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FINANCE DEPARTMENT

Memo

May 17, 2022

Mr. Rob Brule
First Selectman
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

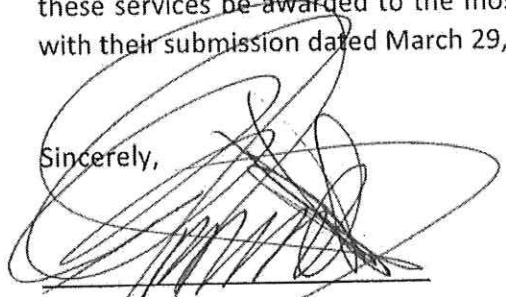
Re: Bid Award – BID#22-110 Comprehensive Banking Services

Dear Mr. Brule,

On March 29, 2022, Maryellen McConnell, Joe Mancini and I opened bids for the above-mentioned Request for Proposals, with the attached results.

The Purchasing Agent in conjunction with the Finance Director recommends the contract for these services be awarded to the most qualified bidder Peoples United Bank, in accordance with their submission dated March 29, 2022 and the rates therein.

Sincerely,



Rawle Dummett
Purchasing Agent,
Town of Waterford

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

TO: Rawle Dummet, Purchasing Agent

FROM: Kim Allen, Director of Finance

COPY: Abbas Danesh, Treasurer
Ginny Bielucki, Accountant II
Joseph Mancini, BOE
Karen Kopec, BOE

RE: Contract Award Notification (Bid#22-110 COMPREHENSIVE BANKING SERVICES)

DATE: May 13, 2022

Abbas Danesh, Ginny Bielucki, Karen Kopec and myself reviewed all proposals for banking services that were received in response to Bid #22-110 Comprehensive Banking Services. After reviewing all the proposals, fees for current services, and earning credit percentages it is our recommendation to award the contract for the Town of Waterford banking services to People's United Bank.

People's rates earning credit is proposed at .75% and they have agreed to hold their rates for 5 years. None of the other proposals match Peoples in fees/rates or earning credits. People's also will be providing equipment at no charge that will allow the town to begin using remote check capture technology to allow bank deposits remotely.

Respectfully,

Kimberly Allen

Tabulation Sheet Bid#22-110 Comprehensive Banking Services
 Bid Opening 03/29/2022 11:00 a.m.

Vendor/Entity	Notes
Chelsea Groton Bank	Rates Provided
Liberty Bank	Rates Provided
T.D. Bank	Rates Provided
Citizens Bank	Rates Provided
Peoples United Bank	Rates Provided
J.P. Morgan Chase	Rates Provided

Town of Waterford - People's United Bank, N.A**Appendix B: Expected Volume Levels**

Service Description	Annual Volume	Price Per Unit
Maintenance Fee	N/A	\$20.00
Checks Written	7350	\$0.17
Stop Payments	18	\$30.00
Electronic Debits (Withdraws)	600	\$0.14
Electronic Credits (Deposits)	640	\$0.14
Deposits Ticket	870	\$0.40
On Us Items	N/A	\$0.12
Transit Items Local	N/A	\$0.12
Charge Back Items	N/A	\$8.00
Incoming Wire	18	\$12.00
Outgoing Wires	24	\$12.00
ACH Origination Maint.	N/A	\$35.00
ACH Origination Batches	N/A	\$5.00
ACH Origination Items	16000	\$0.14
ACH Notification of Change	7	\$3.50
ACH Returns	N/A	\$5.00
Remote Deposit Maint (Monthly)	N/A	\$40.00
Remote Deposits	N/A	\$0.40
Remote Deposit Items	N/A	\$0.12
Positive Pay	24	\$35.00
Positive Pay Exceptions	23	\$2.00
Positive Pay Stops	29	\$0.08
Average monthly balance	N/A	\$4,000,000.00

		Annual Volume	Price Per Unit
ADDITIONAL SERVICES			
Online Banking	Info Reporting Premier (2 accounts)	12	\$50.00
	Info Reporting Addt'l accounts	60	\$12.50
	Info Rpt Details 0-500	6000	\$0.06
	Info Rpt Details 501+	5350	\$0.08
Account Recon/Positive Pay	Payee Positive Pay	n/a	\$20.00
	Full Recon w/Positive Pay	12	\$85.00
	Full Reconciliation	12	\$75.00
	Full Recon Issued Items	7928	\$0.08
	Full Recon Issue Files	163	\$7.50
	ACH Positive Pay	24	\$19.00
	ACH Positive Pay Exception Items	14	\$5.00
ZBA	ZBA Concentration	12	\$40.00
	ZBA Sub Account	12	\$25.00
Wires	Wire Module	12	\$35.00
	Incoming Wire Activity Report	16	\$1.50
Lockbox Services			
	Web Research	12	\$5.00
	Extract File	12	\$5.00
	Retail Monthly Maintenance	12	\$13.00
	Web Exceptions	12	\$5.00
	Lockbox Delivery Preparation Charge	12	\$2.50
	Monthly Transmission Maintenance	12	\$4.00
	Lockbox Deposit	3	\$0.60
	Retail Lockbox Per Item Processed	1058	\$0.18
	LBX Reject OCR-MICR Repair	9	\$0.05
	Archived Images	1925	\$0.03
	Unprocessable/Correspondence		\$0.50
	Retail Lockbox Item Reject	67	\$0.25
	Courier Service	3	\$50.00
	Lockbox Deposit On Us & Local	867	\$0.15
	UPS Package Return	1	At Cost
Earnings Credit Rate: 0.75%			

Digital Payment Solutions

*Due to the scalable nature and various connection options within DPS, pricing would be provided after a review of the product offering to understand your needs of a payment website and the requirements of your business. A definitive pricing schedule would be defined after the product options are chosen to provide a clear understanding of the fee schedule.

Integrated Payables

*The fees are a direct function of how many payments are made, the form of payment being utilized and the complexity of your AP process/needs.

Purchasing Card

*Transaction and monthly software/services fees apply

Merchant Services

	One-Time Fee	Flat Fee Monthly	Flat Fee Per Transaction	% Rate of Transaction	Interchange & Association Fees Visa/MC/Discover/Amex/PIN-Debit
Rates, Fees, and Charges:					
New merchant account setup fees	\$0.00	\$0.00	\$0.00	0.0000%	
Authorization - Visa	\$0.00	\$0.00	\$0.00	0.0000%	
Authorization - Mastercard	\$0.00	\$0.00	\$0.00	0.0000%	
Authorization - American Express	\$0.00	\$0.00	\$0.00	0.0000%	
Authorization - PIN-Debit	\$0.00	\$0.00	\$0.00	0.0000%	
Per Transaction - Visa	\$0.00	\$0.00	\$0.03	0.0010%	Pass-Thru
Per Transaction - Mastercard	\$0.00	\$0.00	\$0.03	0.0010%	Pass-Thru
Per Transaction - American Express	\$0.00	\$0.00	\$0.03	0.0010%	Pass-Thru
Per Transaction - PIN-Debit	\$0.00	\$0.00	\$0.03	0.0010%	Pass-Thru
Address Verification (AVS) fee	\$0.00	\$0.00	\$0.00	0.0000%	
Retrieval request fee	\$0.00	\$0.00	\$25.00	0.0000%	
Chargeback fee	\$0.00	\$0.00	\$0.00	0.0000%	
Monthly minimum fees, e.g. MID with no transaction	\$0.00	\$13.95	0	0.0000%	
Online portal access per Merchant ID	\$0.00	\$0.00	\$0.00	0.0000%	
Statement fee (paper statement)	\$0.00	\$0.00	\$0.00	0.0000%	
Terminal reprogramming fee (for customer owned terminal)	\$0.00	\$0.00	\$0.00	0.0000%	
PCI compliance support fees	\$0.00	\$0.00	\$0.00	0.0000%	
PCI noncompliance fee	\$0.00	\$19.95	\$0.00	0.0000%	

*Worldpay has a vast solution set to accommodate every potential payments need. Some of these specialized solutions may have product specific fees associated with them. If it is deemed that the City would benefit from any solution that requires product specific fees not listed above, the City will be provided with an addendum to sign detailing any and all product specific fees.

*Based on current volumes, pricing and an average monthly balance of \$4,000,000, the Town of Waterford is not currently assessed any fees for services.

*People's United Bank agrees that these prices for banking service will be effective for the terms described in the RFP.



Town of Waterford

Bid#22-110

Request for Proposal

Comprehensive Banking Services

Proposal Due Date

2/4/2022

By: 11:00 am EST

**Town of Waterford
Board of Selectmen
Request for Proposals**

Bid #22-110 Comprehensive Banking Services

The Purchasing Agent will accept sealed bids for **Comprehensive Banking Services** until **Friday, February 4th, 2022 at 11:00 am** in the Louise Appleby Room located at 15 Rope Ferry Rd Waterford, Connecticut, 06385. Information and Bid Packets are available on the Town web site at www.waterfordct.org. Any questions regarding specifications, policies and procedures are to be directed to the Purchasing Agent in writing at rdummett@waterfordct.org. Potential Bidders are responsible for checking the Town of Waterford website for any addenda and updates regarding this Bid. The Board of Selectmen reserves the right to reject any or all bids, in whole or in part, and to waive any informality in any bid when such action is deemed to be in the best interest of the Town; their decision is final.

Rawle Dummett
Purchasing Agent
Town of Waterford

Town of Waterford REQUEST FOR PROPOSAL ("RFP")
FOR
COMPREHENSIVE BANKING SERVICES

Table of Contents

I.	Introduction	3
II.	RFP Requirements and Schedule	3
III.	Scope of Services	7
IV.	Information Requested.....	8
V.	Evaluation and Award Criteria	17
	Appendix A: Intention to Submit a Proposal.....	18
	Appendix B: Expected Volume Levels	19
	Appendix C: Current Account Structure	20

I. Introduction

Town of Waterford seeks to create a strategic partnership with an Official Banking Services Provider, and desires to partner with a first-class organization that shares our values of extraordinary customer service, good stewardship of public resources, and giving back to the community. Town of Waterford is looking for a strategic partner who understands the value of the association with our Town locally, regionally and nationally.

II. RFP Requirements and Schedule

This Request for Proposal (RFP) is issued to solicit proposals from qualified, experienced, financially sound and responsible firms to provide comprehensive banking services for **Town of Waterford**. The services needed are outlined below. The scope of services is further defined in Section III.

- Depository services

1. Service Locations

Finance Department
15 Rope Ferry Road
Waterford, CT 06385

Waterford Utility Commission
1000 Hartford Turnpike
Waterford, CT 06385

Hours of Operation

8am – 4pm

2. Any Special Provisions

Pickups from 9am till 2pm

Finance Department
Twice a week (**Tuesdays and Fridays**)
July and January (**daily**)

Waterford Utility Commission
Fridays
July, Oct, January and April (**Wednesdays and Fridays**)
First Wednesday of Aug, Nov, Feb and May

- Positive pay services
- Remote Deposit Capture
- Electronic Funds Transfer—ACH, Wires
- Cash management and investment services
- Electronic banking
- Merchant Services

In selecting a financial institution, the Town's primary goals are to partner with a financial institution that demonstrates quality and responsiveness in its customer service and can demonstrate the local decision-making authority available to handle the Town's emergency needs as they arise.

A detailed description and graphical representation of the current account structure is in Appendix C. Proposals may include alternate account structures that offer improved efficiency and economy.

A. SCHEDULE OF PROPOSAL

Issue RFP	1/07/2022
Written Clarifications Due	1/21/2022
Responses to Questions	1/28/2022
Proposals Due	2/4/2022
Bid Reviews /Evaluations	2/11/2022
Award bid-Selection (Board of Selectmen Meeting)	TBD
Implementation/Go-live	TBD

B. **INTENTION TO SUBMIT PROPOSAL**

If your financial institution is interested in receiving updates to this Request for Proposal, including responses to submitted questions from all participating financial institutions, please complete Appendix A: Intention to Submit Proposal. If we have not received the requested information in Appendix A from you by **1/21/2021**, we will assume you are not submitting a proposal.

C. **SUBMISSION OF WRITTEN QUESTIONS**

All questions about the RFP shall be submitted by email by **1/21/2022 end of business to rdummett@waterfordct.org**.

The Town will provide electronic responses to questions to all prospective proposers by **1/28/2022**.

D. **PREPARATION OF PROPOSAL**

Careful attention must be paid to all requested items contained in this RFP. Please read the entire package before bidding.

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation. For ease of review, the proposals must follow the outline in Section IV of this RFP. Each response should be clearly numbered and the full question listed. Each page of the proposal must be sequentially numbered.

E. **SUBMISSION OF PROPOSALS**

In order to be considered for selection, financial institutions must submit response to this solicitation no later than **11:00 a.m. on 2/4/2022**.

No other distribution of the proposal shall be made by the financial institution. It is the responsibility of the financial institution to assure that the offer is delivered to the place designated to receive offers prior to the deadline. Offers received after the deadline may not be considered. No unsolicited corrected or resubmitted proposal will be accepted after the proposal submission deadline.

F. **TIME AND LOCATION OF PROPOSER'S PRESENTATION**

If deemed necessary, the Town may invite selected financial institutions to meet with the evaluation team.

G. **EFFECTIVE PERIOD OF PROPOSALS**

Proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the Town have to accept or reject the proposal under the terms proposed). Such period shall not be less than 180 days from the proposal date.

H. **BID RESERVATIONS**

Notwithstanding any other provisions of this RFP, the Town reserves the right to award this contract to the financial institution that best meets the requirements of the RFP and not necessarily to the lowest cost proposer. Further, the Town reserves the right to reject any or all bids, to award in whole or in part, and to waive minor immaterial defects in bids. The Town may consider, at its sole discretion, any alternative bid.

I. **CONTRACT NEGOTIATIONS**

Negotiations may include all aspects of services and fees. After a review of the proposals, and potentially in-person presentations, the Town intends to enter into contract negotiations with the selected financial institution. If a contract with the selected financial institution is not finalized within 90 days, the Town reserves the right to open negotiations with another financial institution.

J. **AWARD OF CONTRACT**

The selected financial institution shall be required to enter into a written contract with the Town in a form approved by legal counsel for the Town. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. The Town reserves the right to negotiate the terms and conditions of the contract with the selected proposer.

K. **CONTRACT TERM**

It is the intent to award the contract for an initial 5-year period with the option to renew it for an additional 5-year period. The decision to renew the contract will be at the sole discretion of the Town.

Proposers must agree to fix contract fees for the first three (3) years. If the proposer intends to revise its fee schedule after the initial period, it must give written notice to the Town 90 days in advance of any fee change. Fees may be changed only on the contract anniversary date. These fees are subject to negotiation and approval by the Town and may not exceed the annual consumer price index-urban (CPI-U) for the most recently available 12-month trailing period.

L. **DISPOSITION OF PROPOSALS**

All proposals submitted become the property of the Town and will not be returned to the bidder.

M. **COST INCURRED IN RESPONDING**

This solicitation does not commit the Town to pay any costs incurred in the preparation and submission of proposals or in making necessary studies for the preparation thereof, nor to procure or contract for services.

N. **ASSIGNMENT**

The successful proposer shall not assign, transfer, convey or otherwise dispose of the contract, or right, title of interest, or power to execute such a contract to any person, firm, or corporation without the previous consent in writing by the Town.

O. **CONTRACT STIPULATIONS**

The successful proposer shall indemnify and hold harmless the Town, its agents, employees, contractors, faculty members, students, and trustees from and against any and all claims, losses, actions, damages, expenses and all other liabilities, including, but not limited to attorney's fees, directly or indirectly arising out of or resulting from the successful proposer's and/or its employees' and agents' operations hereunder.

The laws of **New London County** shall govern the interpretation and performance of the resulting agreement. Any action brought to enforce any provision of the agreement shall be brought in the appropriate courts of **New London County**.

The contents of the proposal and any clarification thereto submitted by the successful proposer shall become part of the contractual obligation incorporated by reference into the ensuing agreement, unless modified by mutual agreement in writing.

The successful proposer represents that the terms, conditions and prices established under the subsequent contract resulting from this RFP are equal to or better than those offered to other institutions, comparable Towns and Municipalities. If during the term of the contract the successful proposer offers more favorable terms, conditions or prices to another institution, comparable Town or Municipalities, the successful proposer agrees to notify the Town. The contract resulting from this RFP shall be amended to reflect more favorable terms, conditions, or prices.

