



BOARD OF FINANCE

SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:

Pursuant to the Governor's Executive Order No. 7B, there will not be a physical location for this meeting. This meeting will be held electronically and live streamed on westportct.gov and shown on Optimum Government Access Channel 79 and Frontier Channel 6020. Emails to BOF members can be sent to BOF@westportct.gov. Comments to be read during the public comment period may be emailed to BOFcomments@westportct.gov. We will use our best efforts to read public comments if they are received during the public comment period and if they state your full name and address. If you would like to give your comments by participating in real time in the meeting, please send an email by noon on September 2, 2020, to mmace@westportct.gov stating your name and address and the agenda item to which your comments will relate, and meeting participation details will be emailed to you to enable you to participate in real time in the meeting. Meeting materials will be available at westportct.gov along with the meeting notice posted on the Meeting List & Calendar page.

NOTICE OF BOF PUBLIC MEETING-REVISED

The Board of Finance will hold its Public Meeting on **Wednesday, September 2, 2020 at 7:30 p.m. with remote participation** for the following purposes:

AGENDA

1. To approve the Board of Finance Minutes of the August 12, 2020 and the August 19, 2020 Special Meetings.
2. Financial Report from the Finance Director. (Discussion Only)
3. Coleytown Middle School Status Update from Sheri Gordon. (Discussion Only)
4. Status Update from the Audit Manager. (Discussion Only)
5. Upon the request of the Finance Director, to close the Fiscal Year 2019-20 by processing the list of transfers (attached) and incorporating these in the appropriation subsidiary ledger.
6. Upon the request of the Superintendent of Schools, to approve an expenditure in the amount of \$150,000.00 from BOE Carryover Account for Protective Plexiglass Panels.
7. Upon the request of the Superintendent of Schools, to approve an expenditure in the amount of \$1,182,500.00 from the BOE Carryover Account for FY2020-2021 COVID-19 related year-to-date actual and anticipated near-term expenses.

8. Upon the request of the Director of Parks and Recreation, to approve an appropriation of \$310,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30508810-500316 to replace the field lights at the Greens Farms field.
9. Upon the request of the Director of Public Works, to approve an appropriation of \$150,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500317 for Power Redundancy and IT Security Upgrades at Town Hall and Parks and Recreation.
10. Upon the request of the Director of Public Works, to approve an appropriation of \$71,500.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500318 to design the replacement of underground fuel tanks, fuel system, and heating oil tanks at Parsell Public Works Center at 300 Sherwood Island Connector.
11. Upon the request of the Director of Public Works, to approve an appropriation of \$278,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30503310-500319 for the Replacement of Heavy Equipment and Specialized Vehicles:
 - a. Requesting \$178,000.00 for the replacement of Truck #38 – F550 Plow Truck and Vehicle #44 – Kubota Mini-Excavator that are used together for culvert cleaning and excavation.
 - b. Requesting \$60,000.00 for the replacement of half of the Parsell Public Works Center, truck bay doors and waste oil storage shed.
 - c. Requesting \$40,000.00 for the replacement of the 40-year-old, non-functional Transfer Station Doors.

It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or efluq@westportct.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

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DRAFT MINUTES OF THE BOF SPECIAL MEETING

The Board of Finance held a Special Meeting on **Wednesday, August 12, 2020 at 7:30 p.m. with remote participation** for the following purposes:

Board member in attendance: Jay DesMarteau, Jim Foster, Brian Stern (Chair), Nancie Dupier, Sheri Gordon, and Lee Caney. Andrea Moore absent. Meeting commences at 7:30pm. Acting secretary, Lee Caney.

AGENDA

1. Approved the Board of Finance Minutes of the July 8, 2020 Regular Meeting. *Motion to approve: Sheri Gordon, second Jay DesMarteau. Vote 6-0-0.*
2. Financial Report from the Finance Director. (Discussion Only) - *Gary Conrad reports*
3. Coleytown Middle School Status Update from Sheri Gordon. (Discussion Only)- *Sheri Gordon reports*
4. Status Update from the Audit Manager. (Discussion Only) - *Lynn Scully reports*

5. Upon the request of the Finance Director, to approve the attached carryover requests.
Approved the recommended carryover of \$513,500. Motion to approve Nancie Dupier, second Jim Foster, Vote 6-0-0.
6. Upon the request of the Director of Public Works, to approve an appropriation of \$54,000.00 to the Sewer Reserve Fund Account #32003330-500315 for engineering services for the evaluation and design for the upgrade of Pump Station 3 and its Force Main. *Motion to approve Brian Stern, second Sheri Gordon. Vote 6-0-0.*
7. Board of Education 4th quarter Financial Report from the Chief Financial Officer. (Discussion Only) - *Deferred to the August 19, 2020 BOF meeting.*
8. Upon the request of the Superintendent of Schools, to approve a transfer from unaudited unexpended 2019-2020 operating funds of the Board of Education to the BOE Carryover Account.
Deferred to the August 19, 2020 BOF meeting.
9. In accordance with C.G.S. Section 10-222a and upon the request of the Superintendent of Schools, to approve an appropriation of \$10,865.00 to the 2019-2020 Budget, BOE Rentals & Reimbursements Expenditure Account. *Deferred to the August 19t, 2020 meeting.*

*Motion to Adjourn: Nancie Dupier, second Sheri Gordon. Vote 6-0-0.
Meeting Adjourns at 9:15pm*

Note respectfully submitted by Andrea Moore, for acting secretary Lee Caney.

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DRAFT MINUTES OF THE BOF SPECIAL MEETING

The Board of Finance held a Special Meeting on **Wednesday, August 19, 2020 at 7:30 p.m. with remote participation** for the following purposes:

Board members in attendance: Lee Caney, Brian Stern (Chair), Sheri Gordon, Nancie Dupier, Jay DesMarteau, Andrea Moore. Meeting commenced at 7:30pm.

AGENDA

1. Financial Report from the Finance Director. (Discussion Only) - Reported by Gary Conrad
2. Board of Education FY 2019-20 4th quarter and End-of-Year Financial Report from the Chief Financial Officer. (Discussion Only) - Reported by Elio Longo
3. Upon the request of the Superintendent of Schools, to approve a transfer in the amount of [\$1,182,504.64 *to be confirmed*] from unaudited unexpended 2019-2020 operating funds of the Board of Education to the BOE Carryover Account. *Motion to Approve \$1,182,504.64: Nancie Dupier, second by Lee Caney. Vote 7-0-0.*
4. Upon the request of the Superintendent of Schools, to approve a Special Appropriation in the amount of [\$593,720.05 *to be confirmed*] for COVID-19 related actual and anticipated expenses for FY20-21. (Move from #5 on the agenda) *Deferred to the September 2, 2020 BOF meeting.*

5. In accordance with C.G.S. Section 10-222a and upon the request of the Superintendent of Schools, to approve an appropriation of [\$100,351.80 *to be confirmed*] to the 2019-2020 Budget, BOE Rentals & Reimbursements Expenditure Account. Motion to approve \$100,351.80: Lee Caney, second Sheri Gordon. Vote 7-0-0.

Motion to adjourn: Brian Stern, second Andrea Moore. Vote 7-0-0.

Meeting adjourned at 9:21pm.

Meeting notes respectively submitted by Andrea Moore

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FYE TRANSFERS 2020	Proposed Internal Transfer To	Proposed Internal Transfer From
101 General Fund		
10101110 RTM		
532000 Contract Services	52.62	
552000 Postage		(244.37)
574000 Computers	191.75	
	244.37	(244.37)
10101140 Registrars		
513001 Extra Help	10,901.01	
528900 Transportation Allowances		(700.00)
532000 Contract Services		(699.05)
551000 Advertising & Printing		(865.09)
561000 Supplies		(2,751.69)
585000 Education & Expenses		(5,138.11)
10101142 Elections		
513001 Extra Help	653.30	
513002 Overtime	1,600.00	
513003 Town Clerk EH		(966.00)
536001 Dem. Primary Miscellaneous		(1,756.60)
541000 Voice/Data		(745.84)
561000 Supplies	468.07	
	13,622.38	(13,622.38)
10101151 Finance Department		
511000 Salaries	2,333.59	
513001 Extra Help	770.00	
513002 Overtime	337.74	
531000 Fees & Services		(3,462.33)
542000 Equipment Maint. & Operation	21.00	
	3,462.33	(3,462.33)
10101153 Personnel		
511000 Salaries	10,328.60	
513001 Extra Help		(500.00)
528900 Transportation Allowances	364.78	
531000 Fees & Services	341.23	
551000 Advertising & Printing		(144.55)
552000 Postage		(477.22)
561000 Supplies	164.89	
573000 Office Equipment		(500.00)
585000 Education & Expenses	158.30	
10102210 Police		
511000 Salaries		(28,667.53)
511005 College Credit		(43,400.00)
511006 Holiday Pay	6,449.78	
511010 Master Officer Pay	3,262.00	
511011 RR Pkg Reimbursement	15,046.32	
511012 Weapons Allowance		(1,688.00)
511090 Workers Compensation	64,472.92	
511091 Workers Compensation Offset		(67,227.02)
513202 Court Time		(5,723.87)
513204 Fixed Traffic Posts	3,549.50	
513208 Patrol, Marine		(2,356.99)
513211 Replacement, Funeral Leave	1,946.84	
513212 Replacement, Injury Leave	122,119.63	
513214 Replacement, Sick Leave		(2,953.67)
513215 Replacement, Vacation Leave	23,533.72	
513217 Shift Differential	2,057.52	
513218 Special Detective Services		(18,135.45)
513219 Special Events/EmergCallbak		(26,360.44)
533100 Employee Medical		(2,415.69)
541000 Voice/Data	1,128.53	

FYE TRANSFERS 2020	Proposed Internal Transfer To	Proposed Internal Transfer From
552000 Postage	1,625.52	
569101 Police Camera Repairs/Upgrad	92.05	
569102 Juvenile Review Board		(14,770.17)
588000 Program Expenses		(5,000.00)
10102214 Police Vehicle Maint		
543000 Vehicle Maint. & Operation		(9,002.16)
10102216 Dog Warden		
511000 Salaries		(6,121.77)
513000 Extra Help & Overtime	5,996.10	
543000 Vehicle Maint. & Operation	125.67	
10109902 Insurance		
522100 Group Insurance-Medical		(73,651.73)
522500 Group Insurance-Life	4,770.63	
10109903 Social Security		
521000 Social Security	12,136.73	
10109905 Unemployment Compensation		
521300 Unemployment Compensation	38,865.00	
10109917 Reserve: Salary Adjustment		
519000 Adjustment-Salaries		(9,440.00)
	318,536.26	(318,536.26)

10101154 Assessor		
511000 Salaries	1,115.64	
513000 Extra Help & Overtime	1,159.83	
531000 Fees & Services		(2,682.63)
552000 Postage	407.16	
	2,682.63	(2,682.63)

10101156 Tax Collector		
511000 Salaries	3,940.13	
513102 Seasonal Extra Help		(2,098.10)
585000 Education & Expenses		(1,842.03)
	3,940.13	(3,940.13)

10101157 Information Technology		
513002 Overtime	4,244.77	
531000 Fees & Services		(4,365.71)
541000 Voice/Data	120.94	
	4,365.71	(4,365.71)

10101158 Bd Of Assessment Appeals		
513000 Extra Help & Overtime	47.10	
561000 Supplies		(47.10)
	47.10	(47.10)

10101170 Town Attorney		
511004 Secretary	2,717.00	
532000 Contract Services		(6,677.82)
533200 Negotiation Services		(404.26)
589000 Miscellaneous Expenses	4,365.08	
	7,082.08	(7,082.08)

10101180 Town Clerk		
511000 Salaries	572.95	
531004 Historic Preservation Grants	2.50	
551000 Advertising & Printing		(742.58)
552000 Postage	29.53	
582004 Fees: LPAHHP	137.60	
	742.58	(742.58)

FYE TRANSFERS 2020

Proposed Internal Transfer To Proposed Internal Transfer From

10101181 Historic District		
528900 Transportation Allowances	22.45	
552000 Postage		(22.45)
	22.45	(22.45)

10101185 Planning & Zoning		
511000 Salaries		(71.55)
10101187 Zoning Bd Of Appeals		
511000 Salaries	71.55	
	71.55	(71.55)

10102218 Emergency Medical Service		
511000 Salaries	3,112.43	
513000 Extra Help & Overtime	1,368.46	
531008 Fees to WVEMS		(5,183.47)
544000 Vehicle Operation	702.58	
	5,183.47	(5,183.47)

10102220 Fire Department		
511005 College Credit		(36,350.00)
511006 Holiday Pay	659.93	
511014 MFF/Officer		(56,300.00)
511015 Stand-by		(3,991.62)
511090 Workers Compensation	50,105.03	
511091 Workers Compensation Offset		(48,738.77)
513401 FLSA - Callback		(4,941.18)
513402 FLSA - Funeral Leave		(4,881.65)
513403 FLSA - Injury Leave	35,705.08	
513404 FLSA - Military Leave		(42,561.59)
513405 FLSA - Miscellaneous Overtim	29,145.26	
513406 FLSA - Shift Holdover		(23,020.30)
513407 FLSA - Sick Leave	148,572.07	
513408 FLSA - Time and One-Half Pay		(9,898.07)
513409 FLSA - Training Days		(48,675.53)
513410 FLSA-Training Leave/Replacem		(32,664.45)
513412 FLSA - Vacation Leave		(80,896.23)
513413 FLSA - FF Open Position	137,735.10	
513414 NonFLSA-DispatcherOpenPositi		(23,783.49)
513416 NonFLSA - Personal Leave		(4,000.00)
513417 NonFLSA - Secretarial Overti	5,205.33	
513419 EH/OT-REGIONAL DISPATCH		(26,774.92)
528402 Replacement/Dress		(2,797.50)
542023 Equipment: Portable Radio		(4,294.98)
562004 Laundry and Cleaning		(9,758.78)
585001 Expenses - Department Physic		(40,227.00)
585003 Expenses - Miscellaneous		(2,168.74)
585006 Fire Prevention - Educationa		(2,274.00)
585010 Fire Prevention - Training		(2,797.84)
585012 Training - Assistant Chiefs		(4,000.00)
585014 Training - General		(9,834.45)
585015 Training - Supplies & Equipm		(3,082.41)
10102221 Water-Fire		
566400 Water	121,585.70	
	528,713.50	(528,713.50)

10102225 Building Inspection		
511000 Salaries	5,461.25	
513002 Overtime		(1,688.09)
541000 Voice/Data		(89.64)
543500 Vehicle Maintenance		(1,601.85)
544000 Vehicle Operation		(2,081.67)
	5,461.25	(5,461.25)

FYE TRANSFERS 2020

**Proposed Internal
Transfer
To** **Proposed Internal
Transfer
From**

10103310 Engineering		
511000 Salaries		(2,384.76)
513002 Overtime	1,983.77	
528604 Gil, E	400.00	
544000 Vehicle Operation	0.99	
	2,384.76	(2,384.76)

10103320 Highway		
511000 Salaries		(12,255.70)
511090 Workers Compensation	20,280.41	
511091 Workers Compensation Offset		(8,499.71)
528637 Allen, M	475.00	
588003 Storm - Meals	3,695.28	
588006 Storm - Salt		(3,695.28)
	24,450.69	(24,450.69)

10103321 Equipment Maintenance		
543000 Vehicle Maint. & Operation		(1,386.08)
10103322 Road Maintenance		
531000 Fees & Services	1,329.39	
562009 Catch Basin Cleaning	56.69	
	1,386.08	(1,386.08)

10103332 Solid Waste Disposal		
511000 Salaries	315.55	
513002 Overtime		(315.55)
	315.55	(315.55)

10103350 Building Maintenance		
511000 Salaries		(143.06)
511090 Workers Compensation		(1,011.87)
513002 Overtime	1,222.28	
531000 Fees & Services		(138.13)
542000 Equipment Maint. & Operation	70.78	
	1,293.06	(1,293.06)

10105510 Youth Services		
511000 Salaries		(35,652.27)
532000 Contract Services	35,652.27	
	35,652.27	(35,652.27)

10105520 Social Services		
511000 Salaries		(182.24)
513001 Extra Help	179.79	
587002 PublicAssist-EmergencyRelief	2.45	
	182.24	(182.24)

10105530 Senior Services		
511000 Salaries	2,837.99	
513000 Extra Help & Overtime		(1,675.98)
528900 Transportation Allowances		(130.31)
531000 Fees & Services		(289.24)
545000 Facility Maintenance		(287.02)
569000 Other Materials & Supplies		(455.44)
	2,837.99	(2,837.99)

FYE TRANSFERS 2020

Proposed Internal Transfer To Proposed Internal Transfer From

	To	From
10108810 P&R Administration		
511000 Salaries		(40,880.15)
513801 Clerks - Sales Office		(3,283.86)
528900 Transportation Allowances		(2,045.80)
531051 Fees: P&R Online Enrolment		(1,140.01)
541000 Voice/Data		(526.09)
552000 Postage	4,331.07	
561000 Supplies		(4,968.54)
10108812 P&R Guest Services		
511030 Salaries-Inn at Longshore	22,388.00	
511031 Inn at Longshore Offset		(26,972.00)
513800 Supervision-GST		(17,136.00)
513802 Security-Compo	51,984.64	
513804 Security-Longshore Park	25,386.25	
513805 Security: EH/OT	18,214.30	
513806 Security-Special Events		(6,616.00)
513809 Skate Park		(4,986.00)
513999 Longevity/Attrition		(8,007.00)
528000 Uniforms Allowance		(1,909.00)
569000 Other Materials & Supplies		(401.58)
569015 P&R-Materials		(365.56)
569016 P&R-Signs		(1,253.00)
577000 Equipment-Parks&Recreation		(1,813.67)
	122,304.26	(122,304.26)

