red Thread (hereinafter "Seller") to the party identified as the customer, buyer or purchaser in the Order (hereinafter, "Buyer"). By accepting or entering into the Order, Buyer agrees to be bound by all of the terms and conditions stated herein.

- Payment Terms.** Except as otherwise expressly stated in the Order, a deposit of 50% of the Order price is required, and payment of the balance is due and payable 10 days after invoice date by check, bank wire or ACH with no resulting intermediary fees to Seller. Goods and/or services will be invoiced as delivered and/or provided to Buyer. Buyer is required to pay all sales, use and other taxes on all goods and services provided, and promptly reimburse Seller for such taxes even if not shown on the Order or invoice. Any Buyer claiming to be exempt from taxes must provide Seller with a valid exemption certificate. Buyer must notify Seller within 10 days after the invoice date setting forth in detail the basis of any disputed item. Notwithstanding the existence of any disputed item, payment for all items not so disputed within said 10-day period shall be due and payable 10 days after the invoice date. Interest at the rate of 1.5% per month will accrue on outstanding monthly balances after the date payment is due until paid, and accrued but unpaid interest will be added to the outstanding balance on a monthly basis. Buyer agrees to pay all costs incurred by Seller in collecting any outstanding balances, including but not limited to reasonable attorney's fees.
- Cancellations and Changes.** All Orders are firm and not subject to cancellation or change without Seller's written agreement. If Seller agrees to cancellation or changes, Buyer shall pay all cancellation, restocking and handling charges.
- Delivery Dates and Schedule Changes.** In the event of Buyer's inability to receive goods as scheduled, Seller will arrange for storage of goods, if required. All costs of double handling, demurrage, extra trucking, storage, risk of loss and insurance incurred by Seller as a result of such changes or delays will be borne by Buyer. In the event that goods must be stored beyond 10 days, Seller will invoice Buyer for goods as though the Order was delivered to Buyer and such invoice shall be due and payable 10 days after invoice date. Placement of the goods in storage by Seller is deemed delivery by Seller and receipt by Buyer.
- Conditions of Job Site.** At time of delivery or installation, the job site must be clear and free of all debris and other tradespeople. Electric current, heat, hoisting and/or elevator service, and adequate facilities for off-loading, staging, storing, moving and handling of goods to be delivered and installed must be provided by Buyer without charge to Seller. Failure of the job site to conform to these requirements may result in project delays and additional costs and expenses, which shall be borne by Buyer.
- Delivery and Installation.** Unless otherwise stated in the Order, delivery and installation will occur during Seller's normal work hours using non-union labor, paid at non-prevailing wages. Buyer shall be responsible for payment of all costs incurred as a result of Buyer's request for delivery or installation outside of Seller's normal work hours, including but not limited to overtime and any other additional labor costs. Buyer shall pay all costs of job-site trade regulations enforced at the time of delivery and/or installation, including any requirement that delivery and/or installation be completed by on-site tradesman.
- Work by Others.** Buyer shall be responsible for connection of electrical panels or components to the building power source unless separately stated. Buyer shall be responsible for structural integrity of any walls in which product will be mounted, effects of building vibrations on electrical components and for measurements that can't be verified at time of Order placement.
- Responsibility for Delivered Goods.** Goods shall be deemed delivered to Buyer upon delivery to the job site by Seller. Buyer shall thereafter bear all risk of loss. If goods are drop shipped directly by manufacturer to Buyer without Seller's services required, Buyer is responsible to receive, unload and inspect product for damage and notify Seller of damage within two days of product receipt. Damaged goods and packaging must be retained for inspection by the carrier. Seller shall not be responsible for any losses sustained due to Buyer's failure to notify Seller timely. Seller's invoices shall be paid in full by Buyer when due irrespective of pending freight claims.
- Acceptance of Installed Items.** All goods installed by Seller shall be conclusively deemed to be in accordance with Buyer's specifications and accepted by the Buyer upon completion of installation unless written notice to the contrary is furnished to Seller within 3 business days after completion of installation.
- Warranty.** Seller will, to the extent assignable, assign any product warranties supplied or furnished by the manufacturer to the Buyer. Seller will provide labor at no charge to correct any labor deficiency for 60 days from date of installation. Seller will provide labor at no charge to repair or replace defective products and parts during the first 60 days of the manufacturer's warranty period. After 60 days, Seller shall provide labor at no charge to Buyer to repair or replace defective products and parts only if and to the extent such labor is included in the manufacturer's warranty.

NO OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED, ARE EXTENDED BY SELLER. SELLER HEREBY DISCLAIMS ALL OTHER WARRANTIES EITHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

10. Limitation of Liability.

A. **Delays and Extensions of Time.** No liability shall accrue against Seller from any act or neglect of Buyer, any Order changes requested by Buyer, any delay authorized or caused by Buyer, any strike, lockout, work stoppage or other labor dispute, any fire, accident or other casualty, any unusual delay in deliveries or inability to obtain goods or materials, any act of God, or any other cause beyond Seller's control.

B. **SELLER'S LIABILITY FOR GOODS AND SERVICES PROVIDED SHALL BE LIMITED TO THE INVOICED VALUE OF SUCH GOODS AND SERVICES AND IN NO EVENT SHALL SELLER'S TOTAL LIABILITY TO BUYER FOR ALL DAMAGES, LOSSES AND CAUSES OF ACTION (REGARDLESS OF THE LEGAL THEORY) EXCEED THE AMOUNT PAID BY BUYER (IF ANY) FOR SUCH GOODS AND SERVICES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL SELLER BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, DIRECT, INDIRECT, SPECIAL, PUNITIVE, OR OTHER DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOSS OF INCOME, LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, LOSS OF BUSINESS REPUTATION, OR OTHER PECUNIARY LOSS) ARISING OUT OF ANY GOODS OR SERVICES PROVIDED BY SELLER TO BUYER, EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

11. Miscellaneous

A. **Governing Law; Severability.** These Standard Terms and Conditions shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, excluding that body of law applicable to choice of law. Any suit by either party shall be brought only in Massachusetts. The parties hereto waive all rights, if any, to a jury trial in any disputes arising from or relating to Order and waive any argument that venue is not appropriate or convenient. If any provision is found to be unenforceable, the remainder of these Standard Terms and Conditions shall continue in full force and effect.