P. **CAUSES FOR TERMINATION**

Causes for termination of the agreement may include any of the following: Failure to promptly and faithfully provide the services required at the prices indicated in the proposal; violation of any law governing services provided to the Town; failure to cooperate upon receiving any reasonable request for information or service; or improper actions of the officers or employees which, in the opinion of the Town, would adversely affect its interest, or endanger the structure of the banking institution such as a spin off or merger which materially affects the terms of this agreement. The Town may terminate the agreement without penalty on 90-day notice.

III. Scope of Services

A. GENERAL REQUIREMENTS

The Town prefers that the financial institution have a local branch network in order to meet the organization's cash management needs and to serve its employees.

B. DEPOSIT SERVICES

The Town deposits approximately ----- checks per month using Remote Deposit Capture and deposits an average of \$-----in currency and coin per month. Currency and coin deposits are delivered to the financial institution by a Town employee and Public Safety Officer.

Required services include:

- Process deposits of approximately -----checks per month using RDC,
- Process foreign and domestic wires received and sent by the Town,
- Image deposited items,
- Provide online access for deposit reconciliation including images of deposited items.

C. DISBURSEMENT SERVICES

The Town currently disburses approximately 600 checks per month. Positive pay services are currently used on disbursement accounts.

Required services include:

- Provide payee positive pay services with online transmission of check details,
- Provide positive pay exception item review and correction online,
- Provide online stop payment services,
- Provide electronic archival of cleared checks (images of front and back), and
- Provide online access to cashed check images.

D. ELECTRONIC FUNDTRANSFER

The Town processes approximately 50 ACH Credits and 50 ACH Debits each month. Required services include:

- Accept and send ACH transactions,
- Provide ACH debit blocking services,
- Provide a secure electronic method to initiate intra-bank transfers, and
- Provide a secure electronic method for authorization for wiring funds.

E. COIN/CURRENCY ORDERING SERVICES

The Town places approximately 800 coin/currency change orders totaling on average \$210,000.00 per month

Required services include:

- Process approximately \$_____ in change orders per month for branch pick up.

F. REPORTING

The Town requires access to daily reports of balances and transaction information. Prior day reporting must include ledger balance, available balance, and summary and details of credits/debits posted. Current day reporting requirements include wire transfer activity and ACH receipts.

Required services include:

- Provide online balance reporting services,
- Allow Town employees with different levels of authorization to access the bank's online reporting system,
- Provide monthly activity statements and reports electronically,
- Provide a detailed monthly account analysis statement for each individual account and a consolidated statement showing charges for all account services.

G. **BANK BALANCES**

During the past 12 months, the Town maintained an average collected balance of \$4,300,000.00. Balances fluctuate throughout the year from \$1,400,000.00 to \$11,400,000.00 million. Compensating balances are currently used to generate earnings credits, which offset service fees. The Town is also interested in investing funds in a sweep or interest-bearing account.

Required services include:

- Provide an overnight investment service (sweep) and/or interest-bearing account for excess cash balances in the demand deposit accounts.

H. **ADDITIONAL SERVICES**

You may include any additional services you desire to offer, along with the cost involved. All such proposals may be accepted individually or collectively, or rejected at the Town's discretion. Each additional service will be evaluated on the basis of its net benefit to the Town.

IV. **Information Requested**

A. **QUALIFICATIONS AND EXPERIENCE**

1. Provide a general overview and brief history of your organization, including parent and/or subsidiary companies and the number of employees.
2. Provide the address of the office location(s) that will service the account.
3. Describe the experience of the financial institution in providing similar services for other Towns and Municipalities.
4. Complete the following table with current credit ratings by Standard & Poor's Rating Services and Moody's Investor Services. If the proposer is not rated by these rating organizations, provide other evidence of the institution's financial strength.

Financial Institution

	Standard & Poor's Rating	Moody's Investor Services
Short-term Unsecured Senior Debt		
Long-term Unsecured Senior Debt		

Financial Institution Holding Company

	Standard & Poor's Rating	Moody's Investor Services
Short-term Unsecured Senior Debt		
Long-term Unsecured Senior Debt		

5. Discuss the firm's current capital structure, adequacy, and coverage. If applicable, provide the firm's risk-based capital classification (Well Capitalized, Adequately Capitalized, Under Capitalized, Significantly Undercapitalized).
6. Include and electronic copy of the most recent audited financial statement and the latest 10-k report with the proposal.
7. Provide the bank's Community Reinvestment Act (CRA) rating.

B. PERSONNEL

1. Provide the name, title, address, phone number, fax number and email address of the primary contact person(s) assigned to this account.
2. Describe your firm's policy on changing the primary contact person on an account.
3. Name the individuals who will work with the Town on a day-to-day basis. Information should include:
 - a. Experience working with other Towns and Municipalities
 - b. Proposed role with regard to the Town's account
 - c. Number of years of experience in this field
 - d. Number of years with your firm
 - e. Describe the level of local decision-making authority these individuals have to handle emergency needs of the Town as they arise.
4. Will a specific customer service representative or a customer service department be assigned to handle day-to-day transactions for the Town?
 - a. Describe the responsibilities of the customer service personnel, including the chain of command for problem resolutions.
 - b. Is local customer service support available at the bank's local branches?
 - c. What are the hours of operation of each customer service unit involved in supporting the proposed services?
 - d. If an error is discovered by the Town, how would you propose to resolve it (i.e. who should the Town contact first, etc.)?
5. IT Resources: Will the bank provide dedicated IT liaison(s) to work on set-up, file transfer, testing and troubleshooting/issue resolution? During what hours is technical support available?

C. **GENERAL BANKING SERVICES**

1. Deposit Processing
 - a. Please provide a listing of bank branches, noting the address and distance of the branch closest to the Town.
 - b. For deposits collected and transported by the Town, which branch location do you propose the Town use to deposit funds?
 - c. Does the financial institution accept loose and/or rolled coin for deposit at this branch?
 - d. What is the ledger cutoff time for deposits?
 - e. How are deposits credited? Are all items immediately verified? If provisional credit is given, when does verification take place? If the financial institution corrects a deposit, how with the Town be informed of this change?
2. Remote Deposit Capture
 - a. Describe the financial institution's ability to process checks by RDC.
 - b. Is there a limit on the number of checks that can be contained in a single deposit?
 - c. Does your service allow for multiple deposits in a single day?
 - d. How will we be notified of deposit corrections and/or adjustments?
 - e. Describe the process used for balancing and correcting deposits transmitted to your institution.
 - f. Does your service offer the ability to adjust data using recognition technology that was not captured correctly by the scanner? If yes, please describe. If not, does the service allow the addition, deletion, and rescanning of checks during both the correction and balancing functions?
 - g. What equipment does the financial institution recommend for RDC and what is the price for this equipment?
 - h. Can checks be automatically endorsed with the financial institution's RDC service? Is the automatic endorsement an electronic image or printed on the check?
 - i. Are checks cleared as ACHs or image replacement documents? How does the financial institution's software determine the clearing mechanism?
 - j. Is there a difference in legal standing for items clearing by ACH or image replacement documents (IRDs)? If so, please describe.
3. Coin/Currency Ordering Services
 - a. Does the financial institution have an automated coin/currency ordering service? Describe the deposit and change order procedures, cutoff times, security and other features of this system.
 - b. Describe change order procedures and restrictions for branch pick up.
4. Returned Item Processing
 - a. Can returned items be automatically re-deposited? If so, how many times?
 - b. Does the financial institution offer any options that may increase the collection of NSF checks?
 - c. Can the financial institution provide online access to electronic images (back and front) of returned items? How soon after an item is returned can these images be accessed?
 - d. Can the financial institution provide a summary report of returned items identifying the payer's name, depositing location, deposit date, and the type of

item being returned?

5. Availability of Deposits

- a. How does the financial institution determine and calculate availability of deposited items?
- b. Does the financial institution give immediately availability for on-us items?
- c. Does the financial institution calculate availability by item or formula?
- d. Is the availability assignment made continuously as checks are released for collection, or is assignment made at specific times during the day?
- e. Provide a copy of the availability schedules the financial institution proposes to use. Is this the best schedule offered to any customer? If not, quantify the difference and explain how the Town may obtain the financial institution's best availability schedule. Describe the extra charge, if any, for obtaining the financial institution's best availability schedule.
- f. List your cutoff times for giving same-day value on EFTs (e.g. wire, ACH/bulk) received. How soon after the bank receives incoming funds (e.g. wire, ACH/bulk), or notification of incoming funds, does the Town receive good value in its account?
- g. What is the float period assigned to foreign items?

6. Positive Pay

- a. Does the financial institution offer Positive Pay and Payee Positive Pay?
- b. How would the Town transmit check issuance information to the financial institution?
- c. What is the deadline for the transmission of check issuance files to the financial institution?
- d. How frequently can transmission files be uploaded to the financial institution for the issuance of additional checks, and/or recently voided items? Is there a limit to the number of files per day?
- e. Does the financial institution offer the ability to manually enter one-time check disbursements issued during the day? Please describe.
- f. What controls are in place to protect against lost files and duplications of transmissions? If duplicates are sent, is there a penalty or potential issue?
- g. How will the Town be notified of exception items? What time will the Town receive the information on exception items? What time does the Town have to notify if an exception should be accepted or rejected? Does the financial institution offer a "do not pay" default for exception items?
- h. Will stale dated checks be reported as exception items?
- i. Is Positive Pay required for all demand deposit accounts, even on accounts with no check writing functionality? Can accounts be designated as "post no checks" to prevent potential fraud? Is there a cost to make this account designation?
- j. Is Teller Positive Pay available? How frequently is check issuance information updated and available to tellers?
- k. Are there any other fraud protection services that the financial institution provides and/or recommends?

7. Stop Payments

- a. How are stop payment orders placed? Can stop payments be placed on line?
- b. Are stop payment requests effective immediately? If not, how long does it take for a stop payment request to be effective?
- c. Will the system verify if a check has been paid before processing the stop

- payment request?
 - d. What term options are available for stop payments?
 - e. Can stop payments be automatically renewed? If so, for how long? What is the associated fee for each renewal?
- 8. ACH Processing
 - a. What ACH file transmission options are available?
 - b. What are the transmission deadlines for ACH files? When does the financial institution need the file from the Town and when are the funds debited from the Town's accounts?
 - c. How are returned and rejected ACH transactions handled? What information does the financial institution provide to assist in identifying returned and rejected ACH transmissions? When is this information available?
 - d. Describe the financial institution's procedures for handling debits to the Town's accounts that were not authorized by the Town. Does the financial institution notify the Town of the receipt of an unauthorized ACH debit?
 - e. If the financial institution provides ACH debit blocking, what level of filtering can be applied?
 - f. Does the financial institution offer ACH Positive Pay (ability to make pay/no pay decisions on unidentified ACH transactions)?
 - g. Does the financial institution offer Universal Payment Identification Codes (ability to mask visible account numbers to reduce the risk of unauthorized direct debits)?
- 9. Wire Processing
 - a. Describe the process of initiating wire transfers including USD domestic wires, repetitive wires, USD international wires, and foreign currency international wires.
 - b. During what hours is the wire transfer system available?
 - c. If wire transfers can be initiated online, describe the system's security features. Can varying degrees of authorization be set (i.e. multiple authorizers, maximum dollar amounts, etc.)?
 - d. Does the financial institution offer dual control release options (secondary approval levels) for electronically initiated transfers? If so, describe.
 - e. What is the cutoff time for same-day wire transfers?
 - f. What is the financial institution's maximum retention period for future dated transactions? For future dated transactions, at what time are warehoused wire transfers automatically released on the transaction date? What types of wire transfers can be warehoused? Are there warehousing charges?
 - g. Describe the financial institution's procedure for providing payment confirmation information (e.g., reference numbers) upon acceptance and execution of the wire transfer request, including the availability and method of delivery of internal confirmation/sequence number and clearing system reference number.
 - h. Describe the financial institution's policy for handling a failed wire transfer. How and when would the Town be notified?
- 10. Intra-financial Institution Account Transfers
 - a. Describe the process of initiating an intra-bank account transfer.
 - b. Does the financial institution offer dual control release options (secondary approval levels) for electronically initiated transfers? If so, describe.

- c. What is the cutoff time for same-day intra-bank account transfers?
11. Statements and Documents

- a. How soon after the cutoff date are the following items ready?

	Online
Bank statements	
Full reconciliation information	
Account analysis statements	

- b. Are electronic images stored on the financial institution's online reporting system?
- c. How long are electronic images for deposited and disbursement items stored on the reporting system and available for customer access?
- d. How does your image system capture and report images for damaged checks?
- e. If online access only, how long after the termination of a contract will the financial institution allow the Town to access historical images on the reporting site? Can historical data be downloaded?

12. Online Reporting

- a. Describe the different reporting solutions and methods by which the institution makes deposit and balance information available.
- b. How will the Town access the reporting system?
- c. What levels of authorization (e.g. accounts viewed, transaction capabilities, etc.) can be permitted or turned off for individual users? Is there a limit on the number of users that can access the online services?
- d. What current day reporting is available through the reporting system (e.g. beginning and ending ledger balances, collected balances, available balances, and float assignment)?
- e. Are there differences in information available for current day and previous day reporting? If yes, please describe.
- f. What time is previous day information available?
- g. In what file formats can data be downloaded?
- h. Can electronic reports be customized? Is there an additional charge?
- i. How many business days of balance history are stored on the reporting system for previous day reporting? If there are differences in information available for current day and previous day reporting, how many business days of balance history are stored on the reporting system for current day reporting?
- j. List all other transaction types that can be initiated using the online system.

13. Reconciliation Services

- a. Does the bank offer Account Reconciliation Program (ARP) services? Please discuss options, provide sample reports and file specifications for reconciliation services.
- b. Are the systems integrated for check, ACH and wire transfers? If so, describe. If not, describe any plans to do so.
- c. Describe how reconciliation data is transmitted to the Town.

14. File Transfer

- a. How are file transfers initiated? In what formats is the information available for retrieval?
- b. Do the means to connect to the financial institution's systems vary by

- c. transaction type?
- c. Does your system provide for electronic confirmation of receipt for file transmissions?
- d. How is connectivity initiated? What protocols are used to facilitate the interface?
- e. Describe the process the financial institution uses to verify all records have been received and processed.
- f. What controls are in place to protect against lost files and duplicate transmissions? How will the Town be notified of a duplicate file?

15. Credit/Debit Card Processing Services

Notes: The Town utilizes PayPal and Invoice Cloud for our credit card transactions. The bank will only see ACH deposits for these transactions. The Town does not require credit/debit card processing services.

- a. Outline the security measures in place for the protection of data transmitted for processing.
 - b. Describe the security measures used to prevent unauthorized user access to either the system or the data.
 - c. Provide names and phone numbers of three references, preferably similar to our organization or with comparable volumes and communication capabilities, who are currently using your card processing services. Select a mix of long-standing and recently acquired customers.
 - d. Provide any additional information that is relevant to this RFP and your capabilities to provide the services requested (e.g., product brochures, articles in trade journals).
16. Account Analysis Statements
- a. Please provide a sample analysis statement.
 - b. Are account analysis statements available online? Can the account analysis data be sent electronically?
 - c. Will the bank assess FDIC or FICO charges to the Town? If so, what is the current charge for an entire year on a \$1 million balance? How is this charge computed?
17. Overdrafts
- a. What are the fees and interest charges associated with overdrafts? How are these charges calculated?
 - b. Is there a fee per check or per occurrence when there is an overdraft?
 - c. Is there a daily cap on fees?
18. Specify whether the online capabilities are accessible 24/7. If not, list the hours of availability for each service.
19. Describe the electronic and/or manual system used to provide the proposed services along with backup and recovery capabilities. Who would the Town contact to initiate day-to-day banking transactions if online capabilities and functionality are temporarily unavailable?
20. Describe the financial institutions security procedures for its information reporting system, both for access and information protection.
21. Is system administration performed by the financial institution or the customer? What functions does the security administrator perform?