10108820 P&R Maint & Development		
511000 Salaries		(18,677.33)
513000 Extra Help & Overtime	18,677.33	
	18,677.33	(18,677.33)

10108830 Boating		
511000 Salaries	4,695.22	
513000 Extra Help & Overtime	8,623.08	
569500 Items for Resale		(13,318.30)
	13,318.30	(13,318.30)

10108834 Tennis		
513835 Tennis Supervisors		(5,385.40)
513836 Tennis Attendants	5,385.40	
	5,385.40	(5,385.40)

10108836 Beach & Pool		
513811 Compo		(9,988.23)
513812 Longshore		(15,317.85)
513814 Staples		(5,056.97)
513839 P&R Police Services	30,363.05	
	30,363.05	(30,363.05)

10108838 Miscellaneous Programs		
513817 BOE Facilities Use	550.00	
513825 Soccer - Adult	324.00	
513834 Volleyball - Adult	1,057.50	
513840 Pickleball	1,678.50	
561070 Supplies-Basketball Youth	678.15	
561071 Supplies-Camp Compo		(4,654.63)
561074 Supplies-Special Events	366.48	
	4,654.63	(4,654.63)

FYE TRANSFERS 2020

	Proposed Internal Transfer To	Proposed Internal Transfer From
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	Proposed Internal Transfer To	Proposed Internal Transfer From
10109901 Pensions		
523100 Municipal Pension Plan		(80,502.08)
523810 DC NonUnion TwnEmployee	15,480.18	
523820 Def Cont BoE Retirement Plan	33,385.13	
523830 Def Cont Library Retirement	976.54	
523840 DC DPW & MUNI Employee	30,653.87	
588000 Program Expenses	6.36	
	80,502.08	(80,502.08)

TOTAL GENERAL FUND	1,237,885.48	(1,237,885.48)
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210 Railroad Parking Fund

	Proposed Internal Transfer To	Proposed Internal Transfer From
21002219 Railroad Parking		
513086 RR-Traffic Control	33,752.00	
588000 Program Expenses		(36,127.00)
589004 RR-Town Hall Administar	2,375.00	
TOTAL RAILROAD PARKING	\$ 36,127.00	\$ (36,127.00)

220 Sewer Fund

	Proposed Internal Transfer To	Proposed Internal Transfer From
22003330 Sewage Treatment		
511000 Salaries	7,171.00	
513002 Overtime		(7,557.00)
543000 Vehicle Maint. & Operat	386.00	
22003331 Sewage Collection		
511000 Salaries	12,281.00	
513002 Overtime		(12,281.00)
TOTAL SEWER FUND	\$ 19,838.00	\$ (19,838.00)

215 Wakeman Town Farm

	Proposed Internal Transfer To	Proposed Internal Transfer From
21508850 Wakeman Farm		
511020 Program Admin.-WAKE		(9,860.00)
513000 Extra Help & Overtime	2,296.00	
521000 Social Security	160.00	
531801 Programs-WAKE	600.00	
545010 Farm/Grounds Maint.	3,069.00	
566200 Electricity	2,902.00	
588000 Program Expenses	833.00	
TOTAL WAKEMAN TOWN FARM	\$ 9,860.00	\$ (9,860.00)

WEST PORT PUBLIC SCHOOL

	CES	GFS	KHS	LLS	SES	SSP	BMS	SHS	SPECIAL ED	CMS	COST PER UNIT	UNITS	TOTAL COST
TRI FOLDS	488	467	466	583	403	80	125	500	50	75	\$ 64.00	3,237	\$ 207,168.00
48 X 36 FEET	2		3	3							\$ 183.24	5	\$ 916.20
60 X 36 FEET	2				1						\$ 290.75	3	\$ 870.75
42 X 36 FEET	1				2						\$ 178.50	3	\$ 535.50
36 X 36 FEET		10		11							\$ 160.35	21	\$ 3,367.35
42 X 24 FEET			4								\$ 115.60	4	\$ 462.40
48 X 24 FEET			2								\$ 155.10	2	\$ 310.20
24 X 18 FEET					145						\$ 70.30	145	\$ 10,193.50
60 X 36 CUT OUT FEET						1	1				\$ 290.25	1	\$ 290.25
48 X 36 CUT OUT FEET							1	1			\$ 183.24	2	\$ 366.48
36 X 36 CUT OUT FEET							3	22			\$ 160.35	25	\$ 4,008.75
60 X 32 CUT OUT FEET							1				\$ 290.25	1	\$ 290.25
24 X 32 FEET							1	7			\$ 110.00	8	\$ 880.00
20 X 30 FEET							72				\$ 142.50	72	\$ 10,260.00
72 X 36 W/FEET			3	2							\$ 325.60	5	\$ 1,628.00
TOTAL OF PCS	493	477	478	599	551	80	204	530	50	75		3,534	\$ 241,547.63
FREIGHT	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00		10 locations	\$ 1,200.00
FINAL TOTAL													\$ 242,747.63

DISTANCE LEARNING COSTS

FY 2019 - 2020

FY 2020 - 2021

Description	Total	Description	Total
Kajeet Comp500 (50) units 12 mos 3/9/20-3/8/21	12,683.76	Pioneer Valley Subscription	16,809.85
ethernet injectors(10)	333.23	Lexia	45,000.00
Lenovo 300 Keyboards for N22 (20)	410.00	Zoom	25,000.00
Consulting prepaid hours (25)	3,750.00	Arduino software	637.00
Webcams(15)	1,035.00	CMS Phase 1 Distance Learning	98,154.35
Webcams(15)	615.45	CMS Phase 2 Distance Learning	12,534.94
(5) iPads and (8) pens	5,942.00	iPads (10)	5,220.00
USB headsets(20)	590.00	BMS Phase 1 Distance Learning	95,499.72
HP chromebook 11 G8 (100) with Google console 3yr warranty	27,600.00	BMS Phase 2 Distance Learning	61,072.56
Digital books for digital library, some for ELA and some for LMC	7,879.56	SHS Phase 1 Distance Learning	95,652.96
Padlet software 20 licenses	1,380.00	SHS Phase 2 Distance Learning	95,526.82
Odysessy for student. Other kids in class had hard cover book approximate for final units of the year and Nutmeg books	80.00	Bandwidth Hardware SHS	500.00
DocuSign	5,000.00	Bandwidth Hardware TSO	500.00
Educreation Pro	3,864.00	AE Microphones (40)	9,576.00
Wacum Pen Tablets (2)	1,495.00	Docking Stations (50)	8,336.00
Tablet (1)	159.90	Total to Date	\$ 570,020.20
Webcams (100)	4,103.00	Pending	
Chromebook cases K-7 (3050)	48,373.00	Headsets for secretaries (40)	12,000.00
Universal Docks (145)	24,174.40	ScreenCastify (Record/Edit/Submit)	7,600.00
Webcam (1)	37.79	EdPuzzle Pro	10,680.00
iPads (35)	15,495.00	Kami (PDF Annotator)	4,500.00
Dell Chromebooks (700)	225,463.00	CutTime	299.00
Dell Latitudes (30)	17,850.00	Lexia Power Up (75 seats for MS/HS)	2,250.00
Dell Latitudes (177)	105,315.00	iEP/504 Direct Respository	1,500.00
Total	\$ 513,780.99	Clicker 8 for IR kids (also requesting iPads for this)	1,200.00
		iSpire Orton Gilham digital version of materials	8,450.00
		Reading Milestones - ProEd via ...RedShelf	336.00
		Dibels	3,500.00
		Britanica Social Studies Learning Packs (MS)	3,024.00
		NewsELA Social Studies	17,800.00
		SmartMusic - Instrumental	11,390.00
		Finale Take Home License - music teachers (26)	9,100.00
		SiteReadingFactory - choral HS	1,200.00
		Essential Elements Online - elementary	1,170.00
		SoundTrap - Music and Tech	4,500.00
		Document Cameras (75)	29,925.00
		iPads for Science Teachers (36)	16,380.00
		iPads for Ap Econ	1,365.00
		Total	\$ 148,169.00
TOTAL	\$ 513,780.99	TOTAL	\$ 718,189.20

PERSONAL PROTECTION EQUIPMENT & SPECIAL CLEANING SUPPLIES
FY 2019 - 2020 **FY 2020 - 2021**

Description	Total	Description	Total
Facemasks	30,067.40	Touch free towel dispensors and supply	\$ 21,000.00
KN95 masks	300.00		
Faceshields	4,675.00		
Hand sanitizer	43,159.80		
Gowns	3,250.00		
Nitrile gloves	2,600.00		
Disinfectants	7,381.22		
Dispensers	933.66		
Sprayers	9,265.57		
TOTAL	\$ 101,632.65		
		Pending (estimated to Dec 31)	
		PPE	150,000.00
		Special cleaning products/paper rolls	100,000.00
			<u>\$ 250,000.00</u>
		TOTAL	<u><u>\$ 271,000.00</u></u>
		Desktop, tabletop & office protective plexiglass	\$ 260,000.00

Note: Funded through CO account & CARES Act

TRANSPORTATION

School Year
Month
\$ 92,000.00

Full Year
\$ 920,000.00

Elementary transportation PM students

FTE related costs for the period September - December

	Overtime/ Extra Hours	FTE	Rate	Wages	Taxes	Benefits	Total
Custodians - Elem.	2088	18	\$ 39	\$ 81,432	\$ 6,229.55	\$ -	\$ 87,661.55
Paraprofessionals	0	10	\$ -	\$ 114,000	\$ 8,721.00	\$ 83,333.33	\$ 206,054.33
Special Ed staffing	1125	-	\$ 60	\$ 67,500	\$ 978.75	\$ -	\$ 68,478.75
							<u>\$ 362,194.63</u>

Substitute concerns related to FFCRA (J. Bayers will address during BOE meeting)

FISCAL YEAR 2020 - 2021

	YTD Actual	Pending/Estimate	Total
Distance Learning	\$ 570,020.20	\$ 148,169.00	\$ 718,189.20
PPE & Supplies	\$ 21,000.00	\$ 271,000.00	\$ 292,000.00 (Sept - Dec)
Transportation	\$ -	\$ 368,000.00	\$ 368,000.00 (Sept - Dec)
Staffing	\$ -	\$ 362,194.63	\$ 362,194.63 (Sept - Dec)
	\$ 591,020.20	\$ 1,149,363.63	\$ 1,740,383.83

406,500.00

552,000.00



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

August 17, 2020

The Honorable James S. Marpe
First Selectman
Town Hall
110 Myrtle Avenue
Westport, CT 06880

Dear Mr. Marpe:

The Parks and Recreation Department respectfully requests to be placed on the Board of Finance Agenda for an appropriation of \$310,000 along with bond and note authorization to the Municipal Improvement Fund.

This request is to replace the field lights at the Greens Farms field.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jennifer A. Fava".

Jennifer A. Fava
Director of Parks and Recreation

cc: Gary Conrad

Approved for submission
To Board of Finance (8/17/20)

A handwritten signature in blue ink, appearing to read "James S. Marpe".

James S. Marpe
First Selectman



WESTPORT CONNECTICUT


PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

MEMO TO: Board of Finance

MEMO FROM: Jennifer Fava, Director 

DATE: August 17, 2020

RE: **Appropriation Request for Replacement of Lights at Greens Farms Softball/Baseball Field**

The sports field lights on the Greens Farms softball/baseball field are in need of replacement. This replacement has been on the Capital Five-Year Plan for some time and is listed for completion in FY19/20.

The current field lights are no longer sufficient as they do not meet current standards, nor do they provide the proper footcandles needed for safe illumination and light distribution of the playing area, especially for softball and baseball for which the field is designed and used.

The Department is requesting to replace the current lights with a MUSCO Lighting TLC for LED system. This system will now utilize LED, which will provide a cost savings, and the technology minimizes light spillage that can be disruptive to the surrounding area. This system comes with a 25-year product assurance and warranty program that eliminates 100% of maintenance costs for 25 years, including labor, materials, monitoring and guaranteed light levels. A brochure on this system is attached. In addition to the physical lighting system, this project (and pricing) includes MUSCO's Control Link system that allows for remote access, advanced scheduling and monitoring with 24/7 customer support. There is no additional charge for Control Link during the 25-year warranty period.

The Town's Purchasing Procedure and Policy, allows for the use of Cooperative Purchasing as indicated in section 3 of the policy:

3. Waivers and Exceptions to Bid/RFP Process

(iii.) When purchasing pursuant to a public bidding process conducted by another government agency (including without limitation goods or services selected under State of Connecticut contracted pricing) or through contracts publicly bid by a consortium.

In accordance with this policy, Sourcewell is the Cooperative Purchasing entity through which this project is being conducted. "Sourcewell's analysts streamline the procurement process by developing RFPs and IFBs for national, competitive solicitations that meet or exceed local requirements (from the Sourcewell website)," providing us with a competitively bid project.

Therefore, the Parks and Recreation Department requests an appropriation along with bond and note authorization to the Municipal Improvement Fund in the amount of \$310,000.

attachments

cc: Gary Conrad

Introducing

TLC[®] for LED

Total Light Control[™]



**MUSCO**
Lighting

We Make It Happen

TLC[®] for LED[®]

Total Light Control™

Continuing the commitment to excellence...
Keeping good lighting affordable...
Guaranteed for 25 years, from foundation to poletop.

Light-Emitting Diode (LED) is a new tool but the issues for sports lighting are the same. For nearly a decade, the Musco Team has been testing the LED light source and applying it on projects where it was the best choice. While LED saved energy, for a typical recreational facility the hours of operation weren't great enough to offset the higher cost.

We've researched LED's distinctive challenges and advantages and applied our knowledge of light control to the unique characteristics of the diode, assuring the quality of lighting for which Musco is known.

We've paired our expertise in controlling light with the advancing output of LED to the point where we're confident it's a cost-effective option to consider for recreational facilities. With our patented BallTracker™ technology, in-flight balls "pop" against night skies so that tracking the ball is easier than ever before.

The result is a system that makes Musco's great lighting even better.

Better for players...

who want to perform their best and be able to track the entire flight of the ball.

Better for neighbors...

who don't want glare in or around their homes or lights left on when not in use.

Better for the night sky...

with bright, uniform light directed onto the field and not spilling above it.

Better for your budget...

an affordable system that's built to last and control operating costs.

And...you can mark maintenance off your list for 25 years!

The Musco Team looks at the combination of issues to achieve the best solution to meet your needs—from structures, to quality of on-field light, to off-site impact, to energy and costs.



Control

from foundation to poletop...

from the light source to the field,
preserving the night sky...

assuring the results you expect,
day 1... year 1... and for 25 years.

Still Light-Structure System™...

5 Easy Pieces™ complete from foundation to poletop.

Our Light-Structure System™ has delivered long-term performance for thousands of customers around the world.

Lights, structures, and electrical components are engineered to work together. This assures the designed lighting gets in place and stays there over the life of the system, while also maintaining and protecting the operating environment so the components continue to function.

We've included features like easy to reach remote drivers, integrated grounding, and surge protection to ensure the longevity of the LED's sensitive electronic components.

The Light-Structure System™ adapts to support both LED and metal halide light sources.

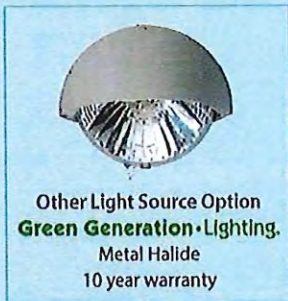
25 years of proven performance



Control
from the foundation to the poletop.



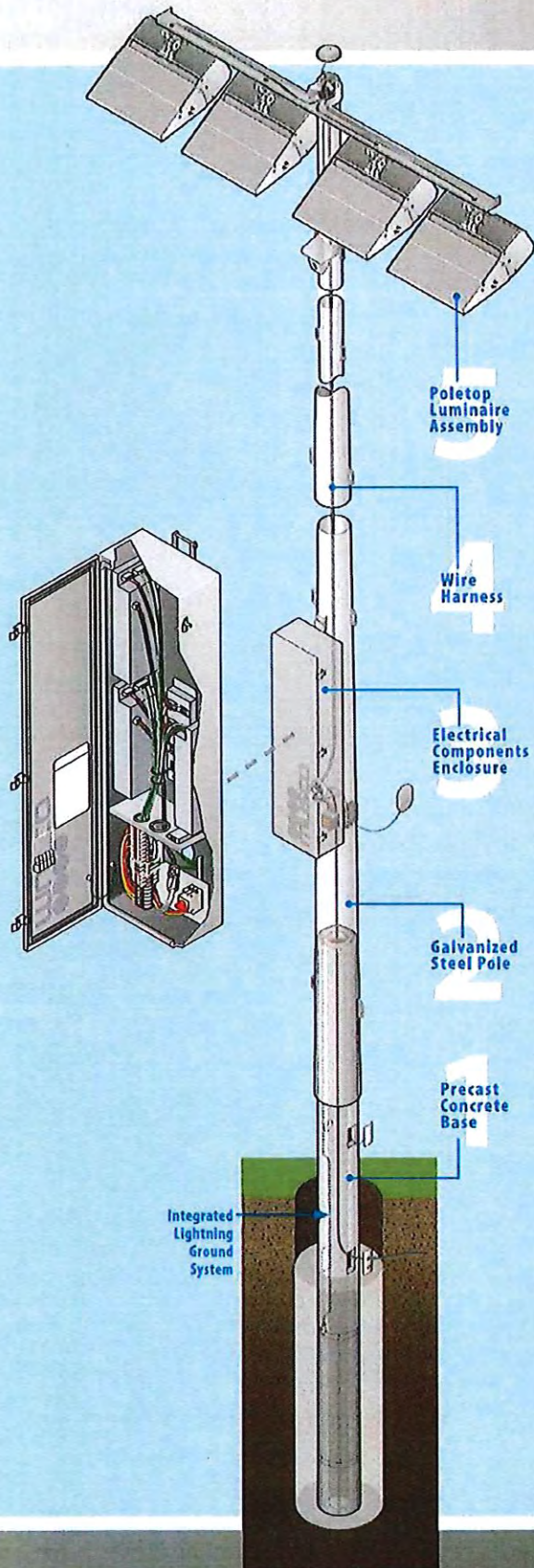
TLC for LED™
Total Light Control™



Other Light Source Option
Green Generation® Lighting.
Metal Halide
10 year warranty

"LEDs must be carefully integrated into lighting fixtures. The efficiency of a poorly designed fixture that uses even the best LEDs will be only a fraction of what it would be if the fixture were well-designed, and the design can also affect lumen maintenance."