B. **Complete Understanding; Modification.** These Standard Terms and Conditions supersede all prior agreements and understandings between the parties with respect to its subject matter. Any amendments to these Terms and Conditions must be in writing and shall not take effect unless signed by an authorized officer of each of the parties.

C. **Security Interest.** Buyer grants Seller a security interest in products sold until payment in full is received by Seller. Buyer grants Seller all of the rights and remedies of a secured party under the Uniform Commercial Code. Buyer appoints Seller as its attorney-in-fact for the purpose of executing a UCC-1 Financing Statement or other documents as may be necessary to perfect this security interest.

This quotation is subject to Red Thread's standard terms and conditions which are available to the accepting party upon request.

Accepted by: _____ Title: _____ Date: _____

Print Name: _____

Original proposal

Quotation

RED THREAD

860.528.9981
www.red-thread.com

Page 1 / 3

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
841875	08/25/23		TOW036	Gangloff, Shawn	

Quote To

ACCOUNTS PAYABLE
TOWN OF WATERFORD BID
15 ROPE FERRY RD
TOWN HALL
WATERFORD CT 06385-2806

Ship To

ACCOUNTS PAYABLE
TOWN OF WATERFORD BID
15 ROPE FERRY RD
TOWN HALL
WATERFORD CT 06385-2806

Phone +1 (860) 444-5842

Fax +1 (860) 440-0579

Terms NET 30 DAYS

Phone +1 (860) 444-5842

Fax +1 (860) 440-0579

Sales Location E.Hartford -Furniture/Services

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
Several manufacturers have notified us they are experiencing some increased transportation bottlenecks and raw material shortages that could potentially result in extended lead times or near term price increases. While we are monitoring the situation closely, we encourage you to proactively make your purchasing decisions within 30 days of quotation date to avoid possible delays or increases. Under the circumstances our pricing is guaranteed for 30 days from date of quotation, but may be subject to subsequent price increases. Please work with your sales representative to ensure we meet your needs. Thanks for allowing us to earn your business.				
1	1	CUSTOM FURNITURE CUSTOM SOL Wood grain plastic laminate council desk in a u shape to seat 13 people. Desktop will have a 2" hardwood edge on inside and outside stained to match the laminate. 6" die wall to support the top and act as wire chase for Power/Data and other misc wiring. Mounting holes for microphones in desk surface, supplied by others. Laminate end/support panels. Power data units with 2 power and 2 USB A + C Shop drawings for desk and mobile carts in control room. 2 Mobile folding tables with Nacre power units and 144" cord. Plastic Laminate Council Desk with power units 6 Folding mobile tables with interlink Nacre power units	50,736.36	50,736.36

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Accepted by: _____ Title: _____ Date: _____

Print Name: _____

Quotation

RED THREAD

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(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
841875	08/25/23		TOW036	Gangloff, Shawn	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		Plastic Laminate is quoted as standard colors and textures from Wilsonart, Formica, Arborite, and Nevamar. Installation included Mobile Cabinets for Control Room		

QUOTATION TOTALS

Sub Total 50,736.36

Grand Total 50,736.36

End of Quotation

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Accepted by: _____ Title: _____ Date: _____

Print Name: _____

Quotation

RED THREAD

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(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
841875	08/25/23		TOW036	Gangloff, Shawn	

Standard Terms and Conditions

These Standard Terms and Conditions are hereby incorporated into any order, quotation, proposal or agreement (hereinafter "Order") for goods and/or services from Red Thread Spaces LLC d/b/a Red Thread (hereinafter "Seller") to the party identified as the customer, buyer or purchaser in the Order (hereinafter, "Buyer"). By accepting or entering into the Order, Buyer agrees to be bound by all of the terms and conditions stated herein.

1. **Payment Terms.** Except as otherwise expressly stated in the Order, a deposit of 50% of the Order price is required, and payment of the balance is due and payable 10 days after invoice date by check, bank wire or ACH with no resulting intermediary fees to Seller. Goods and/or services will be invoiced as delivered and/or provided to Buyer. Buyer is required to pay all sales, use and other taxes on all goods and services provided, and promptly reimburse Seller for such taxes even if not shown on the Order or invoice. Any Buyer claiming to be exempt from taxes must provide Seller with a valid exemption certificate. Buyer must notify Seller within 10 days after the invoice date setting forth in detail the basis of any disputed item. Notwithstanding the existence of any disputed item, payment for all items not so disputed within said 10-day period shall be due and payable 10 days after the invoice date. Interest at the rate of 1.5% per month will accrue on outstanding monthly balances after the date payment is due until paid, and accrued but unpaid interest will be added to the outstanding balance on a monthly basis. Buyer agrees to pay all costs incurred by Seller in collecting any outstanding balances, including but not limited to reasonable attorney's fees.

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B. **SELLER'S LIABILITY FOR GOODS AND SERVICES PROVIDED SHALL BE LIMITED TO THE INVOICED VALUE OF SUCH GOODS AND SERVICES AND IN NO EVENT SHALL SELLER'S TOTAL LIABILITY TO BUYER FOR ALL DAMAGES, LOSSES AND CAUSES OF ACTION (REGARDLESS OF THE LEGAL THEORY) EXCEED THE AMOUNT PAID BY BUYER (IF ANY) FOR SUCH GOODS AND SERVICES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL SELLER BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, DIRECT, INDIRECT, SPECIAL, PUNITIVE, OR OTHER DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOSS OF INCOME, LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, LOSS OF BUSINESS REPUTATION, OR OTHER PECUNIARY LOSS) ARISING OUT OF ANY GOODS OR SERVICES PROVIDED BY SELLER TO BUYER, EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

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Print Name: _____



Furniture / Technology / Architectural Systems

AUDIOVISUAL SYSTEM EXECUTIVE SUMMARY

Client:	Town of Waterford	Date:	August 30, 2023
Project:	RFP for Council Chambers	Technology Sales:	Tim Bycholski
Contact:	Jeffrey Robillard	Email:	TBycholski@red-thread.com
RT Project #:	85875	Phone:	860.384.5877
		System Engineer:	J. Farrell

COUNCIL CHAMBERS

OVERVIEW

This proposal is for the installation of a new audiovisual system for the Council Chambers room. Video will be mirrored on two new projectors (utilizing existing fixed projection screens) and two new wall-mounted displays. BYOD web-conferencing will be hosted by an owner-furnished (OFE) small form-factor computer or wirelessly via a Barco Clickshare using the provided USB-C pucks. (The OFE computer will be controlled by an OFE wireless keyboard & mouse.)