22. Is an audit trail report available, showing all activity, by whom and when, for each system?
23. Describe the types of insurance and bonding carried.
24. Include a copy of the financial institution's most recent reports issued in accordance with the Statement on Standards for Attestation Engagements (SSAE 16) for any processes or systems relevant to the services under this RFP.
25. If not already covered in the SSAE 16 report, describe the disaster recovery plans for each proposed service for short- and long-term disaster and power failure recovery.
26. Describe any additional security measures available to the Town to minimize the risk of unauthorized transactions in its accounts.

D. **IMPLEMENTATION/CONVERSION**

1. Provide a conversion plan for transitioning each of the proposed services to your financial institution.
2. Who will be responsible for coordinating the transition for each of the proposed services? If a conversion team is used, how will the Town's account be transitioned to the ongoing client service team?
3. Indicate the financial institution's plans for initial and ongoing educating and training Town employees in the use of your systems.
4. Will the Town be allotted a fixed number of hours of training?

E. **NEW SERVICES AND IDEAS**

1. Describe any new services or ideas that will enhance the Town's utilization of financial institution services described.
2. Please provide any additional information that your financial institution believes to be pertinent, but not specifically requested elsewhere in the RFP.

F. **REFERENCES**

1. Provide at least three references, if possible, including client name, contact person, address, phone number, services provided, and the length of time your financial institution has worked for the entity.
2. How many clients has the proposed relationship manager gained and lost in the last five years?

G. **SAMPLE CONTRACT**

1. Provide a sample of the proposed contract for your financial institution's services. Please also provide samples of all other documents which will need to be signed/entered into

related to the provision of the services requested in this RFP, including any documents referenced or incorporated into the contracts/agreements.

2. It is the intention to incorporate the RFP and your financial institution's proposal response as part of the overall contract. Is this acceptable? If not, why?

H. **PRICING AND ACCOUNT ANALYSIS**

1. For how long is the financial institution willing to guarantee the proposed fees?
2. Can fees be debited directly from the Town's accounts rather than billed to the Town?
3. Provide a complete fee schedule for all of the services described in your financial institution's proposal using Association of Finance Professionals (AFP) Service Codes, if possible. A list of services currently used with volume levels is provided in Appendix B.

Fees related to all services described in the proposal must be listed, even if the service is not shown on the schedule. Also, include any one-time or set-up charges, research fees, minimum fees and all other fees that will be charged. Include any incentives or price breaks offered based on volume, timeliness of payment, rebates or other measures.
4. Are you willing to offer any transition or retention incentives?
5. Are there any additional price breaks or incentives?

V. Evaluation and Award Criteria

This RFP seeks financial institutions to provide comprehensive banking services to the Town. A preliminary evaluation will be conducted identifying the financial institutions deemed fully qualified and best suited among those submitting proposals on the basis of the evaluation factors listed below (not in priority order):

Criteria
Operational Requirements • Understanding the needs and operation requirements of the Town • Financial institution and branch locations • Scope of services offered, including degree of automation
Experience • Experience, resources, and qualifications of the financial institution and individuals assigned to this account • Relevant experience managing similar account relationships with Towns and Municipalities • Quality and responsiveness of customer service • Local decision-making authority to handle emergency needs
Financial Strength • Financial strength of proposing institution • Adequacy of financial controls and protection against loss
Transition • Quality and scope of implementation/conversion plan • Value of any new product or service suggestions or other new ideas and enhancements
Compliance with the requirements of this RFP and quality of proposal
Fees • Proposed fees, compensation and other quantitative measures (although fees and compensation will be an important factor in the evaluation of proposals, the Town is not required to choose the lowest cost proposer)

Appendix A: Intention to Submit a Proposal

In order to provide timely updates to this Request for Proposal, including the responses to questions submitted, we ask that potential financial institutions submit the information below via email no later than 4:00 p.m. on **11/30/21**.

To: Rawle Dummett Purchasing Agent at; rdummett@waterfordct.org

INTENTION TO SUBMIT A PROPOSAL

Financial institution name:	
Contact name and title:	
Email, phone and fax numbers:	
Physical address:	
Mailing address, if different:	
Intention to Submit Proposal:	☐ Yes, we plan to submit a proposal. Please continue to provide updates to the individual above, or ☐ No, we do not plan to submit proposal.

Appendix B: Expected Volume Levels

Service Description	Annual Volume
Maint. Fee	
Checks Written	
Stop Payments	
Electronic Debits (Withdraws)	
Electronic Credits (Deposits)	
Deposits	
On Us items	
Transit Items	
Charge Back Items	
Incoming Wires	
Outgoing Wires	
ACH Origination Maint.	
ACH Origination Batches	
ACH Origination Items	
ACH Notification of Change	
ACH Returns	
Remote Deposit Maint	
Remote Deposits	
Remote Deposit Items	
Positive Pay	
Positive Pay Exceptions	
Positive Pay Stops	
Average Monthly Balance	

#5

FINANCE DEPARTMENT

Memo

May 17, 2022

Mr. Rob Brule
First Selectman
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Re: Bid Award – BID#22-125 Oversized Bulk Waste Removal and Disposal

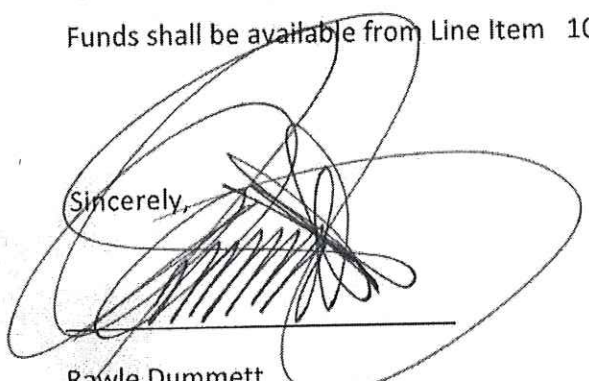
Dear Mr. Brule,

On May 10, 2022, Gary Schneider and I opened bids for the above-mentioned project, with the attached results.

The Purchasing Agent on behalf of the Public Works Department recommends the contract for these services be awarded to the most qualified bidder CWPM LLC. for \$405,000.00 in accordance with their submission dated May 10, 2022.

Funds shall be available from Line Item 10130-52470 Solid Waste Disposal.

Sincerely,



Rawle Dummett
Purchasing Agent,
Town of Waterford

INTER-OFFICE MEMORANDUM

TOWN OF WATERFORD

To: Rawle Dummett, Purchasing Agent
From: Gary Schneider, Director of Public Works
Date: May 11, 2022
Re: Bid Award – Bulky Waste



Bids were opened on May 10, 2022. I have reviewed the bid proposal for the Oversized Bulky Waste Disposal and find it acceptable. Please award the contract to CWPM. LLC.

Tabulation Sheet

Oversized Bulk Waste Disposal RFP#22-125

Bid Opening: May 10, 2022 @ 11:00 am

[illegible]

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

OVERSIZED BULKY WASTE DISPOSAL BID FORM

CWPM, LLC, 25 Norton Place, Plainville, CT 06062

Vendor Name and Address

Jason Manafort, President

Printed Name and Title of Company Authorized Agent

860-747-1335 fax 860-793-2624 jam@cwpm.net

Phone and Facsimile Numbers, E-Mail Address

Jason Manafort

Signature

Date

5/10/2022

Bid prices shall remain firm through length of contract: July 1, 2022 through June 30, 2025.

100-CY Trailers

Removal: 200 Removals @ \$ 450.00 per Removal = \$ 90,000.00

Disposal: 3000 Tons @ \$ 105.00 per Ton = \$ 315,000.00

Total Bid Price Per Ton for Removal & Disposal

(includes provisions for 2-100 yard trailers and one operating yard tractor)

= \$ 405,000.00

Minimum of five references for similar services provided within the past year, including contact name and phone number:

Town of Plymouth, Public Works 860-585-4030

New Haven Solid Waste and Recycling Authority, Pierre Barbour 860-946-6345

MIRA, Thomas Gaffey 860-757-7700

City of New Britain, Mark Moriarty 860-826-3350

Town of Thomaston, Ed Mone 860-283-4421

PLEASE PLACE THIS FORM AT THE FRONT OF YOUR SUBMISSION

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**TOWN OF WATERFORD NON-
COLLUSION STATEMENT**

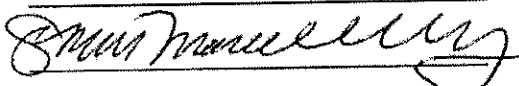
"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been 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: 5/10/2022

Name of Company: CWPM, LLC

Name and Title of Agent: Jason Manafort, President

By (SIGNATURE): 

Address: 25 Norton Place, Plainville, CT 06062

Telephone Number: 860-747-1335

CONTRACTOR INFORMATION SHEETS

The undersigned certifies the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted By: Jason Manafort, President
Company name: CWPM, LLC
Address: 25 Norton Place, Plainville, CT 06062
Phone: 86-747-1335 Email: jam@cwpm.net

ESTABLISHED: 2/2001
(Month) (Year)

State of Connecticut Contractor License #
Asbestos Abatement Contractor Certification License#
TYPE OF ORGANIZATION: (Circle One)

A) Individual B) Partnership C) Corporation D) LLC

E) Other
(Specify If Applicable)

FORMER FIRM NAME(S) YEARS IN BUSINESS (If different from above applicable)

YEARS OF WORK IN RELATED FIELD:
(Described Any Related Work)

50 years

USE OF SUBCONTRACTORS:

To provide all the services listed in the specifications, would any services be handled by subcontractors? NO Yes/No If "Yes", please explain for what parts of project:

Please list all Subcontractor Name(s) and License # (s):

none

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.

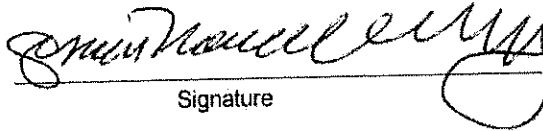
If your company does not have a written affirmative action plan, please estimate the number of vacancies during the next 12 months, and indicate the numerical or percentage goals you have set for the employment of minority people and females to make your labor force reflective of the labor market in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

5/10/2022

Date



Signature

President

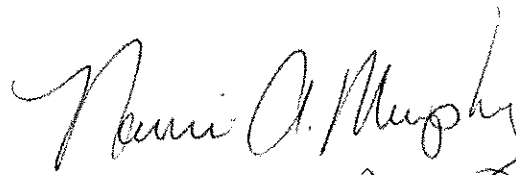
Title

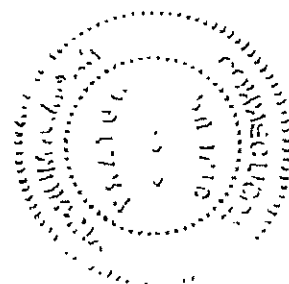
Subscribed and sworn to before me at Plainville, CT 06062, Connecticut, this
10th

Day of

May

20 22


Naomi Murphy, Notary Public
my commission expires 10/31/2025



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 275
- (2) Completed this form within one year XX 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

CWPM, LLC

TYPE OF BUSINESS

Refuse removal and Recycling Services

TYPE OF ORGANIZATION

XX Corporation 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).

ADDITIONAL INFORMATION:

All Questions must be submitted in writing to the purchasing agent via email at rdummett@waterfordct.org.

Potential Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org> under purchasing department for any addendums and updates regarding this Proposal. It is the Bidders/Proposer's responsibility to ensure that they have obtained all addenda issued. Bidders/Proposers are advised to check for any addenda a minimum of twenty-four hours in advance of the bid/proposal filing deadline.

UNFORSEEN DELAY:

If at any time of the scheduled Bid opening, Town Hall or the Office of Procurement is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the Bid opening will be postponed until 2:00 p.m. the next business day. Bidders are reminded to check the web site for updates and information or email the purchasing agent at rdummett@waterfordct.org. Proposals will be accepted until that date and time.

Rights Reserved To the Town

The Town reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior Town contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request. The Town also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the Town will be served.

INSURANCE REQUIREMENTS - Within five days of contract award, the awarded vendor shall provide a Certificate of Insurance in accordance with the following requirements:

Contractor/Vendor will agree to maintain in force at all times during which work/services are to be performed, the following minimum limits of insurance coverage. Coverage will include the bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Waterford, its employees and agents as an Additional Insured** on a primary and non-contributory basis to the bidders Commercial General Liability and Automobile Liability policies. The insurance company(ies) must be licensed with the State of Connecticut and have a Financial Strength Rating of "A-" or higher and a Financial Size Rating of VIII or higher from A.M. Best Company.

General Liability*	Each Occurrence	(Minimum Limits) \$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Aggregate	
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation & Employers' Liability	Work Comp	Statutory Limits
	EL Each Accident	\$2,000,000
	EL Disease Each Employee	\$2,000,000
	EL Disease Policy Limit	\$2,000,000

The Town of Waterford must be named as "Additional Insured" on this policy.

A Certificates of Insurance documenting the coverage listed above must be presented to The Town of Waterford prior to the commencing of any work/service. The Contractor/Vendor also agrees to provide replacement and/or renewal certificates at least 30 days prior to the expiration of each policy.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years following the completion date of the work/service. If the claims-made policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for two (2) years from the completion date.

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**TOWN OF WATERFORD
BOARD OF SELECTMEN
INVITATION TO BID
OVERSIZED BULKY WASTE DISPOSAL
BID # 22-125**

The Purchasing Agent will receive sealed bids (one original and two copies) for **Oversized Bulky Waste Disposal** at the Purchasing Office, 15 Rope Ferry Road, Waterford, CT 06385 until, **Tuesday, May 10, 2022, at 11:00 a.m.** where they will be publicly opened and read aloud in the Louise B. Appleby room. Bids must be submitted on the Bid Form included in the bid packet, in a sealed envelope that is **clearly marked Sealed Bid Oversized Bulky Waste Disposal with bid number and the time and date of bid opening.** Bids may be mailed or hand-delivered to the Finance Office, 15 Rope Ferry Road, Waterford, Connecticut 06385.

Any questions regarding specifications, policies and procedures are to be directed to the Purchasing Agent at rdummett@waterfordct.org

Bid Packets are available at <http://www.waterfordct.org/depts/finance/purchasing.htm> Potential Bidders are responsible for checking this website for any addenda and updates regarding this Bid.

The Board of Selectmen reserves the right to reject any or all bids, in whole or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the Town; their decision is final.

**Rawle Dummett
Purchasing Agent**

SCOPE OF SERVICES

The Town of Waterford is seeking a qualified Contractor to provide equipment and a permitted site for the disposal of Oversized Bulky Waste (OBW), which includes contractor demolition material (sheet rock, shingles, lumber, etc.), sofas, stuffed furniture, carpets, mixed loads of metal and oversized MSW from the Town's Transfer Station. There will be no extra charge for the removal and disposal of these items or others not specifically listed. Prompt notification shall be made to the Town for items which do not fit into the Bulky Waste category. The pickup shall be made at the transfer station at 1000 Hartford Road for a three-year period. This contract period will begin **July 1, 2022 and will end June 30, 2025.**

The Contractor shall provide at our site, at all times, **two 100-cubic yard trailers with covers, plus one operating yard tractor to load and move trailers,** at designated locations at the Waterford Transfer Station. Only the Town of Waterford's OBW will be collected for disposal.

The loading of OBW shall be conducted and coordinated by the Town's Public Works Department personnel. The Town will be responsible for separation in order to comply with all regulations. The Contractor shall **pick up a full trailer(s) within 24 hours of notification** and replace it with an empty trailer. Failure of Contractor to deliver commodities or perform services as specified will constitute authority for the Town to purchase these services on the open market. The Contractor agrees to promptly reimburse the Town for excess cost of these services. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or that can be reasonably prevented by, the Contractor. The Contractor shall give written notice of cause and probable duration of any such delay.

All loads transported shall be covered according to State and Local requirements. The Contractor shall be responsible for supplying load covers and covering loads during transport.
There will be no fuel surcharge allowed.

Current, normal conditions are such that an average of **1,000 tons are removed per year at approximately 15 tons per 100-cubic yard.**

BIDDING REQUIREMENTS

Bid prices shall be based upon total cost for removal and disposal of OBW (2) 100-cubic yard, trailers, plus one operating yard tractor. Bids must be submitted on the bid form enclosed herein. Bid prices shall remain firm through length of contract: **July 1, 2022 through June 30, 2025.**

GENERAL REQUIREMENTS

Bidders must be or become familiar with all federal, state and local regulations regarding the handling and disposal of solid waste and shall submit their bid accordingly.