— U.S. Department of Energy
www.energy.gov/eere/sited-based



Musco can light a ballfield better than ever.

We create controlled light, not floodlights.

An LED floodlight is a serious step backward when it comes to the quality of light on your field. It may flood light into the neighborhood, into the night sky, and into the eyes of players.

New Tool

LED brings many benefits and new opportunities, but it's a tool, not a solution. Controlling the LED's intense, "rifle shot" of light is challenging. But with Total Light Control—TLC for LED®, we're able to achieve things never before possible—from pinpoint precision, to instant on/off, to varying light levels for different needs and sports presentation theatrics.

Same Issues

The key issues in sports lighting haven't changed: generating light, projecting it onto the target, keeping it out of the neighborhood and night sky, and creating an operating environment that allows it to last in real world conditions. Musco is able to carve out the area to be lighted and dramatically cut off any impact on the surrounding area. We use more of the light produced by the fixture, lose less light, and don't abuse the neighborhood. Our patented BallTracker™ light management technology puts vertical light precisely where it is needed. BallTracker minimizes impact on the night sky while lighting the underside of aerial balls, making night-time tracking easier than ever before.

When you walk onto a Musco-lighted field, it just looks better.

"When you stand at home plate and look out to center field, there's no glare, but the field is totally bright and you see how the white of the ball pops, it looks amazing."

—Tyson Kimm
Vice President of Perfect Game USA,
a major tenant at LakePoint Sports Community

Control
from the light source to the field.



San Diego Padres Petco Park • San Diego, California, USA



LakePoint Sports Community • Emerson, Georgia, USA

...for players, fans, and TV cameras.



Theatrics and special effects enhance fan and TV experience.



Mount Rushmore - Keystone, South Dakota, USA

Pinpoint control from 1,100 feet away highlights the target area while preserving surrounding darkness.



University of Notre Dame - Notre Dame, Indiana, USA

Sensational event lighting with dimming saves energy for high-usage, multi-use venues.



With patented BallTracker™ technology, players enjoy quality lighting, no glare, and better ability to track the entire flight of the ball.

The neighbors will love it.

Musco cares as much about preserving darkness as it does about creating light.

Emitting light is easy. But LED fixtures that can't effectively control the light being emitted brings the unintended consequences of abusive glare for players and neighbors, and wasteful spill into the night sky.

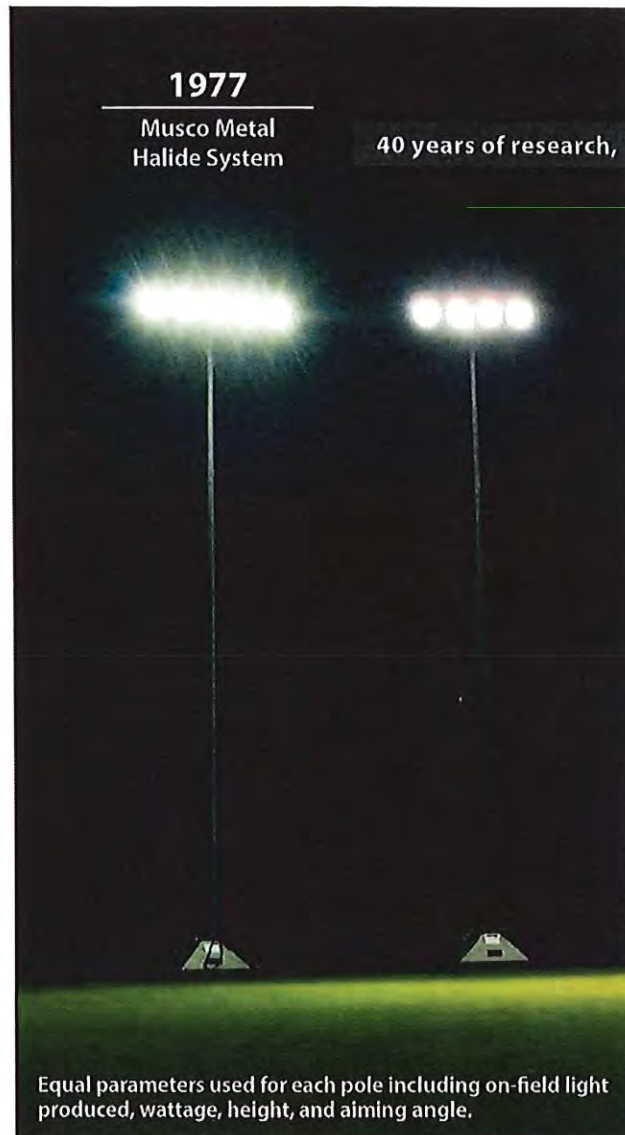
With Musco's Total Light Control—TLC for LED®, we've taken LED to a level of performance and precision never before seen in sports lighting. It means no disruptive glare into nearby homes and the preservation of dark skies above.

And it opens up new opportunities for where fields can be located within a community, and for existing fields that, until now, weren't able to install lights because of community push back.

Control
preserving the night sky.

"Glyndon Park is in a naturally wooded residential area. We didn't want to illuminate the homes of neighbors in the area. I initially wasn't supportive of putting in traditional lights. The product Musco has developed allows us to light this field, yet light nothing else around it."

— Cathy Salgado,
Parks and Recreation Director, Vienna, VA



Glyndon Park Little League, Vienna, Virginia

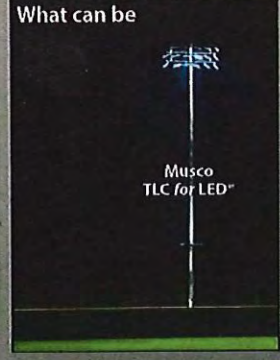
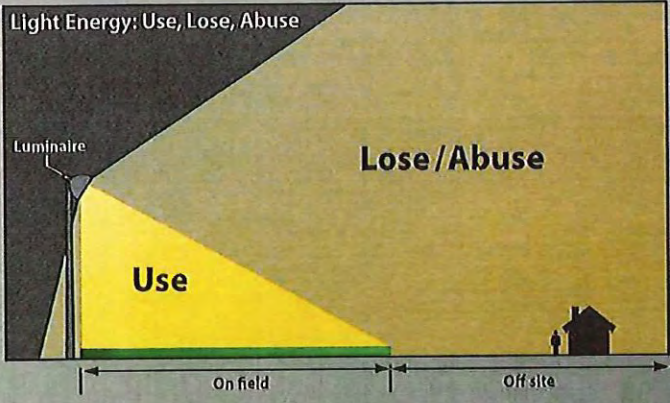
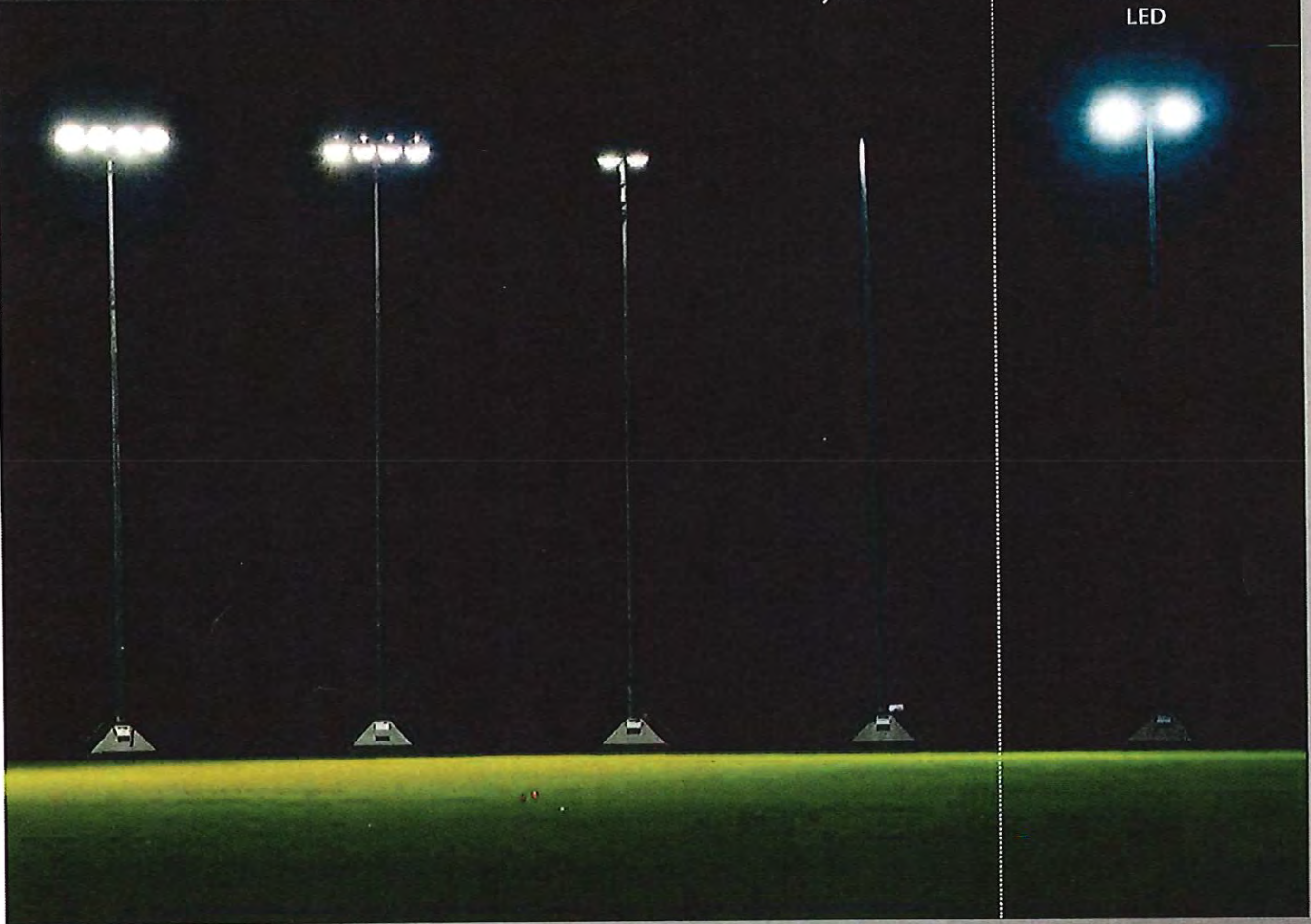
increasing efficiency and decreasing environmental impact.

Today

Musco LED System

Today

Other Luminaire Manufacturer LED



And, your field is always ready to play.

Here's a look at what the Musco Team has done in the last year as a partner in service to customers like you...

- Turned lights on and off remotely for more than 5.5 million games and events
- Conducted routine inspections and maintenance at over 11,000 fields
- Taken more than 350,000 calls, answering questions and helping with scheduling
- Carried out group lamp replacements on more than 30,000 metal halide fixtures
- Traveled enough miles servicing fields to circle the equator 24 times

And here's what our customers enjoy for 25 years...

Peace of mind for 9,125 days knowing that if a problem arises, we'll be there, and a budget with virtually **zero dollars spent on maintenance**, **increased staff productivity** resulting from not having to worry about managing your lights, plus **restful nights**, free from midnight calls from unhappy neighbors about lights left on.

Control
assuring the results you expect.



We do the R&D to create it. We customize and apply solutions to your facility.

"Musco called to let us know there was an issue before we knew we had a problem."

— Stephen Cooke, CPRP, CYSA
Greenville County Recreation Athletics Manager, Taylors, SC



We're on the road to support it for 25 years.

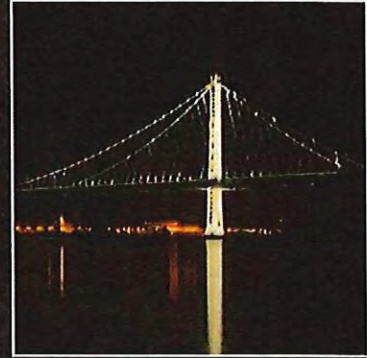


We provide 24-7 Control-Link® support to monitor and operate your facility.



From metal halide to LED,
Musco's Light-Structure System™ performs
in real world conditions *for 25 years, guaranteed.*

We Make It Happen.



Control

from foundation to poletop...

from the light source to the field,
preserving the night sky...

assuring the results you expect,
day 1...year 1... and for 25 years.



We Make It Happen



RFP #071619
REQUEST FOR PROPOSALS
for
Sports Lighting with Related Supplies and Services
Proposal Due Date: July 16, 2019, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Sports Lighting with Related Supplies and Services to result in a national contracting solution for use by its members. Sourcewell members include thousands of governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than July 16, 2019, at 4:30 p.m. Central Time, and late proposals will not be considered.

Solicitation Schedule

Public Notice of RFP Published:	May 30, 2019
Pre-proposal Conference:	June 26, 2019, 10:00 a.m., Central Time
Question Submission Deadline:	July 10, 2019, 4:30 p.m., Central Time
Proposal Due Date:	July 16, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	July 16, 6:30 p.m., Central Time **

** SEE RFP SUB-SECTION V. G. "OPENING"

I. ABOUT SOURCEWELL AND MEMBERS

A. SOURCEWELL

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ members across the United States and Canada. Sourcewell's solicitation process complies with Minnesota law and policies, and results in cooperative contracting solutions from which Sourcewell's members procure equipment, products, and services.

Cooperative contracting provides members and vendors increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted vendors potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. MEMBERS AND USE OF RESULTING CONTRACTS

Membership in Sourcewell is open to government and non-profit entities across the United States and Canada; such as municipal, state/province, K-12 and higher education, tribal government, and other public entities. Access to contracted equipment, products, or services by Members is typically through a purchase order issued directly to the applicable vendor. A Member may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Members retain the right to obtain similar equipment, products, or services from other sources.

To meet Members' needs, public notice of this RFP has been broadly published, including notification to each state-level procurement departments for possible re-posting. As required by certain states, an Appendix of Members is included in this RFP and can be found in the Sourcewell Procurement Portal. Affidavits of Publication will be available at the conclusion of the solicitation process.

For Canadian entities: This RFP is intended to include municipalities and publicly-funded academic institutions, school boards, health authorities, and social services (MASH sectors); including members of the Rural Municipalities of Alberta (RMA), and their represented Associations: Saskatchewan Association of Rural Municipalities (SARM), Saskatchewan Urban Municipalities Association (SUMA), and Association of Manitoba Municipalities (AMM).

II. EQUIPMENT, PRODUCTS, AND SERVICES

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that Proposers offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

Sourcewell is seeking proposals for Sports Lighting with Related Supplies and Services. Sourcewell seeks solutions that include, but are not to be limited to:

- Indoor and outdoor, fixed or portable, sports related lighting solutions.
- Technology integration, software, design, project management, installation services, and maintenance related to and in connection with the purchase of equipment and products described above.
- A complementary offering of transportation and infrastructure lighting solutions related to and in connection with the equipment and products described above.

The Proposer's primary offerings must be indoor and outdoor sports lighting equipment and products.

This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell:

1. Electric Energy Power Generation (RFP #120617)

This solicitation should NOT be construed to include "service-only" solutions. Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, or service(s) being proposed.

Generally, the solutions for Sourcewell Members are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment or products only solutions may be appropriate for situations where Sourcewell Members possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation those equipment/products being proposed.

Sourcewell prefers vendors that provide a sole source of responsibility for the products and services provided under a resulting contract. If Proposer requires the use of dealers, resellers, or subcontractors to provide the products or services, the Proposal should address how the products or services will be provided to Members and describe the network of dealers, resellers, and/or subcontractors that will be available to serve Sourcewell Members under a resulting contract.

Sourcewell desires the broadest possible selection of products/equipment and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and potential Members.

C. REQUIREMENTS

It is expected that Proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Members.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, Proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the Proposal, equipment and products must be delivered to the Member as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. ANTICIPATED CONTRACT TERM

Sourcewell anticipates that the term of any resulting contract(s) will be four (4) years. An extension may be offered based on the best interests of Sourcewell and its members.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$75 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Members. The Proposer's Marketing Plan should demonstrate Proposer's ability to deploy a sales force or dealer network to Members, as well as Proposer's sales and service capabilities. It is expected that Proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to Proposers able to best meet the need of Members. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. Proposers should include all relevant information in its proposal. Sourcewell cannot consider information that is not provided in the Proposal. Sourcewell reserves the right to verify Proposer's information and may request clarification from a Proposer, including samples of the proposed equipment or products.
3. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Members. Awards may be based on a subcategory.
4. A Proposer's documented negative past performance with Sourcewell or its Members occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the Vendor's published "List Price," as well as the "Contract Price."
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.
2. The Proposer's ceiling price (Ceiling price means that the proposed pricing will be considered as the highest price for which equipment, products, or services may be billed

to a Member). However, it is permissible for vendors to sell at a price that is lower than the contracted price;

3. Stated in U.S., and Canadian dollars for Proposers intending to sell in Canada (as applicable); and
4. Clearly understood, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Member's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the Proposer. Additionally, Proposers should clearly describe any unique distribution and/or delivery methods or options offered in the Proposal.