Additional presentation-only video sources will be a hardwired HDMI floor plate at the main table, along with an HDMI wall plate and SDI input/output rack plate in the adjacent Control Room.

Four wall-mounted PTZ cameras will capture the primary table and audience for the far-end on the conference call. Audio for conferencing and for light speech-reinforcement will be via thirteen hardwired gooseneck microphones at the main table and eighteen wireless gooseneck microphones for additional coverage. (The hard-wired microphones will each have two cables, one for audio and one for logic, that will terminate at four existing floor boxes around the main table using XLR/microphone cables. The visibility of these cables will be dependent upon the furniture provided in the space and the location of the floor boxes). Program and conferencing audio will play through new ceiling-recessed speakers throughout the space.

An HDMI source video feed from the main system will be provided for an OFE Sencore Stream Box for a public broadcast system. A tabletop display in the Control Room will have a Multiview of the camera feeds and active source feed.

Extron system control will be via two tabletop touch panel controllers, one located at the main table and the other in an adjacent Control Room. All cabling will be run from a head-end floor-standing rack located in the Control Room. (Others will be providing raised flooring and floor boxes for cabling travelling along the floor to pertinent devices.)

Owner-furnished equipment: Laptops, Small-Form-Factor Rack-Computer, Sencore Stream Box, Wireless Keyboard & Mouse, Projection screens (existing)

PROJECTION SYSTEM – TYPICAL OF TWO (2)

- Projector brightness: 5,200 lumens
- Projector resolution: 1920 x 1200 *
- Mounting method: ceiling mounted with integrated ceiling bracket for acoustical ceiling tiles
- Projector color: white, mount color: white
- *NOTE: The projector resolution will be set to the 16:9 aspect ratio of the existing projection screens

PROJECTION SCREEN – EXISTING – TYPICAL OF TWO (2)

- Type: Fixed frame
- Projected image size: approximately 50-inch high x 80-inch wide

DISPLAY SYSTEM – TYPICAL OF TWO (2)

- Display size: 75-inch diagonal
- Display resolution: 3840 x 2160
- Display type: professional grade LCD / LED backlit
- Mounting method: wall mounted with full swing arm mount for service

DISPLAY SYSTEM

- Display size: 43-inch diagonal
- Display resolution: 3840 x 2160
- Display type: professional grade LCD / LED backlit
- Mounting method: mounted with included display-manufacturer tabletop stand

MEDIA INPUTS

Qty	Type	Connectivity	Location	Condition
1	Laptop computer	HDMI	Floor core	Owner furnished
1	Laptop computer	HDMI	Wall plate, Control Room	Owner furnished
2	SDI Video Source	2 SDI in; 1 SDI out	Rack Plate	New
1	Small Form Factor Computer	HDMI	Rack	Owner furnished
1	Wireless Conferencing/Presentation (Barco Clickshare)	HDMI	Rack	New

NOTE: All wall plate interfaces will be white and all floor interfaces will be black unless specified differently.

COMPUTER MONITOR

- System does not include provision for a separate monitor for the owner furnished computer

TABLE CONNECTIVITY

- NOTE: Cabling for all gooseneck microphones and video cables are assumed to be routed through grommets or pass-through holes provided by others or are existing. The visibility of these cables will be dependent upon the furniture provided in the space and the location of the floor boxes
- CABLE PATH: Hardwired microphone and video cabling from the head-end rack in the Control Room to the main table will be routed through the raised flooring and will terminate at existing floor boxes. Red Thread will provide four 4-gang plates for the microphone cables and two 1-gang decora plates for HDMI and USB connectivity (for a wireless keyboard/mouse for the OFE computer).

AUDIO SYSTEM

- Audio processor: Automatic microphone mixing
- Microphones: Tabletop gooseneck microphones with mute-status, Qty 13
- Microphone Color: Black
- Wireless microphones: Qty 18 gooseneck
- Speakers: Ceiling recessed, Qty 34 (33 in primary space, 1 in Control Room)

WEB-CONFERENCING

- Web-conferencing via owner furnished computer or wirelessly via Barco Clickshare
- Client must install and setup the required software (i.e. Skype, Webex, etc.)
- Camera: PTZ cameras connected to computer and Clickshare via USB switch
- Camera Color: White
- Calls dialed within the respective software on the owner furnished computer or wireless hosting device

It is the responsibility of the client's IT administrators to ensure that the client-provided Room PC used in this system automatically selects as the default communication device the AV systems connected via USB. This is necessary for proper audio and video operation.

SENCORE PUBLIC BROADCAST DEVICE

Red Thread will provide an HDMI video source feed for the owner-furnished Sencore SCP2100 Stream Box that will reside in the AV rack in the Control Room. Setup, control and administration of this device are the responsibility of the client.

TOUCH PANEL CONTROL SYSTEM

The system will be controlled via an integrated Extron control system. The user interface will be a 10-inch wired tabletop touch panel at the main table and in the Control Room. These touch panels will be mirrored.

- Touch panel color: Black

The following control functions will be available via the touch panel.

- System power
- Source selection: all available sources (Laptop #1 or #2, OFE PC, Clickshare, SDI #1 or SDI #2)
- Audio conferencing controls include
 - Numeric dial pad
 - Text window on touch panel to display numbers entered
 - Functions: dial, hangup, redial, and backspace
 - Incoming call notification with accept and ignore buttons
 - Far end audio conference volume control
- Camera control, including:
 - Camera selection
 - Pan, tilt, and zoom control of all local cameras
 - Up to five (5) local camera presets
- Audio controls
 - Program volume control
 - Privacy (local microphone mute) on and off
- System shut down will include
 - Reset all volume levels back to nominal
 - Power off all display systems