PAYMENT TERMS

Payment shall be net 30 days upon receipt of invoice. Services shall be billed monthly for the previous thirty-day period. (New vendors to the Town of Waterford will be required to submit a completed W-9 after contract award or payment will be delayed. A blank W-9 form can be provided upon request.)

**TOWN OF WATERFORD
INFORMATION AND GENERAL REQUIREMENTS TO BIDDERS**

1. Sealed bids (one ORIGINAL & TWO copies) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 15 Rope Ferry Rd Waterford, Connecticut 06385. At the designated time of opening, they will be publicly opened, read, recorded and placed on file. Bids may be mailed or hand-delivered by the specified time.
2. The envelope enclosing your bid should be clearly marked on its front by bid number, time of bid opening and date.
3. Whenever it is deemed to be in the best interest of the Town, The Town of Waterford reserves the right to reject any or all bids, in whole or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the Town; their decision is final.
4. The contract will be generally awarded to the most qualified, lowest and responsive bidder to meet specifications unless otherwise specified.
5. Bids will be carefully evaluated as to conformance with stated specifications.
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Waterford.
9. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within ninety (90) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period; the time may be extended by mutual agreement between the Town and the bidder.
10. The bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut; and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
11. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
12. The Town of Waterford is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices. Exemption certificates will be provided upon request.

13. By submitting a proposal, Vendors/Bidders certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor/Bidder and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening.
14. IF APPLICABLE the Bidder, when applicable, agrees to pay its labor force Prevailing Wage Rates and to comply with all Laws, Regulations and Ordinances regarding these wage rates and the recording of them set forth by the Connecticut Department of Labor.
15. Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless the Town, all of its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation or negligence whether by the bidder, his employees, his consultant and/or their employees.
16. Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org/depts/finance/purchasing.htm> for any addendums and updates to the Bid.

END OF SECTION

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**TOWN OF WATERFORD
BOARD OF SELECTMEN
INVITATION TO BID
OVERSIZED BULKY WASTE DISPOSAL
BID # 22-125**

The Purchasing Agent will receive sealed bids (**one original and two copies**) for **Oversized Bulky Waste Disposal** at the Purchasing Office, 15 Rope Ferry Road, Waterford, CT 06385 until, **Tuesday, May 10, 2022, at 11:00 a.m.** where they will be publicly opened and read aloud in the Louise B. Appleby room. Bids must be submitted on the Bid Form included in the bid packet, in a sealed envelope that is **clearly marked Sealed Bid Oversized Bulky Waste Disposal with bid number and the time and date of bid opening.** Bids may be mailed or hand-delivered to the Finance Office, 15 Rope Ferry Road, Waterford, Connecticut 06385.

Any questions regarding specifications, policies and procedures are to be directed to the Purchasing Agent at rdummett@waterfordct.org

Bid Packets are available at <http://www.waterfordct.org/depts/finance/purchasing.htm> Potential Bidders are responsible for checking this website for any addenda and updates regarding this Bid.

The Board of Selectmen reserves the right to reject any or all bids, in whole or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the Town; their decision is final.

**Rawle Dummett
Purchasing Agent**

SCOPE OF SERVICES

The Town of Waterford is seeking a qualified Contractor to provide equipment and a permitted site for the disposal of Oversized Bulky Waste (OBW), which includes contractor demolition material (sheet rock, shingles, lumber, etc.), sofas, stuffed furniture, carpets, mixed loads of metal and oversized MSW from the Town's Transfer Station. There will be no extra charge for the removal and disposal of these items or others not specifically listed. Prompt notification shall be made to the Town for items which do not fit into the Bulky Waste category. The pickup shall be made at the transfer station at 1000 Hartford Road for a three-year period. This contract period will begin **July 1, 2022 and will end June 30, 2025.**

The Contractor shall provide at our site, at all times, **two 100-cubic yard trailers with covers, plus one operating yard tractor to load and move trailers**, at designated locations at the Waterford Transfer Station. Only the Town of Waterford's OBW will be collected for disposal.

The loading of OBW shall be conducted and coordinated by the Town's Public Works Department personnel. The Town will be responsible for separation in order to comply with all regulations. The Contractor shall **pick up a full trailer(s) within 24 hours of notification** and replace it with an empty trailer. Failure of Contractor to deliver commodities or perform services as specified will constitute authority for the Town to purchase these services on the open market. The Contractor agrees to promptly reimburse the Town for excess cost of these services. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or that can be reasonably prevented by, the Contractor. The Contractor shall give written notice of cause and probable duration of any such delay.

All loads transported shall be covered according to State and Local requirements. The Contractor shall be responsible for supplying load covers and covering loads during transport.

There will be no fuel surcharge allowed.

Current, normal conditions are such that an average of **1,000 tons are removed per year** at approximately **15 tons per 100-cubic yard.**

BIDDING REQUIREMENTS

Bid prices shall be based upon total cost for removal and disposal of OBW (2) 100-cubic yard, trailers, plus one operating yard tractor. Bids must be submitted on the bid form enclosed herein. Bid prices shall remain firm through length of contract: **July 1, 2022 through June 30, 2025.**

GENERAL REQUIREMENTS

Bidders must be or become familiar with all federal, state and local regulations regarding the handling and disposal of solid waste and shall submit their bid accordingly.

PAYMENT TERMS

Payment shall be net 30 days upon receipt of invoice. Services shall be billed monthly for the previous thirty-day period. (New vendors to the Town of Waterford will be required to submit a completed W-9 after contract award or payment will be delayed. A blank W-9 form can be provided upon request.)

**TOWN OF WATERFORD
INFORMATION AND GENERAL REQUIREMENTS TO BIDDERS**

1. Sealed bids (one ORIGINAL & TWO copies) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 15 Rope Ferry Rd Waterford, Connecticut 06385. At the designated time of opening, they will be publicly opened, read, recorded and placed on file. Bids may be mailed or hand-delivered by the specified time.
2. The envelope enclosing your bid should be clearly marked on its front by bid number, time of bid opening and date.
3. Whenever it is deemed to be in the best interest of the Town, The Town of Waterford reserves the right to reject any or all bids, in whole or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the Town; their decision is final.
4. The contract will be generally awarded to the most qualified, lowest and responsive bidder to meet specifications unless otherwise specified.
5. Bids will be carefully evaluated as to conformance with stated specifications.
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Waterford.
9. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within ninety (90) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period; the time may be extended by mutual agreement between the Town and the bidder.
10. The bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut; and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
11. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
12. The Town of Waterford is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices. Exemption certificates will be provided upon request.

13. By submitting a proposal, Vendors/Bidders certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor/Bidder and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening.
14. IF APPLICABLE the Bidder, when applicable, agrees to pay its labor force Prevailing Wage Rates and to comply with all Laws, Regulations and Ordinances regarding these wage rates and the recording of them set forth by the Connecticut Department of Labor.
15. Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless the Town, all of its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation or negligence whether by the bidder, his employees, his consultant and/or their employees.
16. Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org/depts/finance/purchasing.htm> for any addendums and updates to the Bid.

END OF SECTION

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**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: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

CONTRACTOR INFORMATION SHEETS

The undersigned certifies the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted By: _____

Company name: _____

Address: _____

Phone: _____ Email: _____

ESTABLISHED: _____
(Month) (Year)

State of Connecticut Contractor License # _____
Asbestos Abatement Contractor Certification License# _____
TYPE OF ORGANIZATION: (Circle One)

A) Individual B) Partnership C) Corporation D) LLC

E) Other _____
(Specify If Applicable)

FORMER FIRM NAME(S) YEARS IN BUSINESS (If different from above applicable)

YEARS OF WORK IN RELATED FIELD:
(Described Any Related Work)

USE OF SUBCONTRACTORS:

To provide all the services listed in the specifications, would any services be handled by subcontractors? _____ Yes/No If "Yes", please explain for what parts of project:

Please list all Subcontractor Name(s) and License # (s):

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

Signature

Title

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) 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

TYPE OF BUSINESS

TYPE OF ORGANIZATION

_____ Corporation _____ 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).

ADDITIONAL INFORMATION:

All Questions must be submitted in writing to the purchasing agent via email at rdummett@waterfordct.org.

Potential Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org> under purchasing department for any addendums and updates regarding this Proposal. It is the Bidders/Proposer's responsibility to ensure that they have obtained all addenda issued. Bidders/Proposers are advised to check for any addenda a minimum of twenty-four hours in advance of the bid/proposal filing deadline.

UNFORSEEN DELAY:

If at any time of the scheduled Bid opening, Town Hall or the Office of Procurement is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the Bid opening will be postponed until 2:00 p.m. the next business day. Bidders are reminded to check the web site for updates and information or email the purchasing agent at rdummett@waterfordct.org . Proposals will be accepted until that date and time.

Rights Reserved To the Town

The Town reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior Town contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request. The Town also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the Town will be served.

INSURANCE REQUIREMENTS - Within five days of contract award, the awarded vendor shall provide a Certificate of Insurance in accordance with the following requirements:

Contractor/Vendor will agree to maintain in force at all times during which work/services are to be performed, the following minimum limits of insurance coverage. Coverage will include the bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Waterford, its employees and agents as an Additional Insured** on a primary and non-contributory basis to the bidders Commercial General Liability and Automobile Liability policies. The insurance company(ies) must be licensed with the State of Connecticut and have a Financial Strength Rating of "A-" or higher and a Financial Size Rating of VIII or higher from A.M. Best Company.

		(Minimum Limits)
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Aggregate	
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation & Employers' Liability	Work Comp	Statutory Limits
	EL Each Accident	\$2,000,000
	EL Disease Each Employee	\$2,000,000
	EL Disease Policy Limit	\$2,000,000

The Town of Waterford must be named as "Additional Insured" on this policy.

A Certificate of Insurance documenting the coverage listed above must be presented to The Town of Waterford prior to the commencing of any work/service. The Contractor/Vendor also agrees to provide replacement and/or renewal certificates at least 30 days prior to the expiration of each policy.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years following the completion date of the work/service. If the claims-made policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for two (2) years from the completion date.

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

OVERSIZED BULKY WASTE DISPOSAL BID FORM

Vendor Name and Address

Printed Name and Title of Company Authorized Agent

Phone and Facsimile Numbers, E-Mail Address

Signature

Date

Bid prices shall remain firm through length of contract: July 1, 2022 through June 30, 2025.

100-CY Trailers

Removal: 200 Removals @ \$_____ per Removal = \$_____

Disposal: 3000 Tons @ \$_____ per Ton = \$_____

Total Bid Price Per Ton for Removal & Disposal

(includes provisions for 2-100 yard trailers and one operating yard tractor)

= \$_____

Minimum of five references for similar services provided within the past year, including contact name and phone number:

PLEASE PLACE THIS FORM AT THE FRONT OF YOUR SUBMISSION

46 #6

FINANCE DEPARTMENT

Memo

May 18, 2022

Mr. Rob Brule
First Selectman
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Re: Bid Award – BID#22-127 Supply and Install 75" Promethean Interactive Display Boards

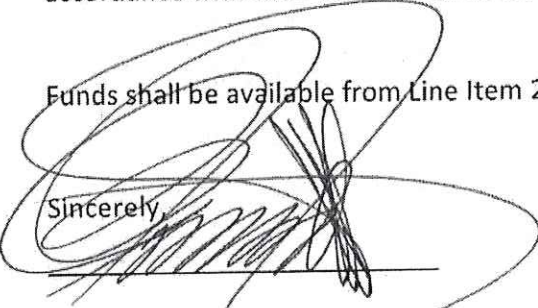
Dear Mr. Brule,

On May 17, 2022, Mark Geer and I opened bids for the above-mentioned project with the attached results.

The Purchasing Agent on behalf of the Board of Education IT Department recommends the contract for this project be awarded to the sole bidder Pro-Av systems Inc. for \$159,515.49 in accordance with their submission dated May 11, 2022.

Funds shall be available from Line Item 20560-57822 IT Learning Boards End of Life.

Sincerely,



Rawle Dummett
Purchasing Agent,
Town of Waterford

Rawle Dummett

From: Mark Geer <mgeer@waterfordschools.org>
Sent: Tuesday, May 17, 2022 4:09 PM
To: Rawle Dummett
Cc: Thomas Giard III; Craig Powers; Joseph Mancini
Subject: Bid Proposal GN Promethean Boards

CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Hi Rawle,

I have reviewed the bid/s and have decided to accept the bid from Pro AV Systems of Chelmsford MA in the amount of \$159,515.49

Mark Geer
Director of Information Technology
Waterford Public Schools
mgeer@waterfordschools.org
Office: 860-440-0565



supply and install 75" Promethean interactive Display Boards RFP#22-127

supply and install 75" Promethean interactive Display Boards RFP#22-127

Bid Opening: May 17, 2022 @ 11:00 am

[illegible]

**PROPOSAL FORM PROMETHEAN BOARDS AND PROJECTORS WITH INTERACTIVE TOUCH FLAT PANEL
SCREENS AND INSTALLATION PROPOSAL BID**

BID FORM

Pro AV Systems, 275 Billerica Rd, Suite 3, Chelmsford MA, 01824 VENDOR

Adrienne Blasioli, Director of Bid Desk NAME AND ADDRESS
PRINTED

adrienne@proavsi.com, 978-692-5111 NAME AND TITLE OF VENDOR'S AGENT
PHONE

AND FACSIMILE NUMBERS, E-MAIL ADDRESS I, Name Position

Quantity	Description	Each	Total
34	Promethean AP7-U75-NA-1 ActivPanel Nickel 75	\$3013.00	\$102,442.00
34 33 Per Addenda	Promethean AP86ASF Promethean Adjustable Wall Mount System with Floor Support	\$906.75	\$29,922.75
1	Promethean Fixed Height Mobile Stand AP- FSM	\$524.25	\$524.25
1	Promethean Mobile Stand Tray AP-AFS-TRAY	\$89.00	\$89.00
33	15 ft. (4.5m) DisplayPort™ Male to HDMI® Male Adapter Cable - Black	\$31.79	\$1049.07
33	16.4FT (5M) USB 2.0 A/B Cable – Black	\$5.74	\$189.42
34	Miscellaneous Parts Parts Needed for complete system installation Panduit Raceway and Boxes 90-degree Corners 5' Panduit Cable Terminations Cable Adapters	\$25.00	\$850.00
1	Dumpster for packaging material	\$400.00	\$400.00

Labor \$ 24,049.00

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



5/11/2022

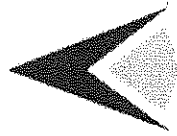
SIGNATURE

DATE

COMMENTS: Total turn key quote for Bid #22-127 including addenda 1 is \$159,515.49

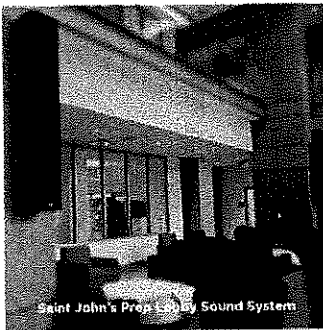
Please attach Bid Form to the front of your submission

Video Displays • Audio Systems • Control Systems • Interactive Systems • Digital Signage • Video Conferencing • IP Streaming • Sound Masking



Pro AV Systems

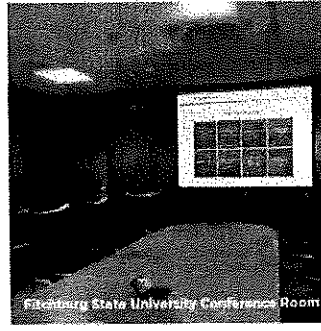
NEW ENGLAND'S LEADING AUDIO VISUAL INTEGRATOR



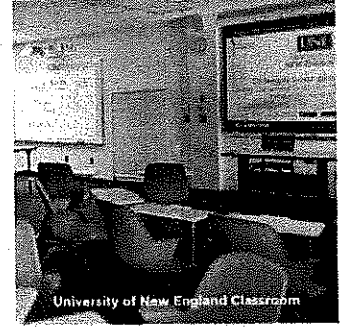
Saint John's Prep Lobby Sound System



Methuen Public Schools TV Studio



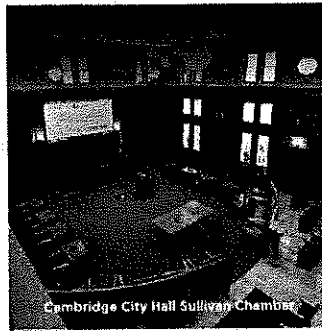
Fitchburg State University Conference Room



University of New England Classroom



Boston Children's Hospital Digital Signage



Cambridge City Hall Sullivan Chamber



Berry Talbot Conference Room



Tollandbury Town Hall

Town of Waterford
Waterford, CT

CONTACT INFO: Adrienne Blasioli
Pro AV Systems
adrienne@proavsi.com
978-692-5111



Pro AV Systems

AUDIO VISUAL TECHNOLOGIES

Sales

Design

Install

275 Billerica Rd.
Suite 3
Chelmsford, MA 01824
978-692-5111
www.proavsi.com

Prepared by: Slade Forni

Number: 75"-0004

Modified: 5/3/2022

Revision: 0

Contract:

Pricing Valid for 30 Days

Town Of Waterford

165 Great Neck Rd
Waterford, CT 06385

Attention:

Jeff Robillard

jrobillard@waterfordct.org

75" Promethean Interactive Display Boards

*This document is the property of Pro AV Systems and
the listed recipient.*

*It cannot be reproduced or shared without the
consent of Pro AV Systems, Inc.*

All Electrical and Network Infrastructure to be provided by others unless otherwise noted.