B. ADMINISTRATIVE FEES

Proposers are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Members for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell. Only those modifications the Proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in a proposal being disqualified from further review and evaluation.

To request a modification to the Contract terms, conditions, or specifications, a Proposer must complete and submit an Exceptions to Terms, Conditions, or Specifications Form, with all requested modifications, through the Sourcewell Procurement Portal at the time of submitting the Proposer's response.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted on page one of this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential Proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent

to all entities that requested a copy of this RFP through the Sourcewell Procurement Portal. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

Questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a Proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the Proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential Proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the Proposer by checking the box for each addendum. It is the responsibility of the Proposer to check for any addenda that may have been issued up to the time for solicitation closing.

If an addendum is issued after a Proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the Proposer's proposal status to INCOMPLETE. The Proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The Proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) Ensure the re-submitted proposal is RECEIVED through the Sourcewell Procurement Portal no later than the closing time and date shown in the Solicitation Schedule.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Only complete proposals that are timely submitted through the Sourcewell**

Procurement Portal will be considered. Late proposals will not be considered. It is the Proposer's sole responsibility to ensure that the proposal is received on time.

All proposals must be received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time noted in the Solicitation Schedule above. It is recommended that Proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The closing time and date is determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to twenty-four (24) hours to respond to certain issues.

Upon successful submission of a proposal, the Portal will automatically generate a confirmation email to the Proposer. If the Proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the Proposer has obtained this solicitation document from a third party, the onus is on the Proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

All proposals must be acknowledged digitally by an authorized representative of the Proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, Proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the Proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- o In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- o Complete. A proposal will be rejected if it is conditional or incomplete.
- o Submitted in English.
- o Valid and irrevocable for ninety (90) days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the Proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a Proposer may withdraw its proposal.

G. OPENING

The Opening of Proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all Proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of Proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the Proposal Due Date and Time.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible Proposer(s) offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Members. The award(s) will be limited to the number of offerors that Sourcewell determines is necessary to meet the needs of Sourcewell members. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The number of and geographic location of:
 - Proposers necessary to offer a comprehensive selection of equipment, products, or services for Members' use.
 - A Proposer's sales and service network to assure availability of product supply and coverage to meet Members' anticipated needs.
- Total evaluation scores.
- The attributes of Proposers, and their equipment, products, or services, to assist Members achieve environmental and social requirements, preferences, and goals. Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell's knowledge about a specific vendor or product.

B. AWARD(S)

Award(s) will be made to the Proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a Proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. The protest must be received no later than ten (10) calendar days' following Sourcewell's notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- The original signature of the protester or its representative;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the issues to be resolved;
- Identification of the legal or factual basis;
- Any additional supporting documentation; and
- Protest bond in the amount of \$20,000.

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the Proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;

- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Discuss any aspect of the proposal with any Proposer and negotiate with more than one Proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Members; and
- Award a contract to one or more Proposers if it is in the best interest of Members.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell determines that negotiations are complete upon execution of the resulting contract. If the Proposer submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.37, the Proposer must:

- Clearly mark all trade secret materials in its proposal at the time the proposal is submitted;
- Include a statement with its proposal justifying the trade secret designation for each item; and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless Sourcewell, its agents and employees, from any judgments or damages awarded against Sourcewell in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives Sourcewell's award of a contract. In submitting a proposal to this RFP, the Proposer agrees that this indemnification survives as long as the trade secret materials are in possession of Sourcewell.

Sourcewell will not consider the prices submitted by the Proposer to be proprietary or trade secret materials. Financial information provided by a Proposer is not considered trade secret under the statutory definition.



Proposal Opening Record

Date of opening: July 16, 2019

Sourcewell posted Request for Proposal #071619, for the procurement of Sports Lighting with Related Supplies and Services, on the Sourcewell Procurement Portal [proportal.sourcewell-mn.gov] on Thursday, May 30, 2019, and the solicitation remained in an open status within the portal until July 16, 2019, at 4:30 pm CT. The RFP required that all proposals be submitted through the Sourcewell Procurement Portal no later than 4:30 pm CT on July 16, 2019, the date and time specified in the Solicitation Schedule.

The undersigned certify that all responses received on Request for Proposal #071619 were submitted through the Sourcewell Procurement Portal, and that each Proposer's response material was digitally sealed upon submission and remained inaccessible until the due date and time specified in the Solicitation Schedule.

Responses were received from the following:

CHM Industries, Inc. – submitted 7-16-19 at 1:44:12 PM

Eaton Industrial Corporation – submitted 7-16-19 at 12:58:11 PM

Midgard Enterprises, LLC – submitted 7-16-19 at 11:15:28 AM

Musco Sports Lighting, LLC – submitted 7-12-19 at 1:23:35 PM

Pronghorn Solutions Group – submitted 7-16-19 at 3:25:27 PM

Qualite Sports Lighting, LLC. – submitted 7-16-19 at 11:09:39 AM

Rebounces, LLC – submitted 7-16-19 at 2:09:04 PM

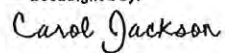
Schreder Lighting, LLC – submitted 7-16-19 at 10:00:09 AM

WLS Lighting – submitted 7-16-19 at 12:28:38 PM

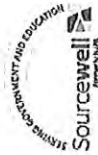
The Proposals were opened electronically, and a list of all Proposers was made publicly available in the Sourcewell Procurement Portal, on July 16, 2019, at 4:32:00 PM. All responsive proposals were then submitted for review by the Sourcewell Evaluation Committee.

DocuSigned by:

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Kim Austin, Procurement Lead Analyst

DocuSigned by:

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Carol Jackson, Procurement Analyst

Proposal Evaluation Sports Lighting with Related Supplies and Services



	CHM Industries, Inc.	Eaton Industrial Corporation	Midgard Enterprises, LLC	Muzco Sports Lighting, LLC	Prompham Solutions Group	Qualite Sports Lighting, LLC	Reboundes LLC	Schreder Lighting LLC	WUS Lighting
Possible Points									
Conformance to Terms/ Conditions to Include	50	44	45	48	43	43	43	44	45
Documentation	400	333	294	325	286	294	294	336	290
Pricing	75	67	57	67	55	63	51	62	58
Financial, Industry and Marketplace Successes									
Bidder's Ability to Sell/ Service Contract Nationally	100	78	69	90	74	74	65	66	82
Bidder's Marketing Plan	50	41	37	45	41	42	34	38	38
Value Added Attributes	75	66	58	66	61	64	59	58	59
Warranty Coverages and Information	50	42	40	46	44	47	37	37	43
Selection and Variety of Products and Services Offered	200	178	148	181	164	168	135	165	172
Total Points	839	849	748	868	768	781	718	805	787
Rank Order	3	2	8	1	7	6	9	4	5

Decoupled by:
Kim Austin
KIM.AUSTIN@SOURCEWELL.COM
Kim Austin, CPPB, Sourcewell

Decoupled by:
Carol Jackson
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Carol Jackson, Sourcewell

Decoupled by:
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Brandon Town, CPSM, CPSD, Sourcewell

Decoupled by:
Michael Muñoz
MICHAEL.MUNOZ@SOURCEWELL.COM
Michael Muñoz, Sourcewell



COMMENT AND REVIEW
to the
REQUEST FOR PROPOSAL (RFP) #071619
Entitled

Sports Lighting with Related Supplies and Services

The following advertisement was placed May 30, 2019 in Utah's *The Salt Lake Tribune*, in *USA Today*, in South Carolina's *The State*, and on the Sourcewell website www.sourcewell-mn.gov, Sourcewell Procurement Portal <https://portal.sourcewell-mn.gov>, Biddingo, Merx, The New York State Contract Reporter www.nyscr.ny.gov, PublicPurchase.com, and May 31, 2019 in Oregon's *Daily Journal of Commerce*:

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Sports Lighting with Related Supplies and Services to result in a national contracting solution for use by its members. Sourcewell members include thousands of governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [https://portal.sourcewell-mn.gov]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than July 16, 2019, at 4:30 p.m. Central Time, and late proposals will not be considered.

The solicitation process was conducted through the Sourcewell Procurement Portal. The following parties expressed interest in the solicitation by registering for this opportunity within the portal:

8830622 CANADA INC.	Midgard Enterprises, LLC
AC Lighting & Electrical Supplies	Musco Sports Lighting, LLC
Allumia LLC	NGU Sports Lighting, LLC
Bright Investment Group LLC	Ogni Inc
CHM Industries, Inc.	PLANLED INC
Cooperative Services, LLC	Precor Inc.
Dynamic Energy Services Inc.	Premier Sports Lighting, LLC
EATON INDUSTRIAL CORPORATION	Procellis Technology Inc.
ELECTRA SALES LTD	Pronghorn Solutions Group
Facility Solutions Group	Qualite Sports Lighting, LLC.
Fitness Gear Inc	Rebounces LLC
FLAGHOUSE INC	Riggs Recreation Equipment, Inc.
Goto Agencies LTD	Saskatoon Construction Association
Greenstar Products, Inc.	Schreder Lighting LLC
GreenTech Conservation Inc.	Sentry Electric Inc.
GreenTech Conservation Inc.	Sitler Supplies Inc
Inergy Solutions LLC	Southern Lighting Source
Interkal LLC	Total Quality Logistics
International ID Solutions	Unique Lighting & Control Corp.
Irvine Valley Electric LLC	WESCO Distribution Canada LP

McNeilus Financial, Inc.	WLS Lighting
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All Proposals remained sealed within the Sourcewell Procurement Portal until the scheduled due date and time. Proposals were electronically opened, and the list of all Proposers was made publicly available on the Sourcewell Procurement Portal, on July 16, 2019, at 4:32 pm CT. Proposals were received from the following:

CHM Industries, Inc.
Eaton Industrial Corporation dba Cooper Lighting/Ephesus Sports Lighting
Midgard Enterprises, LLC
Musco Sports Lighting, LLC
Pronghorn Solutions Group
Qualite Sports Lighting, LLC
Rebounces, LLC
Schreder Lighting, LLC
WLS Lighting

Proposals were reviewed by the Proposal Evaluation Committee:

Kim Austin, CPPB, Sourcewell Procurement Lead Analyst
Carol Jackson, Sourcewell Procurement Analyst III
Brandon Town, CPSM, CPSD, Sourcewell Procurement Analyst III
Michael Munoz, Sourcewell Procurement Analyst III

The findings of the Proposal Evaluation Committee are summarized as follows:

The Proposal Evaluation Committee used the Sourcewell RFP evaluation criteria and determined that all proposal responses met Level-One and Level-Two Responsiveness and were evaluated.

CHM Industries, Inc. offers a complete lighting solution, including tower mounting arms, electrical systems, wired and wireless controls system, LED luminaire installation and calibration. Their luminaires offer full internal glare control on each LED, and critical components are commercially available off-the-shelf for ease of installation and servicing. They have a vast network of lighting agencies across the United States to serve Sourcewell Members. Their offering provides Members competitive pricing with delivery included and CHM Industries, Inc. is a registered Woman Owned Small Business.

Eaton Industrial Corporation dba Cooper Lighting/Ephesus Sports Lighting provides Members within the United States and Canada with state of the art indoor and outdoor sports lighting fixture options, as well as project services covering both new structures and retrofitting of existing structures. They offer post installation project management service contracts that cover system level health monitoring and light level verification. Cooper Lighting provides a strong standard warranty with an optional extended warranty. They offer Members a solid discount off MSRP.

Musco Sports Lighting, LLC provides custom designed, indoor and outdoor lighting systems. Musco's product offering includes Green Generation Lighting which is more efficient than traditional lighting equipment and

Sourcewell

Page 3 of 3

supports sustainable environmental practices. With a sales and service force spanning across the United States and Canada, a significant discount off standard price list, aggressive warranty periods of 10 to 25 years; as well as in-house financing options, Musco Sports Lighting will be able to effectively support and service Sourcewell Member needs.

For these reasons, the Sourcewell Proposal Review Committee recommends award of Sourcewell Contract #071619 to:

CHM Industries, Inc.	071619-CHM
Eaton Industrial Corporation dba Cooper Lighting/Ephesus Sports Lighting	071619-CPL
Musco Sports Lighting, LLC	071619-MSL

The preceding recommendations were approved on August 27, 2019.

DocuSigned by:

Kim Austin

6830543C50384D1...

Kim Austin, CPPB, Sourcewell Procurement Lead Analyst

DocuSigned by:

Carol Jackson

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Carol Jackson, Sourcewell Procurement Analyst III

DocuSigned by:

Brandon Town

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Brandon Town, CPSM, CPSD Sourcewell Procurement Analyst III

DocuSigned by:

Michael Munoz

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Michael Munoz, Sourcewell Procurement Analyst III

Quote

July 17, 2020

Westport Softball
Westport, Connecticut
Ref: 143730

Sourcewell

Master Project: 199030, Contract Number: 071619-MSL, Expiration: 08/27/2023
Category: Sports lighting with related supplies and services
All purchase orders should note the following:
Sourcewell purchase – contract number: 071619-MSL

Quotation Price – Materials Delivered to Job Site and Installation

Softball - \$283,784.00

Sales tax is not included.

Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.

Light-Structure System with Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

- Guaranteed light levels of 50FC infield and 30FC outfield
- BallTracker™ technology – targeted light, optimizing visibility of the ball in play with no glare in the players typical line-of-sight

System Description

- (6) Pre-cast concrete bases with integrated lightning grounding
- (6) Galvanized steel poles
- Factory wired and tested remote electrical component enclosures
- Pole length, factory assembled wire harnesses
- (6) Factory wired poletop luminaire assemblies
- (28) Factory aimed and assembled luminaires, including BallTracker™ luminaires
- (1) Sports pole mounted OSQ luminaire

Control Systems and Services

- Control-Link® system with contractors for remote on/off control and performance monitoring with 24/7 customer support
- Multi-Watt™ dimming control with high-med-low preset levels

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco’s Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors



Quote

Payment Terms

Musco's Credit Department will provide payment terms.

Email or fax a copy of the Purchase Order to Musco Sports Lighting, LLC:

Musco Sports Lighting, LLC
Attn: Amanda Hudnut
Fax: 800-374-6402
Email: musco.contracts@musco.com

**All purchase orders should note the following:
Sourcewell purchase – contract number: 071619-MSL**

Delivery Timing

6 - 8 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole locations.

Notes

Quote is based on:

- Includes performance bonding and excludes prevailing wage
- Shipment of entire project together to one location
- 208 Volt, 3 Phase electrical system requirement
- Structural code and wind speed = 2015 IBC, 130 mi/h, Importance Factor II
- Owner is responsible for getting electrical power to the site, coordination with the utility, and any power company fees
- Includes supply and installation of Musco system including underground wiring and conduit, service entrance panel board, and controls by a licensed contractor
- Standard soil conditions – rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Mike Mahoney
Senior Sales Representative
Musco Sports Lighting, LLC
Phone: 860-453-4325
E-mail: Mike.Mahoney@Musco.com



Scope of Work

Customer Responsibilities:

1. Complete access to the site for construction using standard 2-wheel drive rubber tire equipment.
2. Locate existing underground utilities not covered by your local utilities. (i.e. water lines, electrical lines, irrigation systems). Musco or Subcontractor will not be responsible for repairs to unmarked utilities.
3. Locate and mark home plate per Musco supplied layout.
4. Pay for extra costs associated with foundation excavation in non-standard soils (rock, caliche, high water table, collapsing holes, etc). Standard soils are defined as soils that can be excavated using standard earth auguring equipment.
5. Pay any necessary power company fees and requirements.
6. Waive permitting fees.
7. Provide area off site for disposal of spoils from foundation excavation.
8. Provide on site storage area for existing wood poles, lights, electrical boxes, and electrical gear.
9. Provide area on site for dumpsters.
10. Remove fencing sections and player's bench near A2 location for complete site access prior to delivery.

Musco Responsibilities:

1. Provide all components to complete a Light Structure System.
2. Provide layout of pole locations and aiming diagram.
3. Provide Project Management as required.
4. Provide stamped foundation designs based on 2500 psf soils.
5. Assist our installing subcontractor and ensure our responsibilities are satisfied.

Musco Subcontractor Responsibilities

General:

1. Provide labor, equipment, and materials to off load equipment at jobsite per scheduled delivery.
2. Provide storage containers for material, (including electrical components enclosures), as needed.
3. Provide necessary waste disposal and daily clean up.
4. Provide security to protect Musco products from theft, vandalism or damage during the installation.
5. Obtain any required permitting.
6. Confirm the existing underground utilities and irrigation have been located and are clearly marked in order to avoid damage from construction equipment. Repair any such damage during construction.
7. Keep all heavy equipment off playing fields when possible. Repair damage to grounds which exceeds that which would be expected. Indentations caused by heavy equipment traveling over dry ground would be an example of expected damage. Ruts and sod damage caused by equipment traveling over wet grounds would be an example of damage requiring repair.
8. Provide startup and aiming as required to provide complete and operating sports lighting system.
9. Installation to commence upon delivery and proceed without interruption until complete. Musco to be immediately notified of any breaks in schedule or delays.