EQUIPMENT RACK

- Rack type: Floor standing
- Location: Control Room

Proposal

Council Chambers

Equipment

Biamp Systems TESIRA SOC-4	Modular Analog Output Card For Tesira Server And Server-Io Device	1	\$242.68	\$242.68
Extron 60-740-01	ASA 131 - Passive Audio Summing Adapter with Captive Screw Plug Input and Balanced Output	1	\$50.00	\$50.00
Extron 60-563-02	XPA 2004 - Four Channel Amplifier - 200 Watts Per Channel	1	\$1,195.12	\$1,195.12
Extron 60-1432-01	IPCP Pro 360 - IP Link Pro Control Processor	1	\$1,829.27	\$1,829.27
Extron 60-1565-02	TLP Pro 1025T - 10" Tabletop TouchLink Pro Touchpanel - Black	2	\$1,969.51	\$3,939.02
Sony Professional FW-43BZ30J	43-inch BRAVIA 4K Ultra HD HDR Professional Display	1	\$670.73	\$670.73
Chief TS525TU	THIN SWING ARM (LARGE)	2	\$494.23	\$988.46
Panasonic PT-FRZ50WU7	WUXGA 1920 X 1200 5200 LMNS DLP LASER PROJECTOR - White	2	\$3,598.75	\$7,197.50
Sony FW75BZ40H	SONY 75" 3840x2160 4K, 620nit, 24/7 Display - Black	2	\$2,848.78	\$5,697.56
Biamp Systems TESIRA EX-LOGIC	Tesira Poe Logic Expander With 16 Logic GPIO (4 GPIO Are Configurable For Potentiometer Interface)	1	\$470.73	\$470.73
Biamp Systems TESIRA SERVER-IO	Digital Network Server	1	\$4,964.63	\$4,964.63
Middle Atlantic CBS-ERK-25	Caster Base for ERK 25DP	1	\$205.49	\$205.49
Middle Atlantic D3LK	3Space Anod Drawer with Lock	2	\$231.71	\$463.42
Middle Atlantic ERK-4425-AV	44Space /25D Configured Av Rack	1	\$1,945.73	\$1,945.73
Middle Atlantic ERK-RR44	44Space ERK Rear Rail Option	1	\$93.29	\$93.29
Red Thread AVRA	AV Misc Rack Accessories	1	\$533.83	\$533.83
Grainger 1UFC2	Locking Storage Cabinet	1	\$369.73	\$369.73
Omnirax OMNI B	Audio Video workstation	1	\$1,916.25	\$1,916.25
Red Thread AVIM	AV Misc. Installation Materials	1	\$787.27	\$787.27
Blackmagic Design CONVCMIC/HS03G/WP SU	HDMI-SDI Adapter	1	\$79.27	\$79.27
Blackmagic Design CONVCMIC/SH03G/WP SU	SDI to HDMI Adapter	1	\$84.15	\$84.15

Proposal

Blackmagic Design SWATEMPSW1ME4K	ATEM 1M/E Production Studio 4K - Camera Switcher	1	\$3,298.78	\$3,298.78
Kramer Electronics VS-66H2	6x6 4K HDR HDCP 2.2 Matrix Switcher with Digital Audio Routing	1	\$3,222.87	\$3,222.87
Lightware UCX-2X2-H30		1	\$1,280.49	\$1,280.49
O.F.E. SCP2100	[OFE] - Owner Furnished Sencore Stream Box (SCP2100)	1	\$0.00	\$0.00
Liberty AV Solutions WQ661005	Custom Floor Plate with XLR and XLR mini	4	\$276.33	\$1,105.32
Liberty AV Solutions WQ661037	Custom Floor Plate, RJ45 for Touch Panel	1	\$58.79	\$58.79
Liberty AV Solutions WQ661038	Custom Wall Plate, RJ45 for Touch Panel	1	\$69.04	\$69.04
Liberty AV Solutions WQ661467	Custom Rack Plate with SDI in/out	1	\$59.30	\$59.30
O.F.E. Laptop	[OFE] - Owner Furnished Laptop	2	\$0.00	\$0.00
O.F.E. Small Form Factor Computer	[OFE] - Owner Furnished Small Form Factor Computer	1	\$0.00	\$0.00
O.F.E. Wireless Keyboard & Mouse	[OFE] - Owner Furnished Wireless Keyboard & Mouse	1	\$0.00	\$0.00
Shure MX415LP/C	15" Cardioid gooseneck microphone, less preamplifier, bicolor status indicator	18	\$240.24	\$4,324.32
Shure MX418D/C	Cardioid-18" Desktop Gooseneck Condenser Microphone, Attached 10' XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	13	\$291.46	\$3,788.98
Shure MXW8--Z10	Desktop base transceiver	18	\$554.88	\$9,987.84
Shure MXWAPT2--Z10	2-Channel access point transceiver	1	\$1,246.34	\$1,246.34
Shure MXWAPT8--Z10	8-Channel access point transceiver	2	\$3,635.37	\$7,270.74
Shure MXWNCS2	Networked charging station - 2 port	1	\$620.73	\$620.73
Shure MXWNCS8	Networked charging station - 8 port	2	\$1,695.12	\$3,390.24
Chief TA500	THINSTALL IN-WALL BOX- LARGE TS525/TS325	2	\$326.95	\$653.90
Chief TAS1	1 INCH TA SPACER	2	\$41.40	\$82.80
Chief VCMUW	HEAVY DUTY PROJECTOR MOUNT	2	\$505.37	\$1,010.74
Netgear GSM4248PX-100NAS	40x1G PoE+ 960W and 8xSFP+ Managed Switch (Americas)	1	\$2,749.94	\$2,749.94
Middle Atlantic PD-915R	Rackmount Power, 9 Outlet, 15A, Basic Surge	1	\$134.15	\$134.15
Biamp Systems TESIRA DAN-1	Audio DSP Dante Card 64 X 64	1	\$1,107.32	\$1,107.32