Great Neck Elementary School

34	Promethean AP7E-U75-NA-1	\$102,442.00 *
	ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & Cable Pack Included. ActiveInspire Professional Edition available FOC	
34	Promethean Shipping	\$2,142.00
	Standard Shipping for Promethean Panels	
33	Promethean AP-ASF-90	\$29,922.75 *
	Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86	
33	Promethean Shipping	\$2,079.00
	Standard Shipping for Promethean Panels	
1	Promethean AP-FSM	\$613.25 *
	Fixed Height Mobile Display Stand/Cart for use with ActivPanel	
1	Promethean AP-AFS-TRAY	\$89.00
	Side Mounted Laptop Shelf for use with Promethean Display Stand Systems	
1	Promethean Shipping	\$63.00
	Standard Shipping for Promethean Panels	
33	C2G-Cables To Go 28104	\$189.42
	16.4FT (5M) USB 2.0 A/B Cable - Black	
33	C2G-Cables To Go 54324	\$1,049.07
	15 ft (4.5m) DisplayPort™ Male to HDMI® Male Adapter Cable - Black	
34	Pro AV Systems Miscellaneous - Parts	\$850.00
	Parts needed for a complete system. - Raceway and Boxes - Terminations - Adapters	

Great Neck Elementary School Total: \$135,066.49



Installation & Services

1	Pro AV Systems Misc Expense	\$400.00
	Misc Expense - 15 Yard Roll Off Dumpster	
1	Promethean PROFDEV	\$999.00
	On Site Face-To-Face Full Day	
1	Pro AV Systems Installation - PW	\$17,850.00
	Prevailing Wage Labor	
1	Pro AV Systems Project Management	\$5,200.00
	Project Management & Site Coordination	

Installation & Services Total: \$24,449.00

Project Subtotal: \$159,515.49



Project Summary

Equipment:	\$136,465.49
Installation Labor:	\$17,850.00
Project MNG Labor:	\$5,200.00
Grand Total:	\$159,515.49

Payment Schedule	Amount	Due Date
Upon Purchase Order or Signed Quote	\$39,878.87	
Equipment Ordered (Net 30)	\$79,757.75	
Upon Completion (NET 30)	\$39,878.87	

Acceptance:

I hereby state that I am an authorized representative to approve the purchase and acceptance of the items quoted in the attached documentation along with the above payment terms.

Name:

Title:

Signature:

Date:



PRO AV SYSTEMS RESPONSIBILITIES: *The following items are required by Pro AV Systems:*

1. Pro AV Systems will install all equipment in accordance with the manufacturers' specifications, national and local regulation ordinances and codes, including all OSHA guidelines. Unless specifically stated, all work will be performed during the normal working hours of Monday through Friday, between 8:00AM and 5:00PM, except for recognized holidays.
2. Pro AV Systems staff and contractors will conduct themselves in a professional, courteous manner, maintaining a clean-cut appearance and acceptable dress. All Pro AV Systems staff is expected to check in and out with you or an assigned contact at the beginning and end of the workday.
3. Pro AV Systems staff will maintain a clean and safe work environment. All unused materials, containers, tools and equipment will be removed whenever possible. Pro AV Systems will take precautions to protect all floors, walls, windows and other surfaces from stains, marring or other damage.
4. Pro AV Systems cannot be responsible for the operation, performance or warranty of equipment outside this contract. Pro AV Systems does not warrant that equipment supplied by others can be connected or will function properly except as specified by the project documentation.
5. Pro AV Systems will provide customer with all operation manuals and warranty documents.
6. Pro AV Systems will acquire, assemble, deliver and test all specified equipment and components to provide you with a fully functional system.

CUSTOMER RESPONSIBILITIES: *The following items are required by the Customer:*

1. Customer to provide a 120 VAC circuit to all specified equipment locations. These circuits should not be "shared" with other items, such as lighting, phone systems, etc.
2. Customer to provide all computer equipment and peripheral cables (mouse and keyboard cables), designated as OFE or "provided by others" if required.
3. Pro AV Systems strongly recommends that all electrical circuits supplying power to the system originate from the same power panel and phase. Pro AV Systems will take precautions to prevent hum or distortions created by ground differential, electromagnetic or electrostatic fields and to supply adequate ventilation to all equipment as specified by the manufacturer. Pro AV Systems will notify you of any hum or distortions beyond our control caused by interference with the building structure, electrical or existing equipment and advise you of the alternatives to alleviate the problem. Pro AV Systems will advise you of any unsatisfactory operating condition due to temperature, humidity, ventilation, mechanical structure or other safety concern.
4. Pro AV Systems assumes no responsibility for, and will not perform any work related to, electrical wiring (120 VAC and above).
5. Any additional work not listed in the original scope of work (per customer RFP) will require a Change Order.
6. All network configurations for any equipment connected to the customer network including but not limited to QOS, VLAN, Routing, Firewalls, Multicast, IGMP.
7. All server configurations if required for Active Directory, Exchange, O365, Azure AD, MS Teams, Zoom.
8. Software licenses or accounts required for an operational system including but not limited to Zoom Rooms and Teams Rooms.

TERMS & CONDITIONS:

Section 1 – Proposal Description

1.A. Proposal Description - The project description and specific work to be performed by Pro AV Systems is contained in the document and from herein referred to as the Proposal.

1.B. Proposal Documents - All work covered by this Proposal shall be contained in the Proposal documents including any special provisions, specifications, drawings, addenda, change orders, written interpretations and written orders. Work not covered by contract documents will not be required unless required by reasonable inference as being necessary to produce the intended result. The costs associated with any related work or materials, including, but not limited to electrical, drywall, painting, cabinets etc. are not included unless specifically documented in the Proposal.

Project Name: 75" Promethean Interactive Display Boards
Project No.: 75"-0004

5/11/2022
Page 5 of 8



1.C. Proposal Changes - The owner may order changes, additions or modifications without invalidating the contract. Such changes must be in writing and signed by the owner. Pro AV Systems will provide the owner in writing the amount of additional costs or reductions resulting from changes ordered within 15 working days unless this requirement is waived in writing by owner. Change Orders shall be paid in full upon acceptance of change and shall not alter the contract's payment schedule. In the case of product unavailability or discontinuation, Pro AV Systems reserves the right to substitute equipment of equal or better quality with owner approval. Pro AV Systems will be held blameless in the case of product unavailability or discontinuation.

Section 2 - General Facility Conditions

2.A. Room Availability - Rooms in which installation is occurring should be made available for the exclusive use of Pro AV Systems during the day(s) of scheduled installation. The room will be available during normal working hours (M-F, 8:00am-5:00pm) in eight (8) continuous hour segments. Any delay in schedule that is due to limited access or client usage that results in a return trip by the technician(s) will be subject to an additional expense charge.

2.B. Electrical Outlets and Pathways - Before audiovisual equipment is installed, the customer will need to provide the following requirements: electrical outlets, floor boxes, conduits and core drills in areas according to specification. Additionally, all power runs are to be clean and properly grounded. All electrical work pertaining to the audiovisual system will need to run on one phase and be installed to code (NEC). Pro AV Systems is not responsible for installing any conduit, floor boxes, trenches or other appurtenances associated with high voltage (120vac and over) equipment.

2.C. Structural Vibrations - Ceiling, walls and floors as well as all other building structures that support audiovisual equipment are to be vibration free. At an additional cost, dampening devices can be made available if needed.

2.D. Furniture - Furniture is to be removed prior to construction. If certain furniture cannot be removed, then it will need to be covered and protected sufficiently by the customer.

2.E. Ceiling Tiles - The customer is to provide extra ceiling tiles of the same pattern and patch number in any room where suspended ceiling tiles are already installed. Ceiling tiles are assumed to be either 2'x2' or 2'x4' in dimension. Other tile sizes may require additional cost for mounting solutions in the form of a change order.

2.F. Merchandise Ownership & Storage - The customer will provide a safe storage area for the equipment sold to or delivered to the job site. Pro AV Systems is not responsible for any loss or damage of merchandise after delivery to the job site except for damage caused by a Pro AV technician (s) during installation.

2.G. Exclusion - The following items are not covered under this agreement and may be subject to additional costs:

1. Acts of Nature: Such as water damage and/or damages caused by fire
2. System abuse or misuse that is determined by Pro AV Systems.
3. User errors - Problems caused by unacceptable connection of equipment, determined by Pro AV Systems.
4. Shipping - Expedited shipping for accelerated time lines or repaired parts.
5. Accessories - Hardware, software and/or accessories not provided or sold by Pro AV Systems.

Section 3 - Existing Equipment

3.A. Documentation - When integrating and/or installing pre-existing equipment into a new system, the customer is asked to provide any documentation that may be required to complete a proper installation. This may include any available source control code or drawings.

3.B. Good Working Order - Pro AV Systems is not responsible for any damage of existing hardware/equipment. The project may be delayed, or a change order may be required if any defective material is found.

3.C. Customer Hardware and Software - Pro AV Systems will not load software of any kind on the customers' computer. Unless stated otherwise, the customer is responsible for all Internet connectivity and computer hardware. In addition, the customer is responsible for the installation of computer software and drivers, all LAN provisioning, switches, network connections, and routers. Customer is required to install all operating systems and systems integration that is needed to run the installed interactive or other hardware devices and display equipment.

3.D. Owner Furnished Equipment - If owner is providing equipment (OFE) that Pro AV Systems is required to install, configure and/or control in order to provide a functional system, Pro AV Systems reserves the right to charge additional



labor hours if the OFE equipment does not perform as originally specified at the time of Proposal acceptance or according to the manufacturer specification.

Section 4 – Schedule, Payments and Business Terms

4.A. Delays and Postponements – Regarding schedule completion of the job, time is of the essence. If Pro AV Systems is delayed at any time in the process of the work by owner change orders, construction delays, delivery delays, fire, project postponement, unavoidable casualties and/or other causes beyond the control of Pro AV Systems, the completion schedule for the Proposal shall be extended at a minimum by the same amount of the time caused by the delay.

4.B. Right of Revision – Pro AV Systems has the right to revise this proposal if information was gained from site visits and other sources that were not available at the time this proposal was created.

4.C. Freight - Shipment fees are ground service only. If the customer requires expedited shipping, the additional fees will be prepaid and added to invoice(s).

4.D. Labor – Labor rates are quoted as regular rates that are non-prevailing wage rates and non-union rates. A change order can be processed for a job that requires the technician to be paid prevailing wage rates or require a union technician(s) to account for the difference in labor expenses.

4.E. Project Initiation Terms and Payments – Payment term details are described in the Proposal. A customer purchase order or signed proposal is required to begin the project. Invoices will be issued according to the terms outlined in the Proposal. For jobs requiring initial deposits, such deposit is due upon receipt of first invoice and no product will be ordered until the required deposit payment is received. All further invoice billing is due Net (30). Owner agrees that the terms outlined in these Contract Terms and Conditions take precedence over any other terms issued such as those that may be issued as part of a customer Purchase Order.

4.F. Credit Card Payments – Please note there will be a processing fee of 3.25% for payments made by credit card.

Section 5 – Warranty and Other

5.A. Warranty - Pro AV Systems warrants installed systems for a period of 90 days from date of acceptance or first beneficial use. During this time, Pro AV Systems will correct any problems at no charge. After the initial 90-day period, any additional service needs will be billed at the current service rate. To provide comprehensive coverage, Pro AV Systems offers extended warranty packages on all installed systems at an additional charge. All warranties do not cover misuse or abuse of the system components or issues caused by owner furnished equipment and interconnected systems provided by others. Interconnected systems include but are not limited to building network infrastructure, telephony (VOIP servers), fire alarms, paging, lighting, security, electrical systems and software. In the event that any of these systems are found to negatively effect the AV system performance, Pro AV Systems shall charge standard service rates on a time and materials basis (minimum 2 hours).

Extended Warranty Package

Pro Care – This warranty covers any and all defects or issues that your system could incur under normal use during the stated warranty period. This includes but is not limited to programming defects, hardware failures, workmanship, warranty processing and exchanges, and any labor required to restore the system to operational order. Hardware warranty replacements are based upon standard manufacturer warranties and replacement policies. Standard ground shipping is included. Standard response times apply.

5.B. Force Majeure – Neither Pro AV Systems or the customer will be responsible for delays that are outside the control of either parties, listed below:

1. Acts of Civil/Military Authorities
2. Floods/Fires/Epidemics or any other acts of God
3. Governmental Rules/Regulations
4. War/Riots
5. Delays in transportation
6. Shortages in raw materials/other products
7. Labor Disputes

5.C. Hours – All services will be provided during normal business hours unless otherwise specified in the proposal: Monday-Friday, 8:00am-5:00pm. National and State Holidays are excluded.

5.D. Suspension of Service Right – If the customer's payment(s) is past due, Pro AV Systems reserves the right to discontinue and/or modify any current or future service either temporarily or permanently.



5.E. Limitation of Liability – Pro AV Systems will not be responsible for any damages from delay of delivery, loss of revenue, data business or goodwill. Pro AV Systems will not be liable for any claim that arose more than one (1) year prior to the institution of suit therein.



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About Pro AV Systems

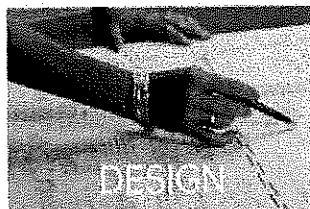
Pro AV Systems is New England's leading audio visual integrator, with offices in Massachusetts, Maine, and Vermont, founded in 1999 by husband-and-wife team Kim and Les Bishop. Now a full-service AV powerhouse, we service all New England today. We treat each project with the same care – and assign a team of professionals to get the job done. From the initial design, engineering and sales process, through installation and training, our team is focused on providing the best service possible to the customer, regardless of the scale or scope of the project.

Each year, the team at Pro AV Systems designs, installs and trains on hundreds of systems, and has worked with many different industry partners. From General Contractors and Electrical Contractors, to AV Consultant and End Users, the staff at Pro AV Systems knows that each project is unique and important in its own way. We specialize in design build services, but have about 1/3 of our revenue each year coming from projects that are in new builds or renovation projects. We understand timing, working with other trades and assign Project Managers (onsite) and Project Coordinators (in house) for each project, to make sure that things continue to run smoothly, even if there are hiccups in the building process.

Our team is focused on using technology to make your business more successful and help your days run more smoothly. We provide you with best-of-breed products at an affordable price, while matching functionality and equipment to your specific setting, because each customer is unique. We're educated and trained on industry standards, but we never stop learning. We're constantly trying to expand our knowledge of how things work and why they work – and we've been very successful through this focus. We empower our customers and users by keeping in mind how satisfied we'd be with the quality of our installation work, the capabilities and opportunities each technology presents, and the pricing of our solutions. Our engineers begin each project with a walk-thru of your space, design with your institution's goals and needs in mind, and close your project with in-depth troubleshooting and testing, so you can be assured your system will work when, and how, you need it to. We are proficient users of Crestron, Extron, and Epson products, and have the manufacturer support to back ourselves – and our promise is to make sure that the best possible products are specified into each and every design.