Scope of Work

Site Work:

1. Removal and transport of the existing lighting poles, luminaires, and electrical component enclosures, and move to owner designated on site location.
2. Leave existing power feed in place for connection to new pole locations.
3. Restore electrical trenches up to grade. (Owner is responsible for top soil and seeding).

Foundations, Poles, and Luminaires:

1. Mark and confirm pole locations per the aiming diagram provided. If there are any issues, immediately notify your Musco Project Manager.
2. Provide labor, materials, and equipment to install 6 LSS foundations as specified on Layout and per the stamped foundation drawings, if applicable.
3. Remove spoils to owner designated location off jobsite.
4. Provide labor, materials, and equipment to assemble Musco TLC-LED luminaires, electrical component enclosures, poles, and pole harnesses.
5. Provide labor, equipment, and materials to erect 6 dressed LSS Poles and aim utilizing the pole alignment beam.

Electrical:

1. Provide labor, materials, and equipment to upgrade (208V 3Ø) electrical service panels as required.
2. Provide labor, materials, and equipment to reuse existing electrical conduit and wiring as permitted.

Control System:

1. Provide labor, equipment, and materials to install 1 Musco Control and Monitoring cabinet and terminate all necessary wiring.
2. Provide a dedicated 120 V 20 A controls circuit or a step-down transformer for 120 V control circuit if not available.
3. Provide a dedicated 20 A breaker connected to all available phases for powerline communication.
4. Check all zones to make sure they work in both auto and manual mode.
5. Commission Control-Link® by contacting Control Link Central™ at 877-347-3319.

CODE OF CONDUCT

In order to maintain a high-quality jobsite and installation, Subcontractor represents to Musco that it has the supervision necessary to, and shall train, manage, supervise, monitor, and inspect the activities of its employees for the purpose of enforcing compliance with these safety requirements. Subcontractor acknowledges that Musco does not undertake any duty toward Subcontractor's employees to train, manage, supervise, monitor, and inspect their work activities for the purpose of enforcing compliance with these safety requirements, but Subcontractor agrees to abide by any reasonable recommendations made by Musco or Musco representatives with respect to safety.

Subcontractor agrees that it is or will be familiar with and shall abide by the safety rules and regulations of Musco and the Owner, including, but not limited to the Occupational Safety and Health Act of 1970 (OSHA), all rules and regulations established pursuant thereto, and all amendments and supplements thereto.

Subcontractor further agrees to require all its employees, subcontractors, and suppliers to comply with these requirements. Subcontractor shall also observe and comply with all laws with respect to environmental protection applicable to the Project.

Subcontractor shall require all its subcontractors, employees, visitors, suppliers, and agents under its direction to comply with the following:

1. GENERAL JOBSITE SAFETY AND CLEANLINESS.
 - a. Subcontractor's employees and agents shall be required to wear appropriate personal protective equipment including, but not limited to, safety glasses with side shields, work shoes, fall protection devices, and hard hats.
 - b. Where a walking or working surface has an unprotected side or edge which is six feet or more above a lower level, Subcontractor shall use guardrail systems, safety net systems, or personal fall arrest systems.
 - c. Jobsite shall be kept free of debris including, but not limited to, cardboard and packing materials which can become windborne.
 - d. Construction equipment shall be parked during non-use in an orderly fashion so as not to create inconvenience to others using the jobsite.
 - e. Subcontractor shall provide for and ensure the use of safety equipment for the Project in accordance with Musco's and Owner's safety requirements, to the extent these may be stricter than federal, state, or local standards, or generally recognized industry applicable standards.
 - f. Subcontractor shall provide the Musco project manager with an "Emergency List" showing Subcontractor's designated medical doctor, hospital, insurance company, and any other health service providers, such list to be updated within 24 hours of any change in the information provided.

Scope of Work

- g. Within eight (8) hours from the time of an accident (or such shorter period as laws may require), Subcontractor shall advise Musco of any accident resulting in injury to any person or damage to any equipment or facility. Upon request, Subcontractor shall promptly furnish Musco with a written report of any such accident as well as a copy of all insurance and worker's compensation claims involving the Project.
 - h. Subcontractor shall maintain and inspect all construction equipment, including cranes and other lifting equipment, prior to each use. Subcontractor warrants that all equipment operators shall be qualified for each piece of construction equipment they intend to operate. Documentation of specific training is the responsibility of the Subcontractor.
 - i. Jobsite shall be policed daily for compliance to the above conditions.
 - j. Subcontractor's employees and agents are prohibited from using drugs and alcohol on the Project property or being under the influence of alcohol or drugs while performing work on the Project. Anyone observed participating in or observed under the influence will be removed from the Project immediately and prohibited from returning, with no exceptions.
2. CONFORMANCE TO STANDARD MUSCO INSTALLATION GUIDELINES.
- a. Review and understand installation instructions are provided with every product installation.
 - b. Education of installation personnel to allow for highest efficiency and lowest possibility of failure.
 - c. Verify that components have been assembled per Musco installation instructions.
 - d. Verify plumb of concrete foundations prior to standing of poles.
3. PROVIDING A QUALITY INSTALLATION TEAM.
- a. Subcontractor's work directly reflects the quality of the installation and may indirectly relate to the quality of the product upon which Musco's reputation is built.
 - b. Provide and maintain quality installation equipment. Records of maintenance and/or calibration shall be provided upon request.
 - c. Personnel shall be knowledgeable in operation of equipment as well as installation of Musco product.
 - d. All personnel provided by Subcontractor shall understand the relationship developed by and between Subcontractor and Musco, also by and between Musco and the customer, and act accordingly.

Westport Softball

Westport, CT

GENERAL INFORMATION

Name: Softball
 Size: 245/275/235" - basepath 60'
 Spacing: 20.0' x 20.0'
 Height: 3.0' above grade

ILLUMINATION SUMMARY

MAINTAINED HORIZONTAL FOOTCANDLES		Infield	Outfield
Guaranteed Average:	50	30	
Soil Average:	54.3	32.7	
Maximum:	68	47	
Minimum:	44	20	
Avg./Min:	1.23	1.64	
Guaranteed Max./Min:	2	2.5	
UG (adjacent pole):	1.53	2.35	
UG (adjacent pole):	1.85	1.48	
CU:	0.71		
No. of Poles:	25	133	

LUMINAIRE INFORMATION
 Color / CRI: 5700K - 75 CRI / 5700K - 70 CRI
 Luminaire Output: 165,000 / 135,000 / 52,000 / 16,599 lumens
 No. of Luminaire: 29
 Total Load: 30.21 kW

Luminaire Type	Qty	Wattage	Lumen Maintenance
TIC-LED-1500	1	165,000	>130,000
TIC-LED-2000	1	135,000	>120,000
TIC-LED-575	2	52,000	>130,000
CORE CCG	2	16,599	>150,000

Reserved per TM23-1.1. See luminaire datasheet for details.

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.5% dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Appendix Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume a 3% nominal voltage at the side of the driver and structures located within 3 feet (1m) of design locations.



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ILLUMINATION SUMMARY

EQUIPMENT LIST FOR AREAS SHOWN

QTY	LOCATION	SIZE	WATTAGE	WATTAGE	LUMINAIRE TYPE	LUMINAIRE TYPE	QTY	WATTAGE	LUMINAIRE TYPE	QTY	WATTAGE	QTY	WATTAGE			
1	A1	60"	165,000	165,000	TIC-LED-1500	TIC-LED-1500	1	165,000	TIC-LED-1500	1	165,000	1	165,000			
1	A2	60"	135,000	135,000	TIC-LED-2000	TIC-LED-2000	1	135,000	TIC-LED-2000	1	135,000	1	135,000			
2	D1-D2	60"	52,000	104,000	TIC-LED-575	TIC-LED-575	2	104,000	TIC-LED-575	2	104,000	2	104,000			
2	C1-C2	60"	16,599	33,198	TIC-LED-575	TIC-LED-575	2	33,198	TIC-LED-575	2	33,198	2	33,198			
6					TIC-LED-575	TIC-LED-575	6		TIC-LED-575	6		6				
TOTALS													29	302,100	29	302,100



Pole location(s) dimensions are relative to 0,0 reference point(s)

SCALE IN FEET 1"=50'
 0 50 100
 ENGINEERED DESIGN By: M.Sullivan • File #1437300 • 15-Jul-20

Westport Softball

Westport, CT

Name: Wallway
 Size: 245/275/235' - basepath 60'
 Spacing: 10.0' x 10.0'
 Height: 3.0' above grade

ILLUMINATION SUMMARY

MAINTAINED HORIZONTAL FOOT-CANDLES

Entire Grid
 Scan Average: 3.2
 Maximum: 11
 Minimum: 0
 Avg / Min: 15.88
 Max / Min: 36.25
 UG (adjacent PCS): 2.25
 UG: 1.05
 No. of Points: 35

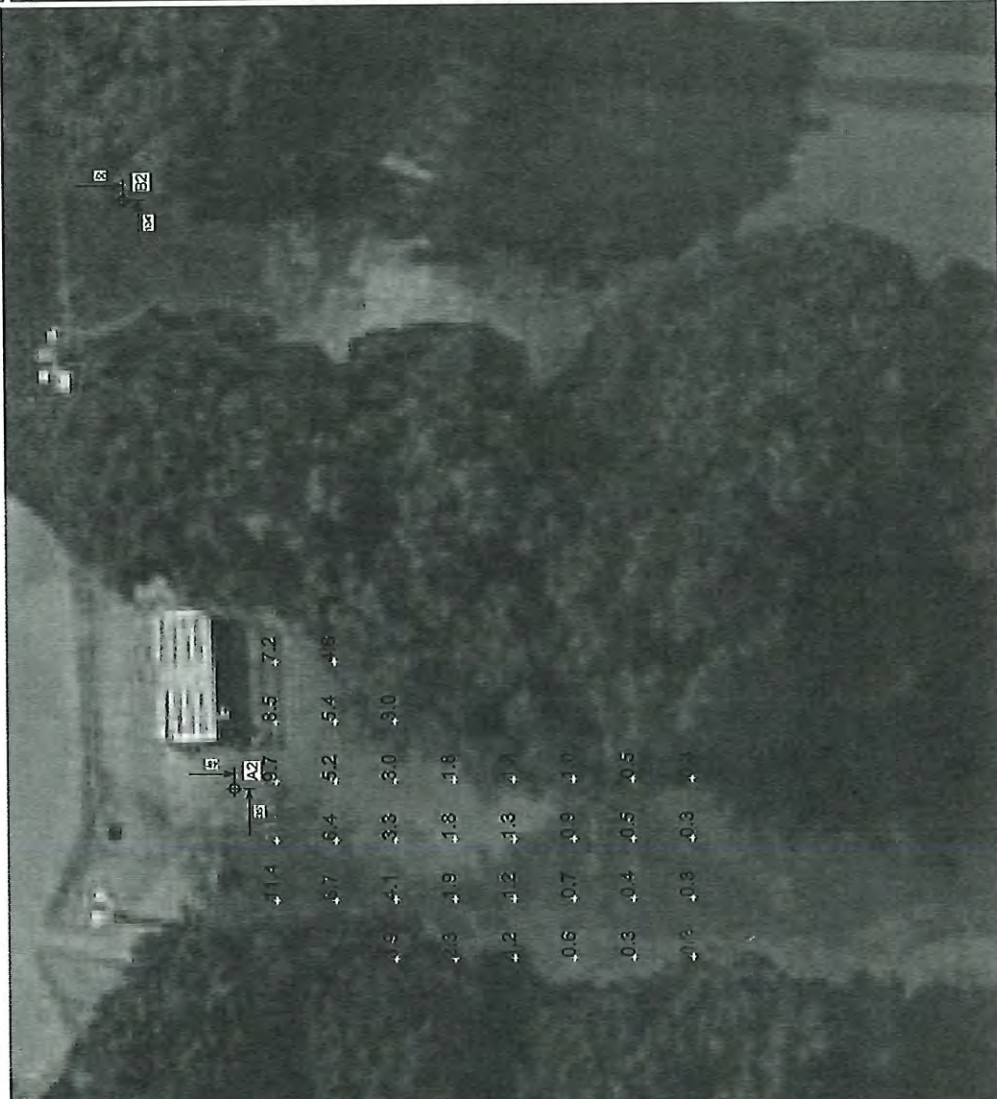
LUMINAIRE INFORMATION
 Color / CRI: 5700K - 75 CRI / 5700K - 70 CRI
 Luminaire Output: 160,000 / 136,000 / 52,000 / 16,498 lumens
 No. of luminaires: 29
 Total Load: 30.11 kW

Luminaire Type	UG Int	180 hrs	170 hrs	Lumen Maintenance
TLC-LED-1500	>120,000	>120,000	>120,000	>120,000
TLC-LED-1200	>120,000	>120,000	>120,000	>120,000
TLC-035-575	>120,000	>120,000	>120,000	>120,000
CREE C5Q	-	-	-	-

Reported per TM-21-1. See luminaire datasheet for details.
 Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.
 Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.
 Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.
 Installation Requirements: Results assume ±3% nominal voltage at line side of the driver and structures located within 3 feet (1 m) of design locations.

EQUIPMENT LIST FOR AREAS SHOWN

QTY	LOCATION	POLE	SIZE	GRADE (FT ABOVE)	HEIGHT (FT)	LUMINAIRE	CRI / CRI	THE	OTHER
1	A1	60'	60'	15.5'	15.5'	TLC-LED-1200	75	1	0
1	A2	60'	60'	15.5'	15.5'	TLC-035-575	75	1	0
2	B1-B2	60'	60'	15.5'	15.5'	CREE C5Q	75	2	0
2	C1-C2	60'	60'	15.5'	15.5'	TLC-LED-1500	75	2	0
2	C3-C4	60'	60'	15.5'	15.5'	TLC-LED-1200	75	2	0
TOTALS								29	0



Pole location(s) are relative to 0,0 reference point(s)



ENGINEERED DESIGN By: M.Sullivan • File #143730D • 15-Jul-20



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ILLUMINATION SUMMARY

Westport Softball

Westport, CT

Project Name:	Softball Field
Site ID:	3007
Height:	3.0' above grade

GENERAL NOTES

Scan Average: 0.014
 Minimum: 0.00
 Maximum: 0.00
 No. of Points: 62

LUMINAIRE INFORMATION
 Color / CRI: 5700K - 75 CRI / 5700K - 70 CRI
 Luminaire Output: 160,000 / 156,000 / 52,000 / 16,599 lumens
 No. of luminaires: 29
 Total Load: 30.21 kW

Luminaire Type	LED hrs	L70 hrs	L90 hrs
TLC-LED-1500	>120,000	>120,000	>120,000
TLC-LED-1200	>120,000	>120,000	>120,000
TLC-8FS575	>120,000	>120,000	>120,000
CHIEF OSQ	-	-	-

Reported per TM-21-11. See luminaire datasheet for details.

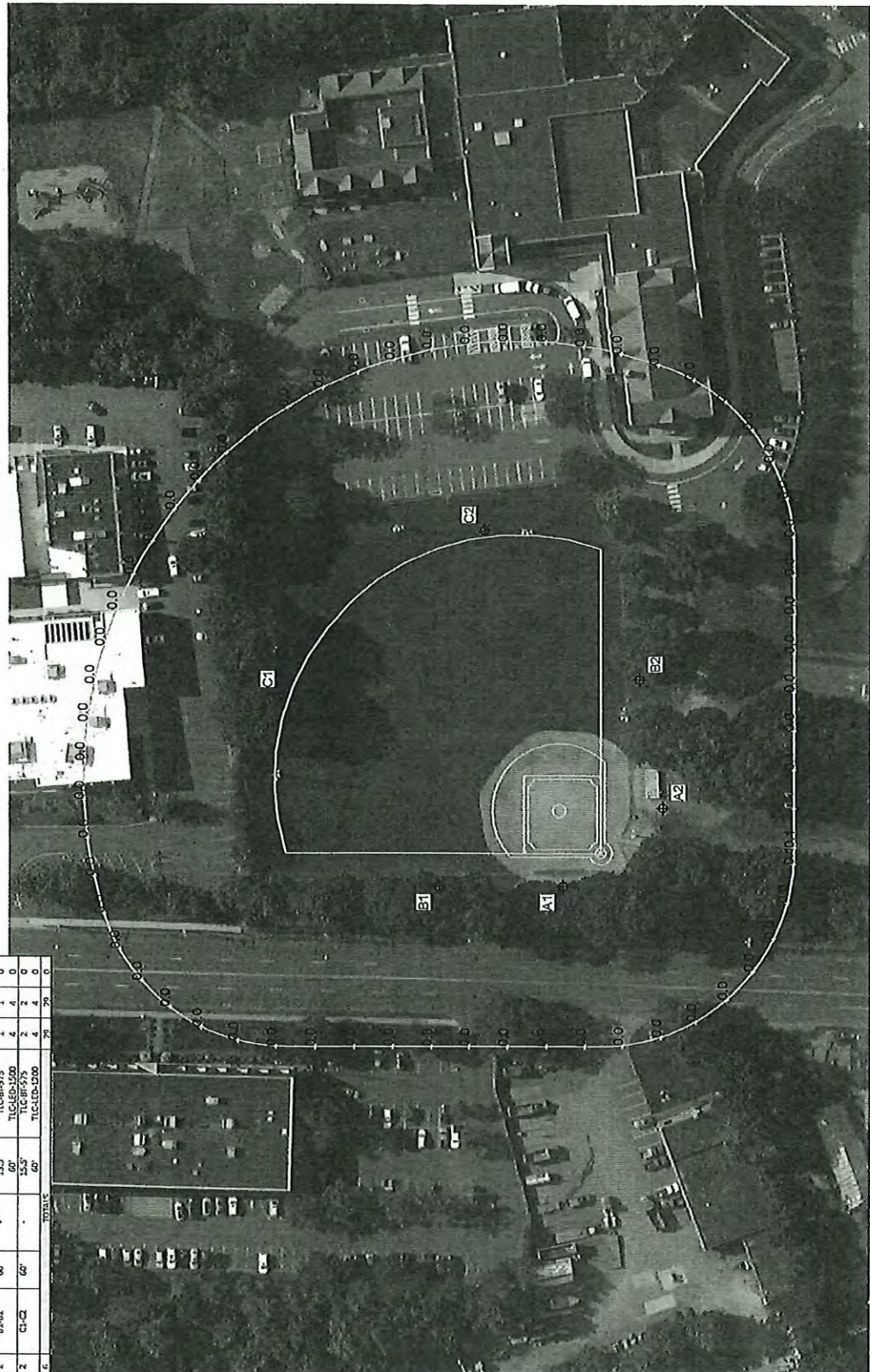
Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-4-15.