Proposal

Biamp Systems TESIRA SEC-4	Analog Input Card For Use With Tesira Server And Server-Io Device	8	\$551.22	\$4,409.76
Blustream IP200UHD-RX	BLUSTREAM Multicast UHD Video Over IP - RX	4	\$521.34	\$2,085.36
Blustream IP200UHD-TX	BLUSTREAM Multicast UHD Video Over IP - TX	1	\$521.34	\$521.34
Inogeni 4KXUSB3	4K Ultra HD to USB 3.0 with HDMI loop and VISCA port	1	\$611.77	\$611.77
Kramer Electronics TP-789R	4K60 4:2:0 HDMI Bidirectional PoE Receiver with RS232 & IR over LongReach HDBaseT	2	\$315.24	\$630.48
Kramer Electronics WP-2UT/R-KIT/US-D(W)	USB 2.0 PoC WallPlate Extender Kit over ExtendedReach CAT	1	\$523.17	\$523.17
Kramer Electronics WP-789T/US-D(W/B)	4K60 4:2:0 HDMI 1Gang PoE WallPlate Transmitter with RS232 & IR over LongReach HDBaseT	2	\$345.43	\$690.86
Red Thread Performance Bond		1	\$2,300.00	\$2,300.00
Barco R9861622USB2	CX-50 GEN2 Set, ClickShare Base + 2 Buttons, TAA Compliant	1	\$3,156.10	\$3,156.10
Aver AVR-PAPTZ310W	Aver PTZ310W Professional Live Streaming PTZ Camera (White); 12X Optical Zoom PTZ Camera 3G-SDI, HDMI, USB, IP Streaming Full HD 1080p/60 output PoE & US Style Power 3 Year Warranty	4	\$1,596.33	\$6,385.32
<u>Labor</u>				
RT CAD	CAD Drawing Package	1	\$4,000.00	\$4,000.00
RT Engineering	System Engineering & Design	1	\$7,144.00	\$7,144.00
RT Field Engineering	Field Engineering, Testing & Commissioning	1	\$7,520.00	\$7,520.00
RT Installation	AV Installation Labor, Programming, Commissioning, End User Training, Shipping, 1 Yr Warranty	1	\$22,446.00	\$22,446.00
RT Programming	Programming	1	\$7,896.00	\$7,896.00
RT Project Management	Project Management	1	\$7,896.00	\$7,896.00
RT Rack Build	Rack Build & Staging	1	\$5,474.00	\$5,474.00
RT Training	Training	1	\$1,880.00	\$1,880.00
RT Basic Service	One Year Basic Service Plan	1	\$6,160.00	\$6,160.00
RT Delivery	Delivery	1	\$3,598.40	\$3,598.40
<u>Speaker</u>				
JBL Professional CONTROL 26CT	6.5" Ceiling loudspeaker transducer assembly	34	\$177.52	\$6,035.68
<u>Wire</u>				
Red Thread AVMC	AV Misc Cables and Connectors	1	\$3,125.00	\$3,125.00

Proposal

Council Chambers Total

\$183,676.00

Scope of Work for Power / Wiring

Provide and install power for fixed tables using existing circuits.

Provide and install (1) new circuit for duplex and L5-20 receptacle for AV closet.

Provide and install (2) rack mount PDU's.

Install (1) APC Smartups.

Disconnect and remove existing av / data in closet and room.

Provide and install power for portable tables.

Provide and install data for every other table.

Provide and install (1) 6 strand OM4 fiber.

Provide and install (1) wall mount fiber housing.

Provide and install (1) 6 strand bulkhead with LC connections.



D/E/F Services Group, Ltd

One Call • One Contractor • One Relationship

"The Value of One"

MCO.0903797
ELC.0183107-E1
HTG.0400787-S1
PLM.0278777-P1

November 15, 2023

Re: Town Hall Raised Floor Electrical

D/E/F Services Group, Ltd is proud to present the following proposal to the Town of Waterford to install a electrical Locations for raised floor in Town Hall Conference Room

Scope of Work

Provide labor, material, and supervision to complete the following scope of work

- D/E/F will install 120volt outlets to 5 locations within the floor back to the nearest power panel located in the hall
 - Power will make use of MC where possible and conduit where necessary
- It is assumed to have sufficient power for the install 2 new 120V circuits to the closest power panel in the storage room next to the new Raised floor

Total Proposal **\$2,425.00**

Statement of Clarifications and Exclusions:

- Bid Bond, Performance and Payment Bonds are **excluded**
- Installation of additional grounding methods/means is **excluded**
- Installation of additional AC circuits is **excluded**
- Any and all utility fees and/or usage charges for power is **excluded**
- Overtime / additional time caused by delays due to other trades or schedule acceleration is **excluded**
- Additional work requested by customer will be performed on a **Time & Material** basis per Town of Waterford Electrical On-Call Services agreement.
- This proposal is contingent upon a complete scope review between the authorized personnel and D/E/F Services to ensure over-all project intent.

Commercial Clarifications:

1. For projects with an estimated completion time of **forty-five (45) days or less**, a down payment of 1/3 of the contract total is due upon contract signing. Another payment of 1/3 of the contract total is due upon completion of rough-in inspection. The remainder of the contract is to be paid out upon completion of work.
2. For projects with an estimated completion time **over forty-five (45) days**, project billing will be monthly or as a project section or unit is completed and payment is required no more than **net thirty (30) days**.
3. Paid when paid will not be an acceptable contract option.
4. Retention will not be more than 30 days / 90 days upon project substantial completion @ 7.5%
5. This proposal is valid for a period of thirty (30) days.
6. State of Connecticut sales tax is **excluded** in this proposal
7. Fee for required permits has been **excluded**
8. All work to be performed 7:00 AM to 3:30 PM Monday through Friday, excluding holidays and overtime.

Warrants:

All work is warranted for a period of one year from substantial completion.

Schedule:

D/E/F Services Group could be on site and prepared to start installation within (15) days after receipt of a purchase order or notice to proceed.

If you have any questions regarding this proposal, please do not hesitate to call us.

Please sign and return this proposal (next page) if this proposal is acceptable and you would like begin coordination to proceed.

1171 Voluntown Rd. Griswold, CT 06351
(860) 376 - 4896, Fax (860) 376 - 1213
(AA/EOE)

Page 1 of 2



D/E/F Services Group, Ltd

One Call • One Contractor • One Relationship

"The Value of One"

MCO.0903797
ELC.0183107-E1
HTG.0400787-S1
PLM.0278777-P1

Regards,

David Hatch
Low Voltage Project Manager
DHatch@DEFWiring.com

D/E/F SERVICES GROUP:

By: _____
Name: _____
Title: _____
Date: _____

CUSTOMER:

By: _____
Name: _____
Title: _____
Date: _____

Purchase
order: _____

To initiate order please

1. Fax back to 860.376-1213, or
2. Email copy to dhtach@defwiring.com

Direct

(860)
376-
4896
x15

[illegible]

#9

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

Fire Services
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer	Budget Transfer	REVISED Available Budget
						INCREASE	DECREASE	
1	10123	52376	Hydraulic Testing	\$ 2,000	\$ (2,806)	3,400		594
2	10123	52378	Building Maintenance	\$ 76,000	\$ 26,827		(3,400)	23,427
TOTAL						3,400	(3,400)	

Explanation:

1-2 Due to this being the first year with our new hydraulic tools, we did not anticipate the higher cost of inspection and maintenance needed on E-draulic tools.