Pro AV's installation staff of highly-qualified and friendly audio visual professionals carries all major industry certifications, employing experts in Crestron, Extron, Biamp, Polycom, Epson, and Cisco. Our installation team's detail-oriented, talented, and always has your best interests in mind on a job site, testing each and every component so you can be assured your system will work when, and how, you need it to. Our engineers and programmers are proficient in multiple control programming languages, and also very skilled with DSP programming, focusing primarily on Biamp, Symetrix, and BSS controls, but understanding how to work within the confines of other systems, integrating and utilizing every piece to deliver the best possible experience.

At Pro AV Systems, our job is only half done when your installation is complete. Our friendly sales and training staff make certain you know, and understand, the capabilities of the new AV system in your space. Ease-of-use and simplicity are of utmost importance, so we can make sure even the most timid users are up and running, in some capacity, on Day 1. We don't expect our users to mold their way of doing things to the technology; rather, they should grow with it and learn the ways it can best enhance their lives.



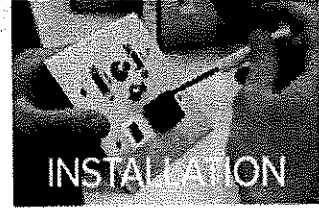
DESIGN



SALES



CONSULTING



INSTALLATION



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Similar Projects

Balmer Elementary School, Northbridge, MA

Project Description: New school front of classroom rollout with projectors and interactive flat panels on carts in each room, digital signage and large venue projectors on carts

System Consultant: Edvance Technology Group, 300 Brickstone Square, # 201, Andover, MA 01810; (978) 256-9900

Architect: Dore & Whittier Architects, Inc., 260 Merrimac Street, Building 7, Newburyport, MA 01950, (978) 499-2999

General Contractor: Fontaine Brothers, Inc., 510 Cottage Street, Springfield, MA 01104, (413) 781-2020

Owner: Northbridge Public Schools, 87 Linwood Avenue, Whitinsville, MA 01588, (508) 234-8156 [School Contact: Greg Palmer, gpalmer@nps.org]

Contract: OFF40 (Vendor Number 215051)

South Community High School, Worcester, MA

Project Description: New school front of classroom rollout with projectors, digital signage and large venue projectors on carts

System Designer: Edvance Technology Group, 300 Brickstone Square, # 201, Andover, MA 01810; (978) 256-9900

Architect: Lamoureux Pagano Associates Architects, 108 Grove Street, Suite 300, Worcester, MA 01605, (508) 752-2831

General Contractor: Fontaine Brothers, Inc., 510 Cottage Street, Springfield, MA 01104, (413) 781-2020

Owner: Worcester Public Schools, 20 Irving Street, Worcester, MA 01609, (508) 799-3115

Contract: OFF40 (Vendor Number 215051)

Middleborough High School, Middleborough, MA

Project Description: New school front of classroom rollout with interactive flat panels, digital signage and large venue spaces (Auditorium, Gym, Café)

System Designer: 3si Strategic Systems Solutions, Inc., 168 Main Street, Northfield, MA 01360, (413) 498-0069

Architect: Drummey Rosane Anderson Architects, 260 Charles Street, Waltham, MA 02451, (617) 964-1700

General Contractor: Fontaine Brothers, Inc., 510 Cottage Street, Springfield, MA 01104, (413) 781-2020

Owner: Town of Middleborough, 10 Nickerson Avenue, 1st Floor, Middleborough, MA 02346, (508) 947-0928

Beal Elementary School, Shrewsbury, MA

Project Description: New school front of classroom rollout with projectors, media center room, digital signage and large venue projectors on carts

System Designer: Art Engineering Corporation, 38 Front Street, Floor 3, Worcester, MA 01608, (508) 797-0333

Architect: Lamoureux Pagano Associates Architects, 108 Grove Street, Suite 300, Worcester, MA 01605, (508) 752-2831

General Contractor: Fontaine Brothers, Inc., 510 Cottage Street, Springfield, MA 01104, (413) 781-2020

Owner: Town of Shrewsbury, 100 Maple Avenue, Shrewsbury, MA 01545, (508) 841-8507

Ivan G Smith Elementary School, Danvers, MA

Project Description: New school front of classroom rollout with projectors, interactive flat panels and digital signage

System Designer: Edvance Technology Group, 300 Brickstone Square, # 201, Andover, MA 01810; (978) 256-9900

Architect: Tappé Architects, Inc., 6 Edgerly Place, Boston, MA 02116, (617) 451-0200

General Contractor: W.T. Rich Company, Inc., 29 Crafts Street, Suite 300, Newton, MA 02458, (617) 467-6010

Owner: Town of Danvers, 1 Sylvan Street, Danvers, MA 01923, (978) 777-0001



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	Certification or License Original Issue Date	Certification or License Issuing Manufacturer or Organization	Certification or License Expiration Date
CORPORATE CERTIFICATIONS			
	DCAMM Certified	Division of Capital Asset Management & Maintenance	2/26/2021
	APEX Certified	AVIXA (formerly Infocomm)	4/3/2021
	SDO Certified	Commonwealth of MA	11/9/2021
	MBE/WBE/MWBE	Commonwealth of MA	11/9/2021
	WOSB Certified	U.S. Women's Chamber of Commerce	10/1/2021
	MA Statewide Contract OFF40	Commonwealth of MA - Audio/Video	12/31/2021
	MHEC Statewide Contract MC15-B11	Massachusetts Higher Education Consortium	9/30/2023
	Certificate of Good Standing and Fully Insured/Bonded	Commonwealth of MA	12/31/2021
	Epson Brightlink Certified Expert	Epson	12/31/2021
	Gold Safety Award	Construct Secure	10/1/2022
KIM BISHOP President, Owner			
YEARS OF EXPERIENCE: 20+	CTS Certified	AVIXA (formerly Infocomm International)	4/30/2022
	Notary Public	Commonwealth of MA	8/28/2028
	Digital Signage for Tech Managers Certification	InfoComm International	2022
	Extron School of Emerging Technology	Extron	2022
	Brightlink Pro Collaborative Whiteboard Sales Training	Epson	2022
	OSHA 10 - Construction Safety	OSHA	2021
LES BISHOP CFO, Owner			
YEARS OF EXPERIENCE: 20+	CTS Certified	AVIXA (formerly Infocomm International)	1/31/2024
	Construction Supervisors License #68890 (effective 9/12/1988)	Commonwealth of MA Dept. of Public Safety Board of Bldg.	9/12/2020
	Lift Operation Certification	Construction Equipment Rentals (CER)	2022
	Creston Programming Fundamentals 5/2006	Creston Electronics	2022
	Radio & TV Master Technician License #9552 (effective 12/31/06)	Division of Professional Licensure, MA	12/31/2014 (License expires 12/31/2024)
	Registered Professional Engineer #30574 (effective 6/30/1979)	Division of Professional Licensure, MA	6/30/2022
	School of Emerging Technologies	Extron Electronics	2022
	Business-to-Gov't Specialist (effective 10/19/2008)	IACET/B2G	2022
	Construction Supervisor License CE Course	Massachusetts Contractors Academy	9/9/2017
	OSHA 10 - Construction Safety	OSHA	2022
	Telecom Systems Contractor #6177 (effective 9/30/08)	RI Dept. of Labor	9/30/2022
MARK WOODS Director of Engineering			
YEARS OF EXPERIENCE: 14	GTS-D Certified	AVIXA (formerly Infocomm International)	9/1/2023
	Creston Master Technology Architect	Creston Electronics	2022
	NAM - AMX Control Designer	AMX University	2022
	Biamp Nexia Certified	Biamp Corp	2022
	Biamp Audia Certified	Biamp Corp	2022
	Biamp Tesira Certified	Biamp Corp	2022
	Creston Programmer	Creston Electronics	2022
	Creston System Design (4/21/2008)	Creston Electronics	2022
	Creston Network Solutions - Design (CNS-D)	Creston Electronics	2022
	Dante Level 1 Certification	Audinate	2022
	DMC-E (Digital/Media Certified Engineer)	Creston Electronics (Lic.#E-105-110204-1900)	2022
	DMC-D (Digital Media Certified Designer)	Creston Electronics (Lic.#D-105-110204-3196)	2022
	DMC-E/4K - DigitalMedia Certified Engineer 4K	Creston Electronics (Lic.#E-4K-000-120123-1453)	2022
	CSD- Commercial Shade Designer	Creston Electronics (Lic.#CSD-000-140715-2256)	2022
	Lift Operation Certification	Construction Equipment Rentals (CER)	2022
	Extron System Design (2/2007)	Extron Electronics	2022
	Extron - Control Associate ECA License	Extron Electronics	2022
	Extron School of Configurable Control Systems	Extron Electronics	2022
	Extron A/V Associate Certificate	Extron Electronics	2022
	School of Emerging Technologies	Extron Electronics	2022
	XTP-E (XTP Systems Engineer)	Extron Electronics	2022
	OSHA 10 - Construction Safety	OSHA	2022
	Telecommunications #6538 (May 1, 2009)	RI Dept. of Labor	2022
	Polycom Video Conferencing HDX trainer/installer 3/14/09	Sapphire Marketing	2022
	Polycom RealPresence Platform	Polycom	2022
	Polycom RealPresence Environment	Polycom	2022
	Shure Microflex Advance Training	Shure Audio Institute	2022
	SymNet Certification	Symetrix Engineering	2022
	Element Certified	Spinetix	2022

DAVID BISHOP Chief Commercial Officer

YEARS OF EXPERIENCE: 14

CTS Certified
 Biamp Audio Certified
 Lift Operation Certification
 Crestron Programmer
 Crestron System Design (4/21/2008)
 Crestron Roomview Designer (4/21/08)
 Crestron Communication System Design (11/11/08)
 Dante Level 1 Certification
 DMC-D/4K DigitalMedia Certified Designer 4K
 DMC-E (Digital Media Certified Engineer)
 DMC-D (Digital Media Certified Designer)
 Epson BrightLink Pro Collaborative Whiteboard Sales Training
 Epson Large Venue Projectors Course
 Extron System Design (2/2007)
 School of Emerging Technologies
 Business -to-Gov't Specialist (effective 10/16/2008)
 OSHA 10 - Construction Safety
 OSHA 30 - Construction Safety
 RM Eastech Advanced and Math Frameworks Trainer
 Polycom Video Conferencing HDX trainer/installer 3/14/09
 Shure Microflex Advance Training

AVIXA (formerly Infocomm International)
 Biamp Corp.
 Construction Equipment Rentals (CER)
 Crestron Electronics
 Crestron Electronics
 Crestron Electronics
 Crestron Electronics
 Audinate
 Crestron Electronics (Lic.#D-4K-000-110204-1954)
 Crestron Electronics (Lic.#E-105-110204-1892)
 Crestron Electronics (Lic.#D-105-110204-3195)
 Epson
 Epson
 Extron Electronics
 Extron Electronics
 IACET/B2G
 OSHA
 OSHA
 RM Educational Software
 Sapphire Marketing
 Shure Audio Institute

5/31/2023

ADRIENNE BLASIOLI Director of Bid Desk

YEARS OF EXPERIENCE: 10

CTS Certified
 Notary Public
 Crestron Master Sales Associate
 OSHA 10 - Construction Safety
 OSHA 30 - Construction Safety
 Epson BrightLink Pro Collaborative Whiteboard Sales Training
 Epson BrightLink Certified Expert: Sales, Installation
 Topcat Access Installation
 Lightspeed Access Troubleshooting
 Top 40 Under 40

AVIXA (formerly Infocomm International)
 Commonwealth of MA
 Crestron Electronics
 OSHA
 OSHA
 Epson
 Epson
 Lightspeed
 Lightspeed
 Commercial Integrator Magazine 2021

2/28/2022

1/26/2020

SLADE FORNI Project Manager

YEARS OF EXPERIENCE: 6

CTS Certified 2016
 Project Management Professional, PMP
 OSHA 10 - Construction Safety
 OSHA 30 - Construction Safety

AVIXA (formerly Infocomm International)
 Project Management Institute; PMP Number: 2757388
 OSHA
 OSHA

11/30/2021

3/10/2023

SEAN HAMMOND Technician

YEARS OF EXPERIENCE: 12

CTS Certified 2/2012
 CTS AV Installation Test: Cable Termination, Cable Handling.
 OSHA Safety Course June 2, 2008
 Biamp Mix-Minus Certified
 AVO
 Lift Operation Certification
 Crestron Programmer
 DMC-D-4K
 DMC-D DigitalMedia Certified Designer
 Configuring for Control
 Extron School of Global Configurator 4/24/2008
 Extron Certified AV Associate
 School of Configurable Control
 Project Management for AV
 Authorized Service Center Training - Infocus IN series and Ask
 OSHA 10 - Construction Safety

AVIXA (formerly Infocomm International)
 InfoComm Academy Professional Education & Training
 AGC-Massachusetts
 Biamp
 Biamp
 Construction Equipment Rentals (CER)
 Crestron Electronics
 Crestron Electronics
 Crestron Electronics (Lic. #D000-140228-9837)
 Extron Electronics
 Extron Electronics
 Extron Electronics
 Extron Electronics
 AVIXA (formerly Infocomm International)
 Infocus University
 OSHA

12/31/2023

ANDREW CLARK Field Service Engineer

YEARS OF EXPERIENCE: 11

CTS-I Certified 11/30/2015
 AV Technician Certified 11/25/2015
 Biamp Mix-Minus Certified
 Biamp Tesira Forte Certified Installer
 Lift Operation Certification
 Crestron Programmer
 Crestron DMC-D
 Crestron Certified Designer 4K
 Crestron CTL-P101 Foundations of Crestron Programming
 Dante Level 1 Certification
 Extron Certified AV Associate
 Extron Control Specialist
 OSHA 10 - Construction Safety
 Shure Microflex Advance Training

AVIXA (formerly Infocomm International)
 AVIXA (formerly Infocomm International)
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 Crestron Electronics
 Crestron Electronics
 Crestron Electronics
 Crestron Electronics
 Crestron Electronics
 Audinate
 Extron Electronics
 Extron Electronics
 OSHA
 Shure Audio Institute

11/30/2022

KENNY SOULEOTIS Warehouse Manager

YEARS OF EXPERIENCE: 11

CTS Certified 2/2012
 Lift Operation Certification
 School of Audio Visual Technologies for System Design
 OSHA 10 - Construction Safety

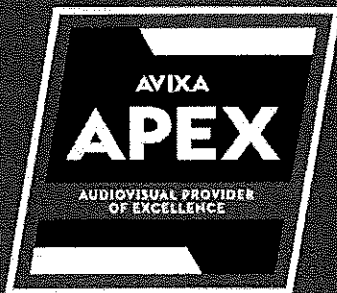
AVIXA (formerly Infocomm International)
 Construction Equipment Rentals (CER)
 Extron Electronics
 OSHA

2/28/2021

[illegible]