Electrical System Requirements: Refer to Ampereage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

QTY	LOCATION	SIZE	MOUNTING HEIGHT	Luminaires			
				CHIEF OSQ	TLC-LED-1500	TLC-LED-1200	OTHER
1	A1	60"	15.5'	1	1	0	0
1	A2	60"	15.5'	1	1	0	0
2	B1-B2	60"	15.5'	2	2	0	0
2	C1-C2	60"	15.5'	2	2	0	0
TOTAL				79	79	0	0



Pole location(s) Ⓧ dimensions are relative to 0,0 reference point(s) Ⓧ



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ILLUMINATION SUMMARY

Westport Softball
Westport, CT

EQUIPMENT LIST FOR AREAS SHOWN

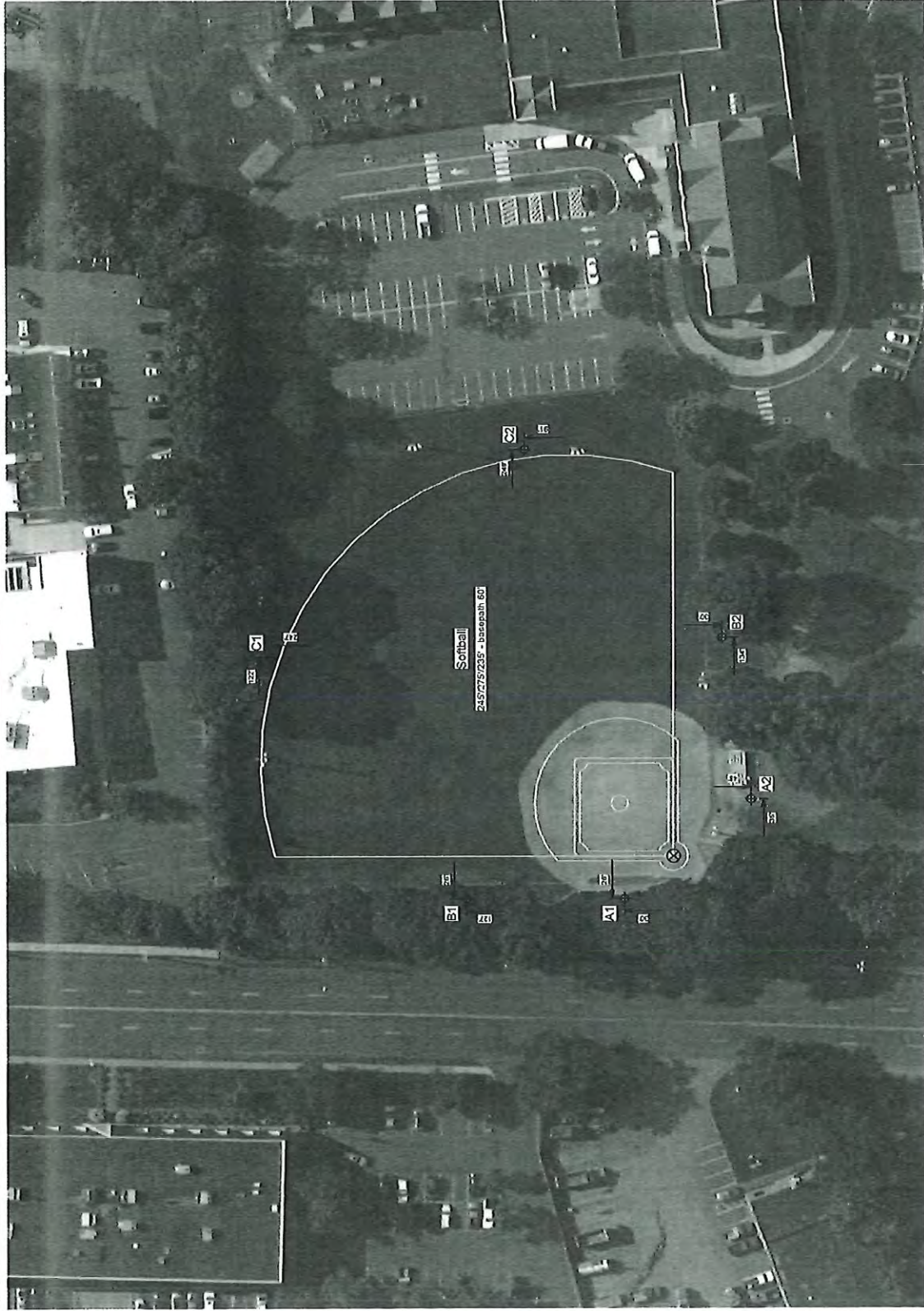
INCLUDES:
• Softball

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ±3% nominal voltage at line side of the office and structures located within 3 feet (1m) of design locations.

QTY	LOCATION	SIZE	GRADE ELEVATION	WINDING METHOD	LUMINAIRE TYPE	QTY/POLE
1	A1	60"	-	35.5'	TLC-ED-575	1
1	A2	60"	-	35.5'	TLC-ED-575	1
1	B1-B2	60"	-	30'	CREE 020	1
2	C1-C2	60"	-	35.5'	TLC-ED-1000	2
2	D1-D2	60"	-	35.5'	TLC-ED-575	2
2	E1-E2	60"	-	35.5'	TLC-ED-575	2
6	TOTALS					29

Ball Type	Spec. Amps (Max.)	Spec. Amps (Min.)	Spec. Amps (Total)	Spec. Amps (Total)	Spec. Amps (Total)
Softball	208	230	240	277	347
Baseball	194	216	226	263	330
TLC-ED-1000	6.5	8.1	7.4	6.4	5.1
TLC-ED-575	7.0	8.6	6.3	5.2	4.2
Cree 020	3.4	3.2	2.9	2.5	3.0
See 020	-	-	-	-	-



Pole locations (⊗) dimensions are relative to 0,0 reference point(s) (⊗)

SCALE IN FEET 1:60
0' 60' 120'

ENGINEERED DESIGN By: M.Sullivan • File #1437300 • 15-Jul-20



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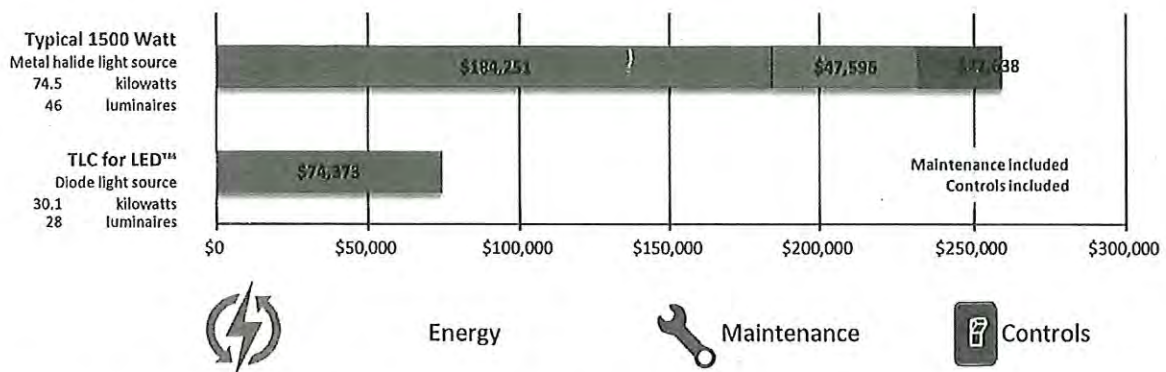
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EQUIPMENT LAYOUT

25-Year Cost of Ownership Comparison

Westport Greens Farms

Prepared For:
City of Westport
August 13, 2020



How is this possible? Musco's 40 years of developing systems, light control, and application expertise puts more available lumens per watt on the field. Our services team provides all on/off operation, monitoring, and maintenance.

For your budget . . . for the environment

Musco LED



25-Year Ownership Savings

\$185,111



CO2 reduction

329 tons**

** Equivalent to taking 70 cars off the road for one year

Assumptions	Softball 50/30
Annual operating hours	430
Energy:	
Energy cost per kilowatt hour	\$0.23
Demand charge per kilowatt hour	\$0.00
Maintenance:	
Group relamp - cost per luminaire	\$266
Spot maintenance over 25 years	\$3,750
Controls:	
Labor - turning lights on & off	\$0.00
Lights on extra time without controls	15%

MUSCO
Lighting
We Make It Happen.

MEMO

TO: Jennifer Fava, Director of Parks and Recreation
FROM: Stephen Edwards
Date: 8/16/2020
RE: Greens Farms Field Light Replacement

When not used by routine school functions, the Greens Farms Elementary School athletic field is used primarily by adult men's softball but is also used by little league, youth football, and men's flag football. The existing metal halide lights were installed 20 years ago and in an average year, the lights are used on 142 nights for approximately 430 hours. While adequate 20 years ago, the existing lighting system fails to provide uniform, safe lighting levels across the playing surface. Light measurements conducted in December 2014 indicated that the average light level in foot-candles (fc) on the infield was 30 fc and the average in the outfield was 10 fc. Current Little League lighting standards require 50 fc in the infield and 30 fc in the outfield. Adult slow pitch softball has slightly less stringent lighting requirements but the current outfield lighting levels are below their guidelines.

The replacement of the 20-yr old field lights at the Greens Farms Elementary School has been anticipated and projected on the capital forecast for several years. The original cost projection was \$290,000.00. Since the town does not routinely purchase field lighting systems, we sought a larger purchasing consortium that would provide greater purchasing power and oversight. Sourcewell Cooperative Purchasing serves more than 50,000 government, education and non-profit organizations through the solicitation of hundreds of cooperative contracts over the past forty years. Specifically they serve 816 municipal entities in Connecticut including the Board of Education during construction of the Bedford Middle School and the Westport Housing Authority during their recent construction projects.

A review of Sourcewell's recent bids indicated that they had posted a Request for Proposal #071619 on May 30, 2019 for the procurement of Sports Lighting with Related Supplies and Services. A total of 40 inquiries were made to the solicitation and 9 responses had been received when the bids were opened on July 16, 2019. All proposals were then submitted for review by the Sourcewell Evaluation Committee. The selection committee graded all the proposals on a possible 1000 point basis and Musco Sports Lighting, LLC received the highest score at 868 points.

Musco Sports Lighting, LLC. is one of the leaders in the field of sports lighting. They provide custom designed, indoor and outdoor lighting systems. Musco's product offering includes Green Generation Lighting which is more efficient than traditional lighting equipment and supports sustainable environmental practices. Musco has a sales and service force that spans across the United States and Canada and provides an aggressive warranty program that covers materials and onsite labor, eliminating 100% of maintenance cost for 25 years. Musco's Total Light Control (TLC) for their LED lighting system, is capable of concentrating the light on the

playing surface while eliminating the migration of light into adjoining neighborhoods. Their patented glare control technology preserves darkness around the field.

Musco lighting systems can be seen locally at the following fields:

- Springwood Park Tennis Courts; Norwalk
- Darien High School; Darien
- Ridgefield Little League; Ridgefield
- Rodgers Park Tennis Courts; Danbury
- Footie Field, Softball; Milford
- Eisenhower Park, Pickleball Courts; Milford
- Greenwich Skating Club; Greenwich
- Bunnell HS Football field; Stratford
- Brookfield HS; Brookfield
- Choate Rosemary Hall, Wallingford

Musco Sports Lighting was the selected contractor in 2012 when the Board of Education installed stadium lights at Staples High School football field. This installation provides the Control-Link and the TLC technology.

Based on the specific geometry of the Greens Farms Field, Musco provided a site specific design to meet the lighting requirements for nighttime field use by little league, adult softball, or youth or adult football. The specified lighting performance guarantees an infield light level of 50 FC and an outfield light level of 30 FC. BallTracker technology providing targeted light, optimizing visibility of the ball in play with no glare was specified. A Control-Link system for remote on/off control and performance monitoring with 24/7 customer support as well as Multi-Watt dimming control with high-med-low preset levels was included in the proposal.

This design and the resulting bid price was submitted to Sourcewell and the town for review. Sourcewell reviewed the quotation relative to the initial solicitation and resulting Contract No. 071619-MSL and deemed the quotation appropriate for the specified work scope. The bid price for the specified work is \$283,784.00. The quote is inclusive of all the anticipated work, however, it does not include unknowns such as unsuitable soils when the new poles are installed nor does it address any problems with the existing electric service line from the street to the existing service panel. For this reason, I would suggest seeking an additional 10% funding to cover any possible contingency. Therefore, I would suggest a funding request of \$310,000.

For your reference I have included copies of the following documents:

- Sourcewell Request For Proposals
- Sourcewell Proposal Opening Record and Proposal Evaluation
- Sourcewell Comment and Review
- Musco Sports Lighting, LLC. Proposal
- Musco 25 yr Life Cycle Cost

Edwards, Stephen

From: Mike Mahoney <mike.mahoney@musco.com>
Sent: Tuesday, August 18, 2020 5:06 PM
To: Fava, Jennifer; Edwards, Stephen
Cc: Amanda Hudnut
Subject: RE: Westport Greens Farms Field Lights - Sourcewell
Attachments: Westport Sourcewell08182020_0001.pdf

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

All,

As a starting point, I've highlighted the applicable portions of the Sourcewell document. Following is a breakdown of the system cost:

250' radius = \$148,599
Greens Farms is approximately 12% larger, add \$17,832
Wind speed in Westport is 130 MPH, Sourcewell is based on 115 MPH, add \$24,965
Delivery to CT, vs. Minnesota, add \$4,500
\$195,896

Balance of \$87,888 for bonding, unloading, demo, electrical service work, conduit, wire, trenching, install foundations, erect poles, add parking lot fixture, supply and install new weather proof panel, re-feed irrigation system, provide 120v GFCI outlet, commission system etc...

Thanks,
Mike

From: Mike Mahoney
Sent: Tuesday, August 18, 2020 4:05 PM
To: Fava, Jennifer <jfava@westportct.gov>; Edwards, Stephen <SEDWARDS@westportct.gov>
Cc: Amanda Hudnut <amanda.hudnut@musco.com>
Subject: RE: Westport Greens Farms Field Lights - Sourcewell

All,

I know this still doesn't address your question, because there is the additional labor component. That is based on RS Means, and I'll get the supporting documentation for it as well.

Thanks,
Mike

From: Fava, Jennifer <jfava@westportct.gov>
Sent: Tuesday, August 18, 2020 3:59 PM
To: 'Kelly Pearson' <Kelly.Pearson@sourcewell-mn.gov>; Edwards, Stephen <SEDWARDS@westportct.gov>
Cc: Mike Mahoney <mike.mahoney@musco.com>; Amanda Hudnut <amanda.hudnut@musco.com>
Subject: RE: Westport Greens Farms Field Lights - Sourcewell

Sourcewell
RFP #071619 Sports Lighting with Related Supplies and Services

Manufacturer: Musco Sports Lighting, LLC

Address: 100 1st Ave West

City, State, Zip Code: Oskaloosa, IA 52577

Contact: Amanda Hudnut

Phone: 800-825-6030

Fax: 641-672-1996

Email: musco.contracts@musco.com

Federal ID# 42-1511754

Pricing:

All prices are stated in USD. Project pricing in CAD is available upon request.

All prices include delivery within the State of Minnesota to the job site and are for lighting system materials only. Additional freight cost may be incurred outside of the State of Minnesota.

Terms: Net 30 days upon delivery.

Light-Structure System™ with Total Light Control – TLC for LED™ technology includes poles, precast concrete bases, LED fixtures, luminaire assemblies, electrical component enclosure and wire harnesses.

Light-Structure System™ with Total Light Control – TLC for LED™ technology pricing includes a 25-year product assurance & warranty program and Control-Link® Control & Monitoring package.