MICHAEL HOWLEY (VIA EMAIL)
Department Head

11/14/2023
Date

KIM ALLEN
Director of Finance

11/15/2023
Date

First Selectman

Date

Commission/Board Approval

Date

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13									
	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
101 GENERAL FUND									
10123 FIRE SERVICES									
51110 ADMINISTRATION									
10123 51110	204,179.00	ADMINISTRATION 0.00	204,179.00	65,855.88	0.00	138,323.12	32.3%		
51120 INSPECTION									
10123 51120	83,068.00	INSPECTION 0.00	83,068.00	29,108.77	0.00	53,959.23	35.0%		
51210 CLERICAL AND TECHNICAL									
10123 51210	147,637.00	CLERICAL AND TECHNICAL 0.00	147,637.00	55,232.21	0.00	92,404.79	37.4%		
51240 EDUCATIONAL INCENTIVE									
10123 51240	16,750.00	EDUCATIONAL INCENTIVE 0.00	16,750.00	2,240.00	0.00	14,510.00	13.4%		
51410 FIRE FIGHTING									
10123 51410	1,202,923.00	FIRE FIGHTING 0.00	1,202,923.00	397,589.74	0.00	805,333.26	33.1%		
51411 INCENTIVE PROGRAM STIPENDS									
10123 51411	50,000.00	INCENTIVE PROGRAM STIPENDS 0.00	50,000.00	0.00	0.00	50,000.00	.0%		
51412 PART TIME FIRE FIGHTING									
10123 51412	210,000.00	PART TIME FIRE FIGHTING 0.00	210,000.00	61,911.71	0.00	148,088.29	29.5%		

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51810 OVERTIME							
10123 51810	245,000.00	0.00	245,000.00	113,394.79	0.00	131,605.21	46.3%
51920 F.I.C.A.							
10123 51920	165,206.00	0.00	165,206.00	51,916.71	0.00	113,289.29	31.4%
52010 ADVERTISING							
10123 52010	400.00	0.00	400.00	0.00	0.00	400.00	.0%
52020 POSTAGE							
10123 52020	250.00	0.00	250.00	41.47	0.00	208.53	16.6%
52030 PROFESSIONAL FEES							
10123 52030	2,500.00	0.00	2,500.00	713.57	0.00	1,786.43	28.5%
52040 SERVICE CONT. AND REPAIRS							
10123 52040	13,530.00	SERVICE CONT. AND REPAIRS 2,625.00	16,155.00	13,174.10	2,309.18	671.72	95.8%
52050 DUES, CONFER							
10123 52050	36,800.00	DUES, CONFERENCES & EDUCAT 0.00	36,800.00	13,453.53	10,710.03	12,636.44	65.7%
52060 PRINTING							
10123 52060	100.00	PRINTING 0.00	100.00	17.40	0.00	82.60	17.4%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52070 REIMBURSABLE EXPENSES						
10123 52070	REIMBURSABLE EXPENSES 0.00	1,500.00	91.05	0.00	1,408.95	6.1%
52080 TELEPHONE						
10123 52080	TELEPHONE 9,175.00	27,675.00	9,089.70	18,356.48	228.82	99.2%
52290 PUBLIC SAFETY AWARENESS						
10123 52290	PUBLIC SAFETY AWARENESS 0.00	4,000.00	1,717.78	0.00	2,282.22	42.9%
52310 EXAMINATIONS						
10123 52310	EXAMINATIONS 0.00	10,000.00	6,422.58	1,577.42	2,000.00	80.0%
52320 RENTAL OF HYDRANTS						
10123 52320	RENTAL OF HYDRANTS 0.00	541,000.00	135,237.44	405,712.32	50.24	100.0%
52370 CLOTHING OR UNIFORM ALLOW						
10123 52370	CLOTHING OR UNIFORM ALLOW 0.00	19,500.00	6,954.29	8,925.75	3,619.96	81.4%
52371 FIRE POLICE						
10123 52371	FIRE POLICE 0.00	1,250.00	0.00	0.00	1,250.00	.0%
52372 INSURANCE						
10123 52372	INSURANCE 0.00	140,000.00	139,203.00	0.00	797.00	99.4%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024-13

ORIGINAL APPROP	TRANS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52373 LP GAS						
10123 52373	LP GAS -3,800.00	1,800.00	852.82	0.00	947.18	47.4%
52374 CABLE TELEVISION						
10123 52374	CABLE TELEVISION 0.00	7,500.00	3,443.52	5,671.08	-1,614.60	121.5%
52375 GROUND LADDER TESTING						
10123 52375	GROUND LADDER TESTING 0.00	7,800.00	0.00	5,000.00	2,800.00	64.1%
52376 HYDRAULIC TESTING						
10123 52376	HYDRAULIC TESTING 0.00	2,000.00	4,796.30	9.24	-2,805.54	240.3%
52377 BREATHING APPARATUS TESTING						
10123 52377	BREATHING APPARATUS TESTING 0.00	9,500.00	1,416.34	5,889.14	2,194.52	76.9%
52378 BUILDING MAINTENANCE						
10123 52378	BUILDING MAINTENANCE -8,000.00	76,000.00	28,479.58	20,693.70	26,826.72	64.7%
52379 HOSE TESTING AND REPAIRS						
10123 52379	HOSE TESTING AND REPAIRS 0.00	9,825.00	0.00	8,700.00	1,125.00	88.5%
52387 PUMP TESTING SERVICES						
10123 52387	PUMP TESTING SERVICES 0.00	4,000.00	1,800.00	0.00	2,200.00	45.0%



Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13		ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52392 GENERATOR MAINTENANCE & REPAIR								
10123 52392	GENERATOR MAINTENANCE & REPAIR	9,500.00	0.00	9,500.00	2,496.63	1,952.00	5,051.37	46.8%
53010 OFFICE SUPPLIES								
10123 53010	OFFICE SUPPLIES	1,000.00	0.00	1,000.00	92.13	700.00	207.87	79.2%
53020 OTHER SUPPLIES								
10123 53020	OTHER SUPPLIES	12,000.00	0.00	12,000.00	4,033.03	3,739.94	4,227.03	64.8%
53021 CONSUMABLE SUPPLIES								
10123 53021	CONSUMABLE SUPPLIES	3,800.00	0.00	3,800.00	1,482.21	200.00	2,117.79	44.3%
53070 AUTO REPAIRS								
10123 53070	AUTO REPAIRS	110,000.00	-30,000.00	80,000.00	67,958.00	4,536.62	7,505.38	90.6%
53080 AUTOMOTIVE MAINTENANCE								
10123 53080	AUTOMOTIVE MAINTENANCE	0.00	30,000.00	30,000.00	16,730.26	12,642.93	626.81	97.9%
53090 FUELS AND LUBRICANTS								
10123 53090	FUELS AND LUBRICANTS	45,000.00	0.00	45,000.00	16,167.71	700.00	28,132.29	37.5%
53110 COMPUTER SUPPLIES								
10123 53110	COMPUTER SUPPLIES	1,000.00	0.00	1,000.00	107.52	206.47	686.01	31.4%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13		ORIGINAL APPROP	TRANS/ADJST	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53111 FF PROTECTIVE CLOTHING								
10123 53111	FF PROTECTIVE CLOTHING 0.00	35,000.00		35,000.00	9,985.66	23,552.44	1,461.90	95.8%
53112 FIREFIGHTING SUPPLIES								
10123 53112	FIREFIGHTING SUPPLIES 0.00	9,000.00		9,000.00	4,378.55	3,824.23	797.22	91.1%
53113 VOLUNTEER RESPONDER AWARDS								
10123 53113	VOLUNTEER RESPONDER AWARDS 0.00	5,000.00		5,000.00	992.00	0.00	4,008.00	19.8%
53114 MEDICAL SUPPLIES								
10123 53114	MEDICAL SUPPLIES 0.00	6,500.00		6,500.00	617.04	4,545.40	1,337.56	79.4%
53115 VOLUNTEER FIREFIGHTER SUPPLIES								
10123 53115	VOLUNTEER FIREFIGHTER SUPPLIES 0.00	3,000.00		3,000.00	0.00	1,647.50	1,352.50	54.9%
54060 OFFICE EQUIPMENT								
10123 54060	OFFICE EQUIPMENT 0.00	1,500.00		1,500.00	458.80	145.01	896.19	40.3%
54202 EQUIPMENT - FIRE INVESTIGATIONS								
10123 54202	EQUIPMENT - FIRE INVESTIGATIONS 0.00	500.00		500.00	-408.36	0.00	908.36	-81.7%
54218 FIREFIGHTER EQUIPMENT								
10123 54218	FIREFIGHTER EQUIPMENT 0.00	24,000.00		24,000.00	6,481.94	6,800.00	10,718.06	55.3%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54220 RADIO/EMERGENCY LIGHTS						
10123 54220	RADIO/EMERGENCY LIGHTS 0.00	9,000.00	594.42	7,720.83	684.75	92.4%
54222 RESCUE TRUCK EQUIPMENT						
10123 54222	RESCUE TRUCK EQUIPMENT 0.00	5,500.00	67.50	0.00	5,432.50	1.2%
54226 EQUIPMENT						
10123 54226	EQUIPMENT 0.00	6,000.00	0.00	1,128.58	4,871.42	18.8%
TOTAL FIRE SERVICES			1,276,389.32	567,596.29	1,687,632.39	52.2%
3,531,618.00						
TOTAL GENERAL FUND			1,276,389.32	567,596.29	1,687,632.39	52.2%
3,531,618.00						
TOTAL EXPENSES			1,276,389.32	567,596.29	1,687,632.39	
3,531,618.00						
GRAND TOTAL			1,276,389.32	567,596.29	1,687,632.39	52.2%
3,531,618.00						

** END OF REPORT - Generated by Kimberly Allen **



WATERFORD POLICE DEPARTMENT
41 AVERY LANE
WATERFORD, CT 06385-2819

Marc Balestracci
Police Chief



(860) 442-9451 TEL
mbalestracci@waterfordct.org

To: Finance Director Kim Allen
From: Marc Balestracci, Chief of Police
Date: November 21, 2023
Re: Additional Appropriation for employee payout

I am respectfully requesting an additional appropriation in the amount of \$12,786 to line item 10129-51420 (Patrol) as these funds are needed for an employee payout that is required under the current collective bargaining agreement. The employee's last day with the town was November 15, 2023.

Thank you for any consideration.

Thank you,

Marc Balestracci
Chief of Police
Waterford Police Department

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

Public Works
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Budget Amount	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Budget Amount
1	10130	52510	Rental of Equipment	\$ 5,000	\$ (12,500)	20,000.00		\$ 7,500
2	10130	52531	Landfill Maintenance	\$ 23,000	\$ (1,150)	1,150.00		\$ -
3	10130	52470	Solid Waste	\$ 940,000	\$ 54,801		21,150.00	\$ 33,65
4								\$ -
5								\$ -
6								\$ -
TOTAL						21,150.00	21,150.00	

Explanation:

1. The Department is working with Utilities in the project to replace the plastic water services ahead of the paving our roads. Utilities trenched the road, replaced the service and compacted the trench. Millings were used for the temporary patch. Public Works then followed removing the temporary patch and replacing it with a permeant patch. This required the rental of a mini excavator. The Department also has rented a skid steer for the upcoming winter season for sidewalk snow removal. Our current machine has been red-line for sidewalk removal due the fact it has overturned 3 times, once into the travel lane of road.
2. The Landfill mowing bid was just received, and the price for this year is increased from the previous budget price.
3. To date, the Town is seeing a reduction in the generation of waste. For the first 3 months, we have experienced an 18% drop in waste for a total of 598 tons. At the current tipping fee of \$61.25, this line item can be reduced.