STEVEN LEBLANC Sales Account Manager			
YEARS OF EXPERIENCE: 2	CTS Epson Master Brightlink Sales Certification	AVIXA (formerly Infocomm International) Epson	1/31/2022 None
NICOLE GUINTA Project Engineer			
YEARS OF EXPERIENCE: 10	CompTIA Security+ Certification OSHA 10 - Construction Safety Dante Certification Level 1 Dante Certification Level 2 Dante Certification Level 3 Crestron DigitalMedia Certified Designer - 4K Crestron RL-C Advanced Residential Certification Blamp Tesira Forte Project Management for AV AV Design for the Environment Networking Essentials I Extron School of Audio Visual Technologies for System Designers Microsoft Lync Technical Extron Networking Principals Extron Streaming Principals	Certification Number - COMP001021414187 OSHA Audinate Audinate Audinate Crestron Electronics Crestron Electronics Lutron Electronics Blamp AVIXA (formerly Infocomm International) AVIXA (formerly Infocomm International) AVIXA (formerly Infocomm International) Extron Electronics Polycom Extron Electronics Extron Electronics	12/10/2024 None None None None None None None None None None None None None None None None None
MATT CLARKE Project Engineer			
YEARS OF EXPERIENCE: 10	Wireless Best Practices & Techniques Design Audio Basics for Meetings and Conferences Chief Certified Partner Certified Product Specialist Certified Technical Specialist Audio Basics for Conference Rooms Da-Lite Academy Extron AV Associate Audio Equalization AV 101 for Architects Cable Termination Economic Snapshot Survey Results Blamp Tesira Forte Desco ESD Basics Vidyo Certified Deployment & Support Engineer (VC-DSE) Dante Certification Level 1 OSHA 10 - Construction Safety	Shure Wireless Shure Wireless Shure Wireless Chief Manufacturing ClearOne ClearOne ClearOne Da-Lite Extron AVIXA (formerly Infocomm International) AVIXA (formerly Infocomm International) AVIXA (formerly Infocomm International) AVIXA (formerly Infocomm International) Blamp Desco Vidyo Audinate OSHA	8/28/2021 8/28/2021 8/20/2021 None None None None None None None None None None None None None None None None
MARK CRISTOFFELS Service Manager			
YEARS OF EXPERIENCE: 16	CTS Certified Blamp Tesira Forte Blamp VoIP TelePresence Video Sales Specialist ClearOne Specialist Crestron DMC-S Crestron DigitalMedia Certified Designer - 4K Crestron RL CTI-P101 - Foundations of Crestron Programming Extron School of Audio Visual Technologies for System Designers Extron IP config Hit power tools certified operator OSHA 10 - Construction Safety Polycom RealPresence Clariti Polycom RealPresence Platform Polycom RealPresence Environment Polycom Immersive Telepresence Revolabs Certified Specialist SynAudCon Digital Dante Certification Level 1 Microflex Advanced Training	AVIXA (formerly Infocomm International) Blamp Blamp Cisco ClearOne Crestron Electronics Crestron Electronics (D-4K-000-140603-2692) Crestron Electronics (Lic RLC-000-140604-1658) Crestron Electronics Extron Electronics Extron Electronics Hilti OSHA Polycom Polycom Polycom Polycom Polycom Revolabs SynAudCon Audinate Shure	7/31/2023 None
BJORN KAPSTAD Project Manager			
YEARS OF EXPERIENCE: 6	CTS Certified 11/2020 OSHA 10 - Construction Safety OSHA 30 - Construction Safety AV Technology Certificate	AVIXA (formerly Infocomm International) OSHA OSHA AVIXA - Infocomm	12/31/2023 None None None
ROBERT O'SHEA Service Technician			
YEARS OF EXPERIENCE: 5	CTS Certified 12/2020 OSHA 10 - Construction Safety OSHA 30 - Construction Safety	AVIXA (formerly Infocomm International) OSHA OSHA	12/31/2023 None None

MATT BELANGER <i>Programmer</i>			
YEARS OF EXPERIENCE: 15	Certified Master Programmer - Silver Level DMC-D/4K DigitalMedia Certified Designer 4K	Crestron Electronics Crestron Electronics	None None
JAY WHITE <i>Sales Account Manager</i>			
YEARS OF EXPERIENCE: 35+	Essentials of Crestron Programming DMC-D/4K DigitalMedia Certified Designer 4K Extron Advanced School of AV Technologies I Extron Advanced School of AV Technologies II Extron School of Emerging Technologies	Crestron Electronics Crestron Electronics Extron Electronics Extron Electronics Extron Electronics	None None None None None
NIKE LIBBY <i>Project Manager</i>			
YEARS OF EXPERIENCE: 10	OSHA 10 - Construction Safety OSHA 30 - Construction Safety Lift Operation Certification Shure Microflex Advanced Training Dante Certification Level 1	OSHA OSHA Construction Equipment Rentals (CER) Shure Audinate	None None None None None
TYLER LOGAN <i>Technician</i>			
YEARS OF EXPERIENCE: 5	CTS OSHA 10 - Construction Safety	AVIXA (formerly Infocomm International) OSHA	7/31/2023 None
NICHOLAS CAMELIO <i>Technician</i>			
YEARS OF EXPERIENCE: 3	CTS OSHA 10 - Construction Safety	AVIXA (formerly Infocomm International) OSHA	10/31/2023 None
LINDA IVERS <i>Strategic Accounts Coordinator, Safety Officer</i>			
YEARS OF EXPERIENCE: 12	OSHA 10 - Construction Safety OSHA 30 - Construction Safety	OSHA OSHA	None None
RICH PETERSON <i>Account Manager</i>			
YEARS OF EXPERIENCE: 5	Selling Newtek Technology Newtek Training 3Play Operation Newtek Live Production with Tricaster Microsoft Teams Room Solution Sales Professional	Newtek Newtek Newtek Microsoft 365	None None None None



Let It Be Known

Pro AV Systems, Inc.

Has been awarded the designation of AV Provider of Excellence (APEX) from AVIXA by annually demonstrating their commitment to providing quality service to customers, upholding high standards, and advancing industry excellence.

04/03/2018

Designation Awarded

04/30/2022

Expiration/Renewal Date

A handwritten signature in black ink, appearing to read "Joe Pham".

Joe Pham, Ph.D., President, AVIXA



AUDIOVISUAL AND INTEGRATED EXPERIENCE ASSOCIATION

FIFTEEN ROPE FERRY ROAD

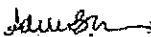


WATERFORD, CT 06385-2886

**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:	<u>5/11/2022</u>
Name of Company:	<u>Pro AV Systems</u>
Name and Title of Agent:	<u>Adrienne Blasioli, Director of Bid Desk</u>
By (SIGNATURE):	<u></u>
Address:	<u>275 Billerica Rd, Suite 3</u>
	<u>Chelmsford MA 01824</u>
Telephone Number:	<u>978-692-5111</u>

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.

Kimberly Bishop, President

275 Billerica Rd, Suite 3

Chelmsford MA 01824

978-692-5111

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.

5/11/2022

Date



Signature

Director of Bid Desk

Title

Subscribed and sworn to before me at Chelmsford, Massachusetts, this 11th

Day of May 20 22.

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 75
- (2) Completed this form within one year X 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

Pro AV Systems, 275 Billerica Rd, Suite 3, Chelmsford MA 01824

TYPE OF BUSINESS

Audio Visual Integrator

TYPE OF ORGANIZATION

X Corporation 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).

BID BOND

Travelers Casualty and Surety Company of America
Hartford, CT 06183

KNOWN ALL BY THESE PRESENTS, That we, Pro Av Systems Inc, 272 Billerica Rd, Chelmsford, MA 01824, as Principal, and Travelers Casualty and Surety Company of America, as Surety, are held and firmly bound unto Town of Waterford CT, 165 Great Neck Road, Waterford, CT 06385, as Obligee, in the sum of 5% of attached Bid Dollars (5% of attached Bid) for the payment of which we bind ourselves, and our successors and assigns, jointly and severally, as provided herein.

WHEREAS, Principal has submitted or is about to submit a bid to the Obligee on a contract for 75" Promethean Interactive Display Boards and Installation Bid # 22-127 ("Project").

NOW, THEREFORE, the condition of this bond is that if Obligee accepts Principal's bid, and Principal enters into a contract with Obligee in conformance with the terms of the bid and provides such bond or bonds as may be specified in the bidding or contract documents, then this obligation shall be void; otherwise Principal and Surety will pay to Obligee the difference between the amount of Principal's bid and the amount for which Obligee shall in good faith contract with another person or entity to perform the work covered by Principal's bid, but in no event shall Surety's and Principal's liability exceed the penal sum of this bond.

Signed this 5th day of May, 2022.

Kimberly A. Bishop

(Principal)

By: Kimberly A. Bishop, President

Travelers Casualty and Surety Company of America

By: Kathleen McCurdy

Kathleen McCurdy

, Attorney-in-Fact



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Kathleen McCurdy** of **CAMBRIDGE, Massachusetts**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, 2021.



State of Connecticut

City of Hartford ss.

By: _____

Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2026



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

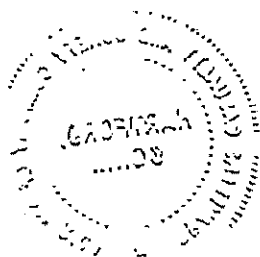
I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **5th** day of **May**, 2022



Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.



***Bid Title: 75" Promethean Interactive Display Boards
and Installation***

***Bid End Date: Tuesday May 17, 2020 11:00 AM
EDT***

***Clarifications End Date: May 6, 2022 3:00:00 PM
EDT***

Bid Contact: Rawle Dummett

Purchasing Agent

Town of Waterford

rdummett@waterfordct.org

860-444-5842

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

Town of Waterford
Board of Selectmen
INVITATION TO BID

**75" Promethean Interactive Display Boards and Installation
Bid #22-127**

The Town of Waterford will accept sealed proposals for **The Supply of 75" Promethean Interactive Displays and Installation** until 11:00 A.M. on Tuesday May 17, 2022 at the Town Hall 15 Rope Ferry road Waterford CT.06385. Please see the Town of Waterford website at: <http://www.waterfordct.org/depts/finance/purchasing.htm> for packets and all information regarding this Proposal. Any questions regarding this proposal are to be directed to the Purchasing Agent at rdummett@waterfordct.org. **A mandatory pre-bid conference /site visit will take place at 10:00am on April 29, 2022 at 165 Great Neck Rd. Waterford, CT 06385.**

The Board of Selectmen reserves the right to reject any or all proposals, in whole or in part, and to waive any informality in any bid when such action is deemed in the best interest of the Town; their decision is final.

Rawle Dummett
Purchasing Agent
Town of Waterford

TOWN OF WATERFORD
INFORMATION AND GENERAL REQUIREMENTS TO BIDDERS

1. Sealed Proposals **(one ORIGINAL & TWO copies)** as detailed in the ITB will be received at the Office of the Purchasing Agent, Town Hall, 15 Rope Ferry Rd Waterford, Connecticut 06385. At the designated time of opening, they will be opened, read, recorded and placed on file. **Proposals may be mailed or hand-delivered and received by the specified time. Packets received after designated time will not be accepted.**
2. **The envelope enclosing your Proposal should be clearly marked on its front by Proposal number, time of Proposal opening and date.**
3. Whenever it is deemed to be in the best interest of the Town, the Board of Selectmen shall have the right to accept or reject any Proposal, or any part of any Proposal, when such action is deemed to be in the best interest of the Town of Waterford.
4. The award will be on the basis of qualified, lowest, responsible Bidder to meet specifications unless otherwise specified.
5. Proposals will be carefully evaluated as to conformance with stated specifications.
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a Proposal involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the Proposal.
7. The Proposal Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Proposal.

8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a Proposal. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the Proposal without extra cost to the Town of Waterford. Any Proposal may be withdrawn prior to the above scheduled time for the opening of Proposals or authorized postponement thereof. Any Proposal received after the time and date specified shall not be considered. No bidder may withdraw a Proposal within ninety (90) days after the actual date of the opening thereof. Should there be reasons why a Proposal cannot be awarded within the specified period; the time may be extended by mutual agreement between the Town and the bidder.
9. The bidder agrees and warrants that in the submission of this sealed bid, they will uphold the Town of Waterford's commitment to following Connecticut State and Federal law ensuring full compliance with Title VI of the Civil Rights Act of 1964 which affirms that no person or group of persons is excluded from participation, denied benefits, or otherwise subjected to discrimination or permits discrimination under any program or activity or any service rendered to the public, on the grounds of race, color, creed, religion, national origin, sex, age or disability. Unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut. The bidder further agrees to provide the Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
10. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this Proposal will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
11. The Town of Waterford is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices. Exemption certificates will be provided upon request.
12. Each bid must be accompanied by a bid bond payable to the Town for five percent (5%) of the total amount of the bid. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Waterford will not be liable for the accrual of any interest on any certified check submitted.

13. A 100% Performance and Payment bonds are required of the successful bidder. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. This submission must be received within five days of contract award. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are "doing business as"; Individual - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and an official of the surety company must sign the bond with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond. The Performance and Payment Bonds will be returned upon completion and acceptance of the job.
14. By submitting a proposal, Vendors/Bidders certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor/Bidder and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening. Non-Collusion Statement to be filled out.
15. **Prevailing Wages are required for this project and the successful Bidder shall agree to pay its labor force Prevailing Wage Rates and to comply with all Laws, Regulations and Ordinances regarding these wage rates and the recording of them set forth by the Connecticut Department of Labor. See Schedule in bid packet.**
Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless the Town, all of its officers, agents and servants against any claim or liability arising

(Prevailing Wage Schedule)

Project: Promethean Boards Installation and Supply

**Minimum Rates and Classifications
for Building Construction**

ID#: 22-34023

**Connecticut Department of Labor
Wage and Workplace Standards**

By virtue of the authority vested in the Labor Commissioner under provisions of Section 31-53 of the General Statutes of Connecticut, as amended, the following are declared to be the prevailing rates and welfare payments and will apply only where the contract is advertised for bid within 20 days of the date on which the rates are established. Any contractor or subcontractor not obligated by agreement to pay to the welfare and pension fund shall pay this amount to each employee as part of his/her hourly wages.

Project Number: 22-127

Project Town: Waterford

State#:

FAP#:

Project: Promethean Boards Installation and Supply

CLASSIFICATION	Hourly Rate	Benefits
1b) Asbestos/Toxic Waste Removal Laborers: Asbestos removal and encapsulation (except its removal from mechanical systems which are not to be scrapped), toxic waste removers, blasters. **See Laborers Group 7**		
1c) Asbestos Worker/Heat and Frost Insulator	43.72	30.99
2) Boilermaker	38.34	26.01
3a) Bricklayer, Cement Mason, Concrete Finisher (including caulking), Stone Masons	37.75	34.62 + a
3b) Tile Setter	37.1	30.52
3c) Terrazzo Mechanics and Marble Setters	31.69	22.35
3d) Tile, Marble & Terrazzo Finishers	31.07	24.23
3e) Plasterer	33.48	32.06

-----LABORERS-----

4) Group 1: Laborers (common or general), acetylene burners, concrete specialists, wrecking laborers, fire watchers.	32.0	24.40
4a) Group 2: Mortar mixers, plaster tender, power buggy operators, powdermen, fireproofers/mixer/nozzleman (Person running mixer and spraying fireproof only).	32.25	24.40
4b) Group 3: Jackhammer operators/pavement breaker, mason tender (brick), mason tender (cement/concrete), forklift operators and forklift operators (masonry).	32.5	24.40
4c) **Group 4: Pipelayers (Installation of water, storm drainage or sewage lines outside of the building line with P6, P7 license) (the pipelayer rate shall apply only to one or two employees of the total crew who primary task is to actually perform the mating of pipe sections) P6 and P7 rate is \$26.80.	33.0	24.40
4d) Group 5: Air track operator, sand blaster and hydraulic drills.	32.75	24.40
4e) Group 6: Blasters, nuclear and toxic waste removal.	35.0	24.40
4f) Group 7: Asbestos/lead removal and encapsulation (except it's removal from mechanical systems which are not to be scrapped).	33.0	24.40
4g) Group 8: Bottom men on open air caisson, cylindrical work and boring crew.	30.28	24.40
4h) Group 9: Top men on open air caisson, cylindrical work and boring crew.	29.74	24.40
4i) Group 10: Traffic Control Signalman	18.0	24.40
5) Carpenter, Acoustical Ceiling Installation, Soft Floor/Carpet Laying, Metal Stud Installation, Form Work and Scaffold Building, Drywall Hanging, Modular-Furniture Systems Installers, Lathers, Piledrivers, Resilient Floor Layers.	35.57	25.65
5a) Millwrights	36.32	26.81