Football Utilizing LED luminaires – Light-Structure System™

Football					
Field Size	Pole Setback	Average Maintained Light Level	Price for Light-Structure TLC-LED Materials	Average Maintained Light Level	Price for Light-Structure TLC-LED Materials
360' x 160'	50'	30 fc	\$148,529	50 fc	\$234,808
360' x 160'	80'	30 fc	\$188,224	50 fc	\$258,673
360' x 160'	100'	30 fc	\$206,429	50 fc	\$279,036
360' x 160'	120'	30 fc	\$213,719	50 fc	\$292,570

Soccer Utilizing LED luminaires – Light-Structure System™

Soccer					
Field Size	Pole Setback	Average Maintained Light Level	Price for Light-Structure TLC-LED Materials	Average Maintained Light Level	Price for Light-Structure TLC-LED Materials
330' x 195'	30'	30 fc	\$144,470	50 fc	\$212,303
360' x 210'	30'	30 fc	\$145,649	50 fc	\$224,939
360' x 225'	30'	30 fc	\$178,429	50 fc	\$256,069



Sourcewell
RFP #071619 Sports Lighting with Related Supplies and Services

Baseball/Softball Utilizing LED luminaires – Light-Structure System™

Baseball/Softball					
Field Type	Field Size	Average Maintained Light Level	Price for Light-Structure TLC-LED Materials	Average Maintained Light Level	Price for Light-Structure TLC-LED Materials
		(In/Out)		(In/Out)	
60' Base Path	200'	30/20 fc	\$100,459	50/30 fc	\$121,186
60' Base Path	225'	30/20 fc	\$121,041	50/30 fc	\$134,513
60' Base Path	250'	30/20 fc	\$126,948	50/30 fc	\$148,599
60' Base Path	300'	30/20 fc	\$166,438	50/30 fc	\$199,805
60' Base Path	325'	30/20 fc	\$166,732	50/30 fc	\$207,679
90' Base Path	300'	50/30 fc	\$237,589	70/50 fc	\$298,782
90' Base Path	300'/325'/300'	50/30 fc	\$249,454	70/50 fc	\$331,866
90' Base Path	350'	50/30 fc	\$259,470	70/50 fc	\$367,681
90' Base Path	320'/360'/320'	50/30 fc	\$252,935	70/50 fc	\$371,283
90' Base Path	330'/400'/330'	50/30 fc	\$326,464	70/50 fc	\$449,254

Tennis Utilizing LED luminaires – Light-Structure System™

Tennis		
# Courts	Average Maintained Light Level	Price for Light-Structure TLC-LED Materials
2	50 fc	\$69,743
3	50 fc	\$81,855
4	50 fc	\$88,430
6	50 fc	\$154,316

Basketball Outdoor Utilizing LED luminaires – Light-Structure System™

Basketball - Outdoor		
# Courts	Average Maintained Light Level	Price for Light-Structure TLC-LED Materials
1	50 fc	\$49,616

Parking Lot Utilizing LED luminaires

Parking Lot - 10 year parts and labor warranty			
Parking Lot Area	Light Level	Price for LED Materials	Price per Square foot (to be used for alternate size areas)
320' x 200'	1 fc	\$39,122	\$0.61/per sq ft



Sourcewell
RFP #071619 Sports Lighting with Related Supplies and Services

Green Generation Lighting® - Metal Halide Technology

Purchase of a Light-Structure System™ with Green Generation Lighting® metal halide technology or SportsCluster® System with Green Generation Lighting® metal halide technology will be reduced by 15% on all field pricing packages on the bid pricing form. This pricing list should not be considered complete and exhaustive due to the nature of each project being unique, design-build situation.

Example: 360' x 160' Football @ 30 fc (50' pole setback)
\$148,529 X 15% = \$22,279
\$148,529 - \$22,279
Metal Halide Technology Pricing = \$126,250

Includes precast concrete bases, galvanized steel poles, electrical components enclosures, wire harnesses, luminaire assemblies and the Control-Link® system (does not include poles with SportsCluster®). Installation is NOT included in pricing.

Green Generation Lighting® Product Assurance & Warranty Program: Musco will provide all materials and labor to maintain operation of the Light-Structure System with Green Generation Lighting® metal halide technology or SportsCluster System with Green Generation Lighting® metal halide technology to original design criteria for 10 years. Musco products and services are guaranteed to perform for the customer as detailed in the "Musco Constant 10™" document.

- A. During the term of this contract, technical upgrades to these products may periodically become available and will be offered to the owner. Bidder reserves the right to supply upgraded technology provided it maintains on-field lighting performance and enhances benefit.
- B. The pricing is based on using Musco's typical 5700 Kelvin/75 CRI LED fixtures. Other Kelvin & CRI LED fixture combinations are available and may add additional cost.
- C. The pricing is based on using 480v; other voltage options are available and may add additional cost.
- D. During the term of this contract if the Building Codes/Wind Speeds change, Bidder reserves the right to adjust pricing accordingly. Quote for bid based on structural code and wind speed of IBC 2012, 115 mph, Exposure C. A change in building code and wind speed will have a direct effect on the bid price based on percentage increase. Alternate price for increasing building code in 10 mph increments (based from 115 mph): State in a value of % over base pricing for each field: 10% per every 10 mph increment.
- E. Pricing is based on using Musco's Control-Link® Control & Monitoring package. Musco's Show-Light™ Entertainment package is available and will increase the equipment cost by 5%.
- F. Pricing is based on using Musco's Control-Link® Control & Monitoring package. Musco's Show-Light+™ Entertainment package is available and will increase the equipment cost by 12%. Musco is not responsible for obtaining right or any cost associated with music licenses.
- G. The pricing can also include equipment installation. Labor and materials for the complete installation, including foundations, pole erection, trenching, backfill, conduit, wire, electrical distribution and service cabinet(s) and site restoration shall utilize the current RS Means pricing, coefficient and must also include the appropriate City Cost Index.



Sourcewell

RFP #071619 Sports Lighting with Related Supplies and Services

- H. Manufacturers do not have to list electrical sub-contractors; however the owner has the right to reject through the submittal process, sub-contractors not licensed with the local jurisdiction.
- I. Sales tax, labor, and unloading of equipment is not included as part of the materials-only quote.
- J. Quote based on shipment of entire project together to one location. Delivery time of order, submittal approval, and confirmation of order details include voltage and phase and pole location is approximately 4-6 weeks (standard shipping).
- K. Confirmation of pole locations required prior to production, due to the built-in custom light control per luminaire.
- L. This price list should not be considered complete and exhaustive due to the nature of each project being a unique, custom design-build situation.

End of Bid





WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS
TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880
(203) 341 1120

August 17, 2020

Mr. James S. Marpe
First Selectman
Town Hall
Westport, CT 06880

Re: Request for Appropriation along with bond and note authorization to the Municipal Improvement Fund. Power Redundancy and IT Security Upgrades at Town Hall and Parks and Recreation

Dear Mr. Marpe,

This office herein requests an appropriation along with bond and note authorization to the Municipal Improvement Fund in the amount of \$150,000 for installation of an Uninterruptible Power Supply, (UPS), and Secondary Transfer Switch, along with Access Controls to various IT resource areas at our Parks & Rec offices.

The IT Audit that was performed on the Westport IT systems in fall of 2018 identified general IT vulnerabilities. Upon review of the document and further investigation of our IT infrastructure it was identified that the current UPS systems that protect Town Hall's critical servers do not provide adequate backup power duration for unplanned power system failures. The issue became very apparent in January 2019 when Town Hall experienced an unplanned Server shutdown due to a simultaneous power outage and failure of our main Transfer Switch. Some of the currently installed UPS units provided as little as 10 minutes of backup power, which was inadequate time for a technician to respond to Town Hall. In addition, the IT Department identified several locations in both Town Hall and the Parks and Recreation building where there is no controlled access to critical IT equipment. This situation leaves the various equipment areas vulnerable to exploitation or sabotage. We have since addressed the issue at Town Hall. Finally in the most recent event, Tropical Storm Isaias, we experienced a power surge at Town Hall that the surge protection afforded by the individual UPS units could not handle. The result was damage to some equipment and damage to several servers that prevented critical file access and needed to be immediately

addressed in order for Town Hall to function properly, especially on the eve of a primary election.

The proposed project will solve these problems by installing a secure, scalable, and centralized UPS that will provide up to 2 hours of backup power to the network equipment in Town Hall along with power surge protection. In addition the project provides a redundant secondary transfer switch that serves the Server electrical panel and isolates it from the main Town Hall power system. The security issues will be solved by installation of fob-only access control units to the equipment areas. These access controls will be added to and controlled through our Security Solutions access network.

This project is not in the Capital Forecast as the vulnerabilities were only recently revealed. Nevertheless, it is a critical need to ensure the continuous service of our IT Infrastructure. Attached is a summary of probable costs for the project along with the required Capital Project Request form.

Respectfully,

A handwritten signature in black ink, appearing to read "Peter A. Ratkiewich", with a long horizontal flourish extending to the right.

Peter A. Ratkiewich, P.E
Director of Public Works

cc: Gary Conrad, Finance Director
G:\Pw_off\PAR\APPRQST\TownHall_IT_Power_CON2

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works/Department of Information Technology Date: 8/17/20

PROJECT NAME AND DESCRIPTION
 Power Redundancy and IT Security Upgrades at Westport Town Hall and Parks and Rec – This project seeks to provide power backup redundancy to IT assets and to access controls on all IT hardware locations

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
 If no, why not? If yes, answer the following two questions:
 Which FY was the project first proposed? Which FY was the project first planned?
 IT Department and DPW have become aware of this problem as a result of reviewing the IT audit, as well as experiencing an unplanned shutdown of mission critical servers due to a simultaneous power outage and a failure of our transfer switch in January

COST BASED ON BIDS:	\$135,825.00	COST IN CAPITAL FORECAST:	
CONTINGENCY (10%):	\$ 13,582.50		
	\$149,407.50	←TOTAL	REQUEST→ \$150,000

SOURCE OF FUNDS:

CAPITAL BOND <input checked="" type="checkbox"/>	GEN'L FUND <input type="checkbox"/>
CNR <input type="checkbox"/>	GRANT <input type="checkbox"/>
STATE <input type="checkbox"/>	OTHER <input type="checkbox"/>

OTHER, DESCRIBE: Alternatively could be funded from CNR fund

PAYBACK PERIOD: N/A

PROJECTED START DATE: November 2020 EST. COMPLETION DATE: February 2021
 ESTIMATED USEFUL LIFE: 15 years

Is this project part of a larger capital project? No

Has an RFP been issued? YES NO Bid #19-957T came in on 4/12/19
 Have bids been received? YES NO Number of bids received: Five (5)
 Was the lowest bid the winner? YES NO If not, why?

Who will benefit from the project? This project will address identified vulnerabilities in our IT infrastructure so it serves the entire Town

[Empty box]

Is it a replacement? YES NO This is a new initiative

If yes, describe condition of what is to be replaced: _____

Pictures attached? YES NO

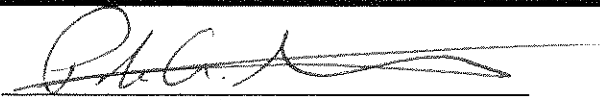
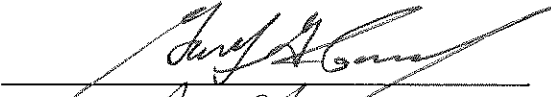

What other approvals/reviews are necessary to begin this project? RTM, BOS, Building Permit

FINANCE

This section to be completed by the Finance Director.

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:
IF APPROVED:
IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD		DATE: 8-17-2020
FINANCE DIRECTOR		DATE: 8/17/2020
FIRST SELECTMAN		DATE: 8/18/2020

Power Redundancy and IT Security Upgrades		Bid #19-957T Results
item	Description	
1	30 KVA UPS - Eaton 9355 with additional battery backup	
2	Power Distribution Panels	
3	Feeder conduit and conductors	
4	Non-Automatic Transfer Switch	
5	Portable Generator Receptacle	
6	Enclosure NEMA 4x	
7	Rigging	
8	IG Receptacles and Branch circuits	
9	A/C Circuit modifications	
	Power Subtotal	\$ 129,950.00
	* Estimate based on HP Engineering Opinion of Probable Cost	
10	Parks & Rec Access Controls on Network Room	\$ 5,875.00
	Security Subtotal	\$ 5,875.00
	Project Subtotal	\$ 135,825.00
	** Estimate based on Security Solutions quote	
	10% contingency	\$ 13,582.50
	Grand Total	\$ 149,407.50
	Request	\$ 150,000.00

<---Bid Result 4/12/19 Banton Construction

<--- hard quote Security Solutions

<---10% contingency

Peter A. Ratkiewicz, P.E.
 Director of Public Works
 203 341 1120



WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS
TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880
(203) 341 1120

August 17, 2020

Mr. James S. Marpe
First Selectman
Town Hall
Westport, CT 06880

Re: Request for Appropriation of \$71,500.00* along with bond and note authorization to the Municipal Improvement Fund Account for funding design of replacement of underground fuel tanks, fuel system, and heating oil tanks at the Parsell Public Works Center at 300 Sherwood Island Connector

Dear Mr. Marpe,

This office herein requests an appropriation of \$71,500.00* along with bond and note authorization to the Municipal Improvement Fund Account for funding the design of a replacement of the underground tanks, fuel system and heating oil tank at the Parsell Public Works Center. The new system will consist of above ground tanks to reduce our environmental liability. The existing tanks are now due to be replaced according to DEEP regulations and they are current on the capital forecast. This is the first stage of the overall design and construction, which is listed in the forecast at a funding level of \$400,000.

*The figure of \$71,500 will be updated on August 27, 2020 when we will receive bids on this design RFP from qualified firms.

We anticipate the design process to be completed in the winter of 2020/2021. We will request funds for construction once we have an Opinion of Probable Cost from the selected consultant. We anticipate that the eventual construction will cost approximately \$350,000. This figure will be revised once the final design is determined.

Respectfully,

A handwritten signature in black ink, appearing to read "Peter A. Ratkiewich", is written over a horizontal line.

Peter A. Ratkiewich, P.E
Director of Public Works

cc: Gary Conrad, Finance Director
G:\Pw_off\PAR\APPRQST\ParsellPWC_FuelTanks

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: **Public Works – Highway Division** Date: **8/17/2020**

PROJECT NAME AND DESCRIPTION
Engineering services for the evaluation, design and inspections of rebuilding the Public Works Fueling Station and replacing oil heating tank at the Parsell Public Works Center

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO

If no, why not?
 If yes, answer the following two questions:
 Which FY was the project first proposed? 2015
 Which FY was the project first planned? 2010

APPROXIMATE COST:	\$65,000 (est. for design only)	COST IN CAPITAL FORECAST: (\$400,000) design and construction
	\$6,500	
CONTINGENCY (10%):	\$71,500	REQUEST → \$71,500* (to be updated on 8/27/20)
	←TOTAL	

SOURCE OF FUNDS:

CAPITAL BOND <input checked="" type="checkbox"/>	GEN'L FUND <input type="checkbox"/>
CNR <input type="checkbox"/>	GRANT <input type="checkbox"/>
STATE <input type="checkbox"/>	OTHER <input type="checkbox"/>

OTHER, DESCRIBE:
 PAYBACK PERIOD:

PROJECTED START DATE: November 2020 EST. COMPLETION DATE: February 2021
 ESTIMATED USEFUL LIFE: 20 years

Is this project part of a larger capital project? **Yes, this is the design portion of the complete replacement project**

Has an RFP been issued? YES NO RFP 21-999T; bids due 8/27/2020
 Have bids been received? YES NO Number of bids received: Due 8/27/2020
 Was the lowest bid the winner? YES NO If not, why? TBD – lowest responsible bidder

Who will benefit from the project? **The fueling station serves all of the DPW vehicles and must be reliable and up to current code. We are proposing to remove the underground tanks and make them all above ground to reduce liability**

[Empty box]

Is it a replacement? YES NO

The current tanks and station are due for replacement. The new station will be above ground in accordance with our efforts

If yes, describe condition of what is to be replaced: to reduce liability by removing all underground tanks.

Pictures attached? YES NO



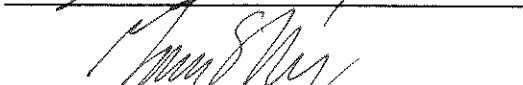
What other approvals/reviews are necessary to begin this project?
RTM, BOS, DEEP

FINANCE

This section to be completed by the Finance Director.

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:
IF APPROVED:
IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD		DATE: 8/17/2020
FINANCE DIRECTOR		DATE: 8/18/2020
FIRST SELECTMAN		DATE: 8/17/2020



WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS
TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880
(203) 341 1120

August 17, 2020

James S. Marpe
First Selectman
Town Hall
Westport, CT 06880

Re: **Request for Appropriation – Capital Equipment Replacement**

Dear Mr. Marpe:

The Public Works Department currently maintains a fleet of heavy equipment and specialized vehicles that are critical to our operations. In accordance with our 5-year capital forecast, we would like to make the following requests:

1. Replacement of truck #38 – F550 Plow truck and vehicle #44 – Kubota mini-excavator. These two pieces of equipment are used together throughout the year for trenching, stream and culvert cleaning, and general excavation work. The total in the capital forecast is \$180,000. Our actual request is **\$178,000**.
2. Replacement of half of the Parsell Public Works Center, truck bay doors and replacement of the waste oil storage shelter. The waste oil enclosure currently does not meet Spill Prevention standards and must be replaced with an enclosure that will contain oil in the event of a spill. The truck bay doors are the first half of a two-part project to install truck bay doors on the freightliner bays. We currently use plastic tarpaulins to keep the birds and weather out and it is frankly ineffective. The birds are a constant problem in that the roost inside the garages and soil the trucks. It costs additional man-hours to clean the bird excrement off the trucks and it is damaging to the paint jobs, In addition to eliminating this problem, the closed doors will also keep the trucks in a ready state during the winter as the elements will be kept outside, thus keeping the diesel engines slightly warmer. The total in the capital forecast for this request is \$75,000. Our actual request is **\$60,000**.
3. Replacement of the Transfer Station doors. This is a project to replace the 40 year old doors on the transfer station bays that are currently non-functional. Having working doors will allow us to control where people can access the dumping area and will provide a safer environment for the residents, as we will be able to close off certain bays when a compactor is down for maintenance, repair of de-clogging. In addition it will allow us to secure the building at night or during closures. The total in the capital forecast for this request is \$75,000. Our actual request is for **\$40,000**

Lumped together the total capital request for these three items is **\$278,000**. We respectfully request an appropriation from the Municipal Improvement fund along with bond and note authorization for a total of \$278,000.00

Respectfully,

A handwritten signature in black ink, appearing to read "Peter A. Ratkiewich", with a long horizontal flourish extending to the right.