Department Head

Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10130 PUBLIC WORKS						
51110 ADMINISTRATION						
10130 51110	ADMINISTRATION 0.00	338,287.00	131,124.44	0.00	207,162.56	38.8%
51130 ENGINEERING						
10130 51130	ENGINEERING 0.00	5,558.00	0.00	0.00	5,558.00	.0%
51210 CLERICAL AND TECHNICAL						
10130 51210	CLERICAL AND TECHNICAL 0.00	164,347.00	57,474.64	0.00	106,872.36	35.0%
51510 EQUIPMENT MAINTENANCE						
10130 51510	EQUIPMENT MAINTENANCE 0.00	403,804.00	114,752.47	0.00	289,051.53	28.4%
51520 HIGHWAY MAINTENANCE						
10130 51520	HIGHWAY MAINTENANCE 0.00	927,036.00	310,978.51	0.00	616,057.49	33.5%
51530 REFUSE COLL. & DISPOSAL						
10130 51530	REFUSE COLL. & DISPOSAL 0.00	471,730.00	162,036.33	0.00	309,693.67	34.3%
51540 SNOW REMOVAL						
10130 51540	SNOW REMOVAL 0.00	56,000.00	0.00	0.00	56,000.00	.0%



Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJ.SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51810 OVERTIME							
10130 51810	55,000.00	OVERTIME 0.00	55,000.00	35,037.83	0.00	19,962.17	63.7%
51910 FRINGE BENEFITS							
10130 51910	16,225.00	FRINGE BENEFITS 0.00	16,225.00	7,571.50	2,830.02	5,823.48	64.1%
51920 F.I.C.A.							
10130 51920	187,021.00	F.I.C.A. 0.00	187,021.00	57,971.56	0.00	129,049.44	31.0%
52020 POSTAGE							
10130 52020	400.00	POSTAGE 0.00	400.00	468.24	0.00	-68.24	117.1%
52030 PROFESSIONAL FEES							
10130 52030	120,000.00	PROFESSIONAL FEES 0.00	120,000.00	51,844.36	65,191.95	2,963.69	97.5%
52040 SERVICE CONT AND REPAIRS							
10130 52040	60,000.00	SERVICE CONT. AND REPAIRS 0.00	60,000.00	30,430.15	24,056.52	5,513.33	90.8%
52050 DUES CONFER							
10130 52050	3,000.00	DUES, CONFERENCES & EDUCATION 0.00	3,000.00	655.00	0.00	2,345.00	21.8%
52060 PRINTING							
10130 52060	50.00	PRINTING 0.00	50.00	0.10	0.00	49.90	.2%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52070 REIMBURSABLE EXPENSES						
10130 52070	REIMBURSABLE EXPENSES 50.00	50.00	0.00	0.00	50.00	.0%
52400 MEAL ALLOWANCE						
10130 52400	MEAL ALLOWANCE 2,300.00	2,300.00	72.00	0.00	2,228.00	3.1%
52410 STREET TREE MAINTENANCE						
10130 52410	STREET TREE MAINTENANCE 500.00	500.00	0.00	0.00	500.00	.0%
52450 SITE WORK						
10130 52450	SITE WORK 1,000.00	1,000.00	0.00	0.00	1,000.00	.0%
52460 STREET LIGHTING						
10130 52460	STREET LIGHTING 90,000.00	90,000.00	24,749.31	0.00	65,250.69	27.5%
52470 SOLID WASTE DISPOSAL						
10130 52470	SOLID WASTE DISPOSAL 940,000.00	940,000.00	273,578.84	614,116.30	52,304.86	94.4%
52475 RECYCLING PROGRAM						
10130 52475	RECYCLING PROGRAM 200.00	200.00	0.00	0.00	200.00	.0%
52510 RENTAL OF EQUIPMENT						
10130 52510	RENTAL OF EQUIPMENT 5,000.00	5,000.00	9,515.00	7,985.00	-12,500.00	350.0%



Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52531 LANDFILL CAP MAINTENANCE							
10130 52531	23,000.00	LANDFILL CAP MAINTENANCE 0.00	23,000.00	6,747.50	17,382.50	-1,130.00	104.9%
53010 OFFICE SUPPLIES							
10130 53010	325.00	OFFICE SUPPLIES 0.00	325.00	82.14	0.00	242.86	25.3%
53030 OPERATIONAL SUPPLIES							
10130 53030	18,000.00	OPERATIONAL SUPPLIES 0.00	18,000.00	8,056.14	5,401.31	4,542.55	74.8%
53050 ENGINEERING SUPPLIES							
10130 53050	300.00	ENGINEERING EQUIP.&SUPPLIES 0.00	300.00	0.00	0.00	300.00	.0%
53070 AUTO REPAIRS							
10130 53070	205,000.00	AUTO REPAIRS 0.00	205,000.00	80,897.02	92,652.24	31,450.74	84.7%
53090 FUELS AND LUBRICANTS							
10130 53090	327,790.00	FUELS AND LUBRICANTS 0.00	327,790.00	92,809.14	0.00	234,980.86	28.3%
53100 TIRES							
10130 53100	35,000.00	TIRES 0.00	35,000.00	11,654.25	8,845.75	14,500.00	58.6%
53250 TRAFFIC CONTROL MATERIALS							
10130 53250	20,000.00	TRAFFIC CONTROL MATERIALS 0.00	20,000.00	8,907.07	2,779.09	8,313.84	58.4%



Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53300 HIGHWAY MATERIALS							
10130 53300	170,000.00	HIGHWAY MATERIALS 0.00	170,000.00	50,354.31	64,894.91	54,750.78	67.8%
54050 AUTOMOTIVE EQUIPMENT							
10130 54050	26,755.00	AUTOMOTIVE EQUIPMENT 0.00	26,755.00	18,318.08	0.00	8,436.92	68.5%
55010 TOWN AID ROADS IMPROVED							
10130 55010	321,120.00	TOWN AID ROADS IMPROVED 0.00	321,120.00	0.00	242,876.25	78,243.75	75.6%
TOTAL PUBLIC WORKS	4,994,798.00	0.00	4,994,798.00	1,546,085.93	1,149,011.84	2,299,700.23	54.0%
TOTAL GENERAL FUND	4,994,798.00	0.00	4,994,798.00	1,546,085.93	1,149,011.84	2,299,700.23	54.0%
TOTAL EXPENSES	4,994,798.00	0.00	4,994,798.00	1,546,085.93	1,149,011.84	2,299,700.23	
GRAND TOTAL	4,994,798.00	0.00	4,994,798.00	1,546,085.93	1,149,011.84	2,299,700.23	54.0%

** END OF REPORT - Generated by Kimberly Allen **