6) Electrical Worker (including low voltage wiring) (Trade License required: E1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9)	39.6	31.21+3% of gross wage
7a) Elevator Mechanic (Trade License required: R-1,2,5,6)	58.9	36.885+a+b
-----LINE CONSTRUCTION-----		
Groundman	26.5	6.5% + 9.00
Linemen/Cable Splicer	48.19	6.5% + 22.00
8) Glazier (Trade License required: FG-1,2)	39.98	22.90 + a
9) Ironworker, Ornamental, Reinforcing, Structural, and Precast Concrete Erection	38.17	38.02 + a
-----OPERATORS-----		
Group 1: Crane Handling or Erecting Structural Steel or Stone; Hoisting Engineer (2 drums or over). (Trade License Required)	50.27	26.80 + a
Group 1a: Front End Loader (7 cubic yards or over); Work Boat 26 ft. and Over	46.07	26.80 + a
Group 2: Cranes (100 ton rated capacity and over); Bauer Drill/Caisson. (Trade License Required)	49.91	26.80 + a
Group 2a: Cranes (under 100 ton rated capacity).	49.06	26.80 + a
Group 2b: Excavator over 2 cubic yards; Pile Driver (\$3.00 premium when operator controls hammer)	45.71	26.80 + a
Group 3: Excavator; Gradall; Master Mechanic; Hoisting Engineer (all types of equipment where a drum and cable are used to hoist or drag material regardless of motive power of operation), Rubber Tire Excavator (Drott-1085 or similar); Grader Operator; Bulldozer Finegrade. (slopes, shaping, laser or GPS, etc.). (Trade License	44.86	26.80 + a

Required)

Group 4: Trenching Machines; Lighter Derrick; CMI Machine or Similar; Koehring Loader (Skooper); Goldhofer.	44.42	26.80 + a
Group 5: Specialty Railroad Equipment; Asphalt Spreader, Asphalt Reclaiming Machine; Line Grinder; Concrete Pumps; Drills with Self Contained Power Units; Boring Machine; Post Hole Digger; Auger; Pounder; Well Digger; Milling Machine (over 24 mandrel).	43.73	26.80 + a
Group 5 continued: Side Boom; Combination Hoe and Loader; Directional Driller.	43.73	26.80 + a
Group 6: Front End Loader (3 up to 7 cubic yards); Bulldozer (rough grade dozer).	43.38	26.80 + a
Group 7: Asphalt Roller; Concrete Saws and Cutters (ride on types); Vermeer Concrete Cutter; Stump Grinder; Scraper; Snooper; Skidder; Milling Machine (24" and under mandrel).	42.99	26.80 + a
Group 8: Mechanic; Grease Truck Operator; Hydroblaster; Barrier Mover; Power Stone Spreader; Welding; Work Boat Under 26 ft.; Transfer Machine; Rigger Foreman.	42.54	26.80 + a
Group 9: Front End Loader (under 3 cubic yards); Skid Steer Loader regardless of attachments; (Bobcat or Similar); Forklift, Power Chipper; Landscape Equipment (including Hydroseeder); Vacuum Excavation Truck and Hydrovac Excavation Truck (27 HG pressure or greater).	42.04	26.80 + a
Group 10: Vibratory hammer; ice machine; diesel and air, hammer, etc.	39.7	26.80 + a
Group 11: Conveyor, earth roller, power pavement breaker (whiphammer), robot demolition equipment.	39.7	26.80 + a
Group 12: Wellpoint Operator.	39.63	26.80 + a
Group 13: Compressor Battery Operator.	38.97	26.80 + a

Group 14: Elevator Operator; Tow Motor Operator (solid tire no rough terrain).	37.66	26.80 + a
Group 15: Generator Operator; Compressor Operator; Pump Operator; Welding Machine Operator; Heater Operator.	37.2	26.80 + a
Group 16: Maintenance Engineer.	36.46	26.80 + a
Group 17: Portable Asphalt Plant Operator; Portable Crusher Plant Operator; Portable Concrete Plant Operator; Portable Grout Plant Operator; Portable Water Filtration Plant Operator.	41.39	26.80 + a
Group 18: Power Safety Boat; Vacuum Truck; Zim Mixer; Sweeper; (Minimum for any job requiring a CDL license); Rigger; Signalman.	38.61	26.80 + a
-----PAINTERS (Including Drywall Finishing)-----		
10a) Brush and Roller	36.42	22.90
10b) Taping Only/Drywall Finishing	37.17	22.90
10c) Paperhanger and Red Label	36.92	22.90
10e) Blast and Spray	39.42	22.90
11) Plumber (excluding HVAC pipe installation) (Trade License required: P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2)	45.83	33.50
12) Well Digger, Pile Testing Machine	37.26	24.05 + a
13) Roofer (composition)	39.5	21.95
14) Roofer (slate & tile)	40.0	21.95

15) Sheetmetal Worker (Trade License required for HVAC and Ductwork: SM-1, SM-2, SM-3, SM-4, SM-5, SM-6)	40.08	40.53
16) Pipefitter (Including HVAC work) (Trade License required: S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4, G-1, G-2, G-8 & G-9)	45.83	33.50
-----TRUCK DRIVERS-----		
17a) 2 Axle, Helpers	31.16	28.78 + a
17b) 3 Axle, 2 Axle Ready Mix	31.27	28.78 + a
17c) 3 Axle Ready Mix	31.33	28.78 + a
17d) 4 Axle	31.39	28.78 + a
17e) 4 Axle Ready Mix	31.44	28.78 + a
17f) Heavy Duty Trailer (40 Tons and Over)	33.66	28.78 + a
17g) Specialized Earth Moving Equipment (Other Than Conventional Type on-the-Road Trucks and Semi-Trailers, Including Euclids)	31.44	28.78 + a
17h) Heavy Duty Trailer up to 40 tons	32.39	28.78 + a
17i) Snorkle Truck	31.54	28.78 + a
18) Sprinkler Fitter (Trade License required: F-1,2,3,4)	47.55	29.38 + a
19) Theatrical Stage Journeyman	25.76	7.34

Welders: Rate for craft to which welding is incidental.

**Note: Hazardous waste removal work receives additional \$1.25 per hour for truck drivers.*

***Note: Hazardous waste premium \$3.00 per hour over classified rate*

Crane with 150 ft. boom (including jib) - \$1.50 extra
Crane with 200 ft. boom (including jib) - \$2.50 extra
Crane with 250 ft. boom (including jib) - \$5.00 extra
Crane with 300 ft. boom (including jib) - \$7.00 extra
Crane with 400 ft. boom (including jib) - \$10.00 extra

All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyman instructing and supervising the work of each apprentice in a specific trade.

The Prevailing wage rates applicable to this project are subject to annual adjustments each July 1st for the duration of the project.

Each contractor shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.

It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's website.

The annual adjustments will be posted on the Department of Labor's Web page: www.ct.gov/dol. For those without internet access, please contact the division listed below.

The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project.

All subsequent annual adjustments will be posted on our Web Site for contractor access.

Contracting Agencies are under no obligation pursuant to State labor law to pay any increase due to the annual adjustment provision.

Effective October 1, 2005 - Public Act 05-50: any person performing the work of any mechanic, laborer, or worker shall be paid prevailing wage

All Person who perform work ON SITE must be paid prevailing wage for the appropriate mechanic, laborer, or worker classification.

All certified payrolls must list the hours worked and wages paid to All Persons who perform work ON SITE regardless of their ownership i.e.: (Owners, Corporate Officers, LLC Members, Independent Contractors, et. al)

Reporting and payment of wages is required regardless of any contractual relationship alleged to exist between the contractor and such person.

--Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clause (29 CFR 5.5 (a) (1) (ii)).

Please direct any questions which you may have pertaining to classification of work and payment of prevailing wages to the Wage and Workplace Standards Division, telephone (860)263-6790.

As of: April 20, 2022

SECTION 1 – INTRODUCTION AND INFORMATION

1.1 Purpose

The Town of Waterford, Connecticut (Town) is seeking qualified, experienced and licensed firm(s) to provide and install Promethean Interactive Boards and Projectors in accordance with the terms, conditions, and specifications contained in this Invitation to Bid (ITB).

1.2 Submission Deadline

Sealed proposals shall be delivered during the Town's normal business hours in a sealed envelope and addressed to the Town of Waterford Finance Department 15 Rope Ferry RD Waterford, CT 06385 ATTN: Purchasing Agent (Town Hall) no later than the date and time specified, at which time and place the proposals will be publicly opened and the names of the firms will be read. After the deadline, proposals will not be accepted. Firms are responsible for making certain that their proposal is received at the location specified by the due date and time. The Town of Waterford is not responsible for delays caused by any mail, package or courier service, including the U.S. mail, or caused by any other occurrence or condition. The Town's normal business hours are Monday through Friday, 8:00 a.m. through 4:00 p.m. excluding holidays observed by the Town.

1.3 Point of Contact

All information concerning procedures and technical specifications pertaining to this solicitation should be directed to, Purchasing Agent Rawle Dummett at (860)440-0542 or email at rdummett@waterfordct.org. Clarifications will be answered by addendum which will be posted to the Town's Website at <http://www.waterfordct.org/depts/finance/purchasing.htm>

Questions of a material nature must be received prior to the cut-off date specified in the ITB Schedule.

No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

END OF SECTION

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 General Conditions

ITB General Conditions are included and made a part of this ITB.

2.2 Changes and Interpretations

It is the sole responsibility of each firm to notify the Buyer utilizing the question / answer during the pre-proposal conference and/or site visit and request modification or clarification of any ambiguity, conflict, discrepancy, omission or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed.

2.3 Changes and Alterations

Consultant may change or withdraw a Proposal at any time prior to Proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Proposal deadline.

2.4 Proposer's Costs

The Town shall not be liable for any costs incurred by proposers in responding to this ITB.

2.5 Pricing/Delivery

All pricing should be identified within the contractor's bid. Failure to identify pricing and provide costs as requested in this ITB may deem your proposal non-responsive.

Contractor must quote a firm, fixed price for all services stated in the ITB. All costs including travel shall be included in your proposal. The Town shall not accept any additional costs including any travel associated with coming to the Town of Waterford.

Prices proposed shall be valid for at least One-Hundred and Twenty (120) days from time of ITB opening unless otherwise extended and agreed upon by the Town and proposer.

2.6 Invoices/Payment

The Town will accept invoices when work has been completed. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice. Payment will be made within forty-five (45) days after receipt of an invoice acceptable to the Town. If at any time during the contract, the Town shall not approve or accept the Contractor's

work product, and agreement cannot be reached between the Town and the Contractor to resolve the problem to the Town's satisfaction, the Town shall negotiate with the Contractor on a payment for the work completed and usable to the Town.

2.7 Mistakes

The consultant shall examine this ITB carefully. The submission of a Proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

2.8 Acceptance of Proposals / Minor Irregularities

2.8.1 The Town reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variances to specifications contained in proposals, which do not make the proposal conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely affect the interests of other firms or, does not affect the fundamental fairness of the solicitation process. The Town also reserves the right to reissue an Invitation to Bid.

2.8.2 The Town reserves the right to disqualify Consultant during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Consultant.

END OF SECTION

**PROPOSAL FORM PROMETHEAN BOARDS AND PROJECTORS WITH INTERACTIVE TOUCH FLAT PANEL
SCREENS AND INSTALLATION PROPOSAL BID**

BID FORM

NAME AND ADDRESS

NAME AND TITLE OF VENDOR'S AGENT

AND FACSIMILE NUMBERS, E-MAIL ADDRESS I, Name Position

VENDOR
PRINTED
PHONE

Quantity	Description	Each	Total
34	Promethean AP7-U75-NA-1 ActivPanel Nickel 75		
34	Promethean AP86ASF Promethean Adjustable Wall Mount System with Floor Support		
1	Promethean Fixed Height Mobile Stand AP- FSM		
1	Promethean Mobile Stand Tray AP-AFS-TRAY		
33	15 ft. (4.5m) DisplayPort™ Male to HDMI® Male Adapter Cable - Black		
33	16.4FT (5M) USB 2.0 A/B Cable – Black		
34	Miscellaneous Parts Parts Needed for complete system installation Panduit Raceway and Boxes 90-degree Corners 5' Panduit Cable Terminations Cable Adapters		
1	Dumpster for packaging material		

Labor \$ _____

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

SIGNATURE

DATE

COMMENTS:

Please attach Bid Form to the front of your submission

END OF SECTION

Contract Award

The Town reserves the right to award a contract to that Consultant who is best lowest qualified bidder, and will best serve the interest of the Town. The Town reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The Town also reserves the right to waive minor irregularities or variations of the submittal requirements and ITB process.

END OF SECTION

INSURANCE REQUIREMENTS - Within five days of contract award, the awarded vendor shall provide a Certificate of Insurance in accordance with the following requirements:

Contractor/Vendor will agree to maintain in force at all times during which work/services are to be performed, the following minimum limits of insurance coverage. Coverage will include the bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Waterford, its employees and agents as an Additional Insured** on a primary and non-contributory basis to all policies, except Workers Compensation. **All policies shall also include a Waiver of Subrogation.** The insurance company(ies) must be licensed with the State of Connecticut and have a Financial Strength Rating of "A-" or higher and a Financial Size Rating of VIII or higher from A.M. Best Company.

		Minimum Limits
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation & Employers' Liability	Work Comp	Statutory Limits
	EL Each Accident	\$2,000,000
	EL Disease Each Employee	\$2,000,000
	EL Disease Policy Limit	\$2,000,000

A Certificates of Insurance documenting the coverage listed above must be presented to The Town of Waterford prior to the commencing of any work/service. The Contractor/Vendor also agrees to provide replacement and/or renewal certificates at least 30 days prior to the expiration of each policy.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years following the completion date of the work/service. If the claims-made policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for two (2) years from the completion date.

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**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: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

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 Signature Title

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) 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

TYPE OF BUSINESS

TYPE OF ORGANIZATION

_____ Corporation _____ 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).

FIFTEEN ROPE PERRY ROAD



WATERFORD, CT 06385-2886

ADDENDUM #1

Invitation to Bid

Bid#22-127 Supply and Installation of 75" Promethean Interactive Boards.

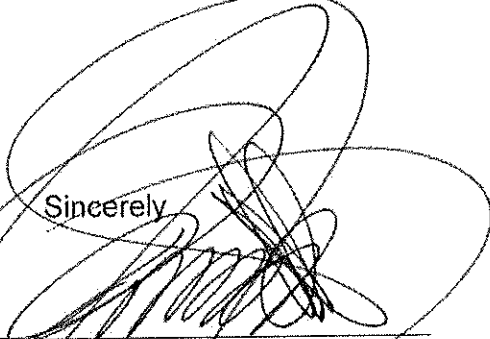
April 26, 2022

The purpose of this addendum is to provide clarification to Bidders.

Bidders are advised that the specifications herein supersede those previously stated in the bid package.

Proposals shall be in accordance with the specifications listed in this addendum.

Sincerely,


Rawle Dummett
Purchasing Agent
Town of Waterford

Revised Specifications

BID Title: 75" Promethean Interactive Display Boards and Installation

Technical Specifications / Scope of Services

Vendor to provide and install:

Promethean AP7E-U75-NA-1 Active Panel Nickel 75

Promethean Adjustable Wall mount w/ Floor Support AP-ASF-90

Promethean Fixed Height Mobile Stand AP- FSM

Promethean Mobile Stand Tray AP-AFS-TRAY

5 ft (4.5m) DisplayPort™ Male to HDMI® Male Adapter Cable - Black

16.4FT (5M) USB 2.0 A/B Cable – Black

Miscellaneous Parts

Parts Needed for complete system installation

Panduit Raceway and Boxes 90-degree Corners 5' Panduit

Cable Terminations

Cable Adapters

Dumpster for packaging material

**PROPOSAL FORM PROMETHEAN BOARDS AND PROJECTORS WITH INTERACTIVE TOUCH FLAT PANEL
SCREENS AND INSTALLATION PROPOSAL BID**

NAME AND ADDRESS

NAME AND TITLE OF VENDOR'S AGENT

AND FACSIMILE NUMBERS, E-MAIL ADDRESS I , Name Position

VENDOR

PRINTED

PHONE

Quantity	Description	Each	Total
34	Promethean AP7E-U75-NA-1 ActivPanel Nickel 75		
33	Promethean AP-ASF-90 Promethean Adjustable Wall Mount System with Floor Support		
1	Promethean Fixed Height Mobile Stand AP- FSM		
1	Promethean Mobile Stand Tray AP-AFS-TRAY		
33	15 ft (4.5m) DisplayPort™ Male to HDMI® Male Adapter Cable - Black		
33	16.4FT (5M) USB 2.0 A/B Cable – Black		
34	Miscellaneous Parts Parts Needed for complete system installation Panduit Raceway and Boxes 90-degree Corners 5' Panduit Cable Terminations Cable Adapters		
1	Dumpster for packaging material		

Labor \$ _____