Peter A. Ratkiewich, P.E.
Director of Public Works

JUSTIFICATION FOR A EQUIPMENT/VEHICLE

DEPARTMENT INFORMATION

DEPT NAME: **Public Works - Highway** Date: **8/17/2020**

EQUIPMENT OR VEHICLE NAME AND DESCRIPTION
 Vehicle #38 - Ford F550 w/Rack body, Lift gate, plow, and sander
 Vehicle #44 - Kubota Mini Excavator

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
 If no, why not?

APPROXIMATE COST:	Truck #38 - \$105,000 MiniExc - \$ 73,000 total \$178,000	COST IN CAPITAL FORECAST:	\$180,000
Source of funds:	TBD -- per Finance Director		

ESTIMATED USEFUL LIFE: **15 years**

Has an RFP been issued?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	budget pricing per Sourcewell, (Kubota) and State bid, ((truck); Westchester is Local Kubota Vendor; Gengras supplies at State bid price and is superior for maintenance.
Have bids been received?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Number of bids received: _____ Prices per Sourcewell and State Bid
Was the lowest bid the winner?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If not, why? _____ Prices per Sourcewell and State Bid

How will the equipment/vehicle be used?
 The truck is used for plowing and sanding in the winter, and combined with the Excavator for in-house trenching, stream cleaning, and miscellaneous excavation work during the non-winter months

Is it a replacement? YES NO
 If yes, describe condition of what is to be replaced: **truck - heavily used for both plowing and hauling; Excavator-well past end of useful life**
 Pictures attached? YES NO

FINANCE

This section to be completed by the Finance Director.

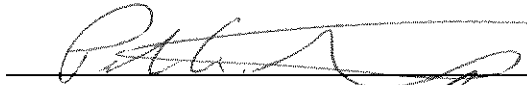
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

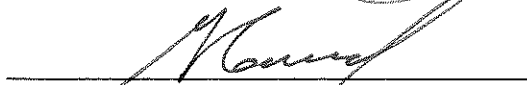
REVIEW/SIGN-OFF

DEPARTMENT HEAD



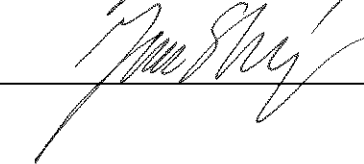
DATE: 8/17/2020

FINANCE DIRECTOR



DATE: 8/18/2020

FIRST SELECTMAN



DATE: 8/17/2020

SEGRAS FORD
 225 NEW BRITAIN AVE
 PLAINVILLE, CT 06062
 8607276212

TOWN OF WESTPORT
 300 SHERWOOD ISLAND CORRECTOR
 WESTPORT CT 06880
 PH (860)341-1047
 NOEMAIL@KOEEMAIL.COM

YEAR	MAKE	MODEL	NEW USED, DEMO	VEHICLE IDENT. OR SERIAL NO.
2019	FORD	F-550	NEW	1FDUFSHT5KKE91887
SALESMAN RADO, GORDON			DEALER LICENSE #	ODOMETER READING
			COLOR	WHITE

NO INSURANCE IS INCLUDED IN THE SALE OF THIS VEHICLE

GROUP DESCRIPTION PRICE

PO#: 20200132-00
 LIER:

Dealer Conveyance Fee is not payable to the State of CT. This Fee is Negotiable.

TR02
Scott R. Sullivan
 Town of Westport CT
 Scott R. Sullivan

TERMS OF GUARANTEE:
 THIS MOTOR VEHICLE NOT WARRANTED BY _____ THIS VEHICLE IS SUBJECT TO A LIMITED WARRANTY OF _____ FOR _____ MILES OR _____ MONTHS, WHICHEVER OCCURS FIRST. COPY GIVEN TO CUSTOMER.
 THIS MOTOR VEHICLE IS GUARANTEED BY A LIMITED WARRANTY FOR _____ DAYS OR _____ MILES WHICHEVER OCCURS FIRST ON A 100% BASIS. THIS GUARANTEE COVERS THE FULL COST OF BOTH PARTS AND LABOR OF THOSE SYSTEMS WHICH RENDER THE VEHICLE MECHANICALLY OPERATIONAL. ALL WORK DONE IN OUR SHOP ONLY.

YEAR	MAKE	MODEL	OPOMETER READING	VEHICLE IDENT. OR SERIAL NO.
USED VEHICLE TRADED				
FINANCE COMPANY				

DATE	DEAL NO.	STOCK NO.
02/24/2020	35314	19F0635
CUSTOMER DESCRIPTION	COST	SALE
PRICE OF VEHICLE		92245.68
PRICE OF VEHICLE		
SALES TAX		
REGISTRATION AND TITLE		
DEALER CONVEYANCE FEE		
TOTAL CASH PRICE		
GAP PROTECTION		
VENDOR'S SINGLE INT. INS.		
TOTAL TIME PRICE		
DEPOSIT		92245.68
CASH ON DELIVERY		N/A
FACTORY REBATES		N/A
USED CAR ALLOWANCE		N/A
PAYMENTS		N/A
MONTHS	92245.68	
FINANCING APR.	0.00	
FINANCE CO.		
TOTAL		
LEASER PAYOUT		92245.68
CONTRACT IN TRANSIT		92245.68
VALUE OF TRADE		
STOCK NO.		



TOWN OF WESTPORT
Finance Department
 Town Hall, Room 313/314, 110 Myrtle Ave
 Westport, CT 06880
 Telephone 203-341-1000

Purchase Order

Fiscal Year 2020

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **20203394-00**

CONFIRMING ORDER - DO NOT DUPLICATE

HIGHWAY DEPARTMENT
 TOWN OF WESTPORT
 300 SHERWOOD ISLAND CONNECTOR
 WESTPORT, CT 06880

Delivery must be made within doors of specified destination.

B
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TRI-STATE EQUIP REBUILDING, INC
 50 BALA RIDGE RD
 OXFORD CT 06478

S
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EQUIPMENT MAINTENANCE DEPT
 TOWN OF WESTPORT
 300 SHERWOOD ISLAND CONNECTOR
 WESTPORT, CT 06880

TAX EXEMPT IRS ID NO. 06-6002128

Vendor Phone Number 203-267-6845		Vendor Fax Number 203-267-4643		Requisition Number 3670		Delivery Reference	
Date Ordered 03/19/2020	Vendor Number 6014	Date Required	Freight Method/Terms		Department/Location ENGINEERING		
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price		
1	4.0 CU. YARD SALT DOGG MATERIAL SPREADER MODEL #1400500SSH AS QUOTED 2/13/2020 #18831 FOR TRUCK #60 10103321 - 543000	1.0	EACH	\$6,977.50	\$6,977.50		

Complete Partial

PO Total **\$6,977.50**

REC'D BY _____ DATE _____

 AUTHORIZED DEPT. SIGNATURE (FOR PAYMENT)

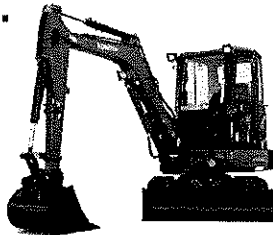
RECEIVING COPY

By Amy A. Bando
 Authorized Signature

WESTCHESTER TRACTOR, INC.

THE BEST DON'T REST

60 INTERNATIONAL BLVD.
 BREWSTER, NY 10509
 Phone (845) 278-7766 Fax (845) 278-4431
 Web: <http://www.wtractor.com>



Quotation

QUOTE DATE: July 21, 2020
 Quotation valid for (days): 30
 Quotation valid until: August 20, 2020
 Prepared by: Paul Bartek
 Salesman's Phone #: (845) 207-7268
 Salesman's Email: paulb@wtractor.com

Customer Information:

Town of Westport	PHONE	EXT	FAX
	CELL		
	EMAIL		



MACHINE AND OPTIONS	PRICE
KX040-4S3A	\$ 64,590.00
STEEL TRACKS	
AC/HEAT	
CAB	
ANGLE DOZER BLADE	
CONTERWEIGHT	
QUICK COUPLER	\$ 948.00
12" BUCKET	\$ 969.00
24" BUCKET	\$ 1,311.00
30" GRADING BUCKET	\$ 1,445.00
BUDGET NUMBERS	
TRADE UNITS	

TOTAL	\$ 69,263.00
TOTAL TAX	\$ -
TOTAL PRICE	\$ 69,263.00

PLUS TAX IF APPLICABLE

THANK YOU FOR YOUR BUSINESS!

JUSTIFICATION FOR A EQUIPMENT/VEHICLE

DEPARTMENT INFORMATION

DEPT NAME: **Public Works - Highway** Date: **8/17/2020**

EQUIPMENT OR VEHICLE NAME AND DESCRIPTION
 Yard Equipment: Garage Doors on Freightliner bays: \$18,180 Doors +\$11,700 Electrical +Carpentry \$5,000
 Total \$34,880 + 5% cont. (\$1,744) = \$36,624 : **Request \$37,000**

 Prefabricated Storage Building for waste oil tanks, (SPCC req't) - \$21,425 + shipping – **Request \$23,000**

Total Request - \$60,000

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
 If no, why not?

APPROXIMATE COST: **\$60,000** COST IN CAPITAL FORECAST: **\$75,000**
 Source of funds: **TBD – per Finance Director**

ESTIMATED USEFUL LIFE: **15 years**

Has an RFP been issued? YES NO Crawford Door – sole respondent; E&S on-call electrical contractor; AFE – low bid
 Have bids been received? YES NO Number of bids received: **see above**
 Was the lowest bid the winner? YES NO If not, why?

How will the equipment/vehicle be used?
 The Garage doors are part of a 2-phase plan to place doors on all the Freightliner Bays. This will keep the diesel engines warmer in the winter and solve a serious bird problem we have in the spring and summer. This has been a problem for years; deteriorates the truck paint and costs man-hours to maintain the trucks in a clean and ready condition

 The Storage building is needed to store 55 gallon drums of waste oil and be compliant with DEEP regulations for Spill Prevention Control and Countermeasures, (SPCC). The new building will be sealed at the base and will prevent oil from running out from the building in the event of a spill.

Is it a replacement? YES NO Yes. Garage doors are new, (should have been installed when built); and replace various attempts to solve the bird problem with tarps, plastic etc.. The shed is a replacement of a non-compliant shed
 If yes, describe condition of what is to be replaced: **Doors replace tarps that don't work and have to be replaced each year; Storage shed replaces non-compliant storage shed**

 Pictures attached? YES NO

FINANCE

This section to be completed by the Finance Director.

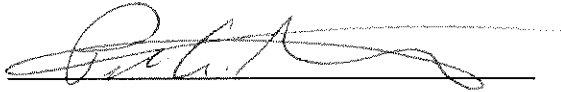
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD



DATE: 8/17/2020

FINANCE DIRECTOR

DATE: _____

FIRST SELECTMAN



DATE: 8/17/2020

PROPOSAL

CRAWFORD DOOR OF STRATFORD, INC.

200 Stagg Street
Stratford, CT 06615
Phone (203) 378-4805 378-6880
Fax (203) 386-9629

PROPOSAL SUBMITTED TO Town of Westport	PHONE Scott 203-341-5085	DATE 7/23/20
STREET 300 Sherwood island Connector	JOB NAME Garage Sectional Overhead Doors	
CITY, STATE Westport, Ct	JOB LOCATION Garage Sectional Overhead Doors	

Furnish and install into your prepared opening the following: SECTIONAL OVERHEAD DOORS

Three (3) 12'0" x 12'0" steel sectional overhead doors steel insulated solid color charcoal
Motor operated inside side locks 12" standard lift track torsion springs 2" bracket mount
To wood strut top sections weather stops.

Three (3) Commercial Electric Operators Trolley Drawbar model MT5011U 115/1 12ft rails
Constant pressure to close.

TOWN TO PREPARE OPENINGS AND MOVE ELECTRICAL INCLUDING LIGHTS.

FOR THE SUM OF.....\$7685.00 TAX EXEMPT

SIGN COPY AND RETURN TO ORDER

All Electrical wiring including control wiring and mounting of Electrical components is by others

E MAIL ADDRESS: crawforddoorct@aol.com

CERTIFIED WOMEN BUSINESS ENTERPRISE

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:
SEVEN THOUSAND SIX HUNDRED EIGHTY-FIVE 00/100

Dollars \$7685.00

Payment to be made as follows: NET 30 DAYS

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice costs will be executed only upon written orders, and will become alteration or deviation from above specifications involving extra

an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Signature LENORE ESPOSITO

Note: This proposal may be withdrawn by us if not accepted within 30 days.

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

Signature _____

Date of Acceptance: _____

Signature _____

PROPOSAL

CRAWFORD DOOR OF STRATFORD, INC.

200 Stagg Street
Stratford, CT 06615
Phone (203) 378-4805 378-6880
Fax (203) 386-9629

PROPOSAL SUBMITTED TO Town of Westport	PHONE Scott 203-341-5085	DATE 7/23/20
STREET 300 Sherwood Island Connector	JOB NAME Transportation Dept.	
CITY, STATE Westport, Ct	JOB LOCATION	

Furnish and install into your prepared opening the following:

One 12'0" x 11'5" Steel Rolling Door with total height at 13'6" Insulated Powder coat Gray Face mount on the inside to steel. Motor operated ½ hp 115/1 with Timer and constant Pressure to close on push button.

FOR THE SUM OF.....\$10,495.00 TAX INCLUDED

SIGN COPY AND RETURN TO ORDER.

All Electrical wiring including control wiring and mounting of Electrical components is by others

E MAIL ADDRESS: crawforddoorct@aol.com

CERTIFIED WOMEN BUSINESS ENTERPRISE

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:
TEN THOUSAND FOUR HUNDRED NINETY-FIVE 00/100

Dollars \$10,495.00

Payment to be made as follows: TERMS 30 DAYS

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice costs will be executed only upon written orders, and will become alteration or deviation from above specifications involving extra

Signature LENORE ESPOSITO

an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

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

Signature _____

Date of Acceptance: _____

Signature _____

ELECK & SALVATO

#2232

ELECTRIC, INC.

FOUR FITCH STREET
EAST NORWALK, CT 06855
PHONE (203) 838-1900 FAX (203) 854-0470

PROPOSAL

Town of Westport Building Maintenance
Attn: Scott Sullivan
Public Works
300 Sherwood Island Connector
Westport Ct. 06880

7/29/2020

RE: Electrical Modifications for New Garage Doors at Transfer station, and Truck Shed
300 Sherwood Island Connector

Eleck & Salvato Electric, Inc. is pleased to present you with our recommended Budgets to furnish labor, material, and equipment to install new conduits wiring, devices and disconnects as needed, for the installation of new garage doors in the transfer station and the truck shed per on site review.

Transfer station doors \$13,200.00

Replace existing 600volt 30amp 3 phase disconnects, and load side conduits to supply power and wire new door control stations for the 3 doors on the east side of building.

Notes:

- Existing feeders to be reused
- All conduits to be heavy wall steel galvanized
- Single door station at each door

Truck Shed \$11,700.00

Relocate lighting and outlets to allow for new equipment, and install new power and pushbutton stations for new overhead doors

Notes:

- All conduit shed 40 pvc
- Westport DPW to provide new surface at door columns for device mounting

General Notes:

- All work figured for normal work hours.
- All work figured as one project
- No engineered drawings included
- All work outside of this scope to be performed as a separate job or on a time and material bases
- Permit fees Not included.
- Taxes not included

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

Recommended Budget if performed as one job

Twenty-Four Thousand Nine Hundred Dollars (\$24,900.00)

Payment to be made as follows:

% work performed monthly, remaining balance upon completion

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

Authorized Signature:

[Handwritten Signature]
Kevin C Dugan President Eleck and Salvato Electric inc.

Date:

29 July 2020

Note: This proposal may be withdrawn by us if not accepted within 30 days.

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

Authorized Signature: _____

Date of Acceptance: _____



Associated Fiberglass Enterprises

Quote 373-071720

DATE: 7/17/2020

Customer Town of Westport CT
 ADDRESS _____
 ADDRESS _____
 PROJECT _____

POC Scott Sullivan
 FAX _____
 PHONE _____
 email ssullivan@westportct.gov

DESCRIPTION	Length	Width	Height	QTY	UNIT PRICE	EXTENDED
SHELTER MODEL 96120	8'-0"	10'-0"	7'-0"	1	\$17,325.92	\$17,325.92
<ul style="list-style-type: none"> * Fiberglass reinforced polyester skin with 1 inch isocyanurate foam insulating core * White UV protective polyester gelcoat * Stainless steel piano hinge with crash stop and foam gasket on 36" x 80" double doors * Stainless steel lockset on main door, barrel bolts on passive door * Fiberglass awning above doorway * Equipment mounting board * 125 amp main lug 8 circuit panel in a NEMA 3R plastic enclosure * Pre-wired using 12 ga. wiring in U.L. listed non metallic flexible conduit * Two duplex outlets (15a, 120v) * Interior vapor proof lamp assembly * Corrosion resistant fan (8" 698 cfm) with screened fiberglass hood * Fixed aluminum ventilation louver * 1500w Heater with dedicated outlet * External weatherproof switch for light and fan * Internal mounting flange 3" x 1/4" * Galvanized lifting eyes 						
TOTAL						\$17,325.92
Estimated freight to Westport CT						\$4,100.00
						\$17,483.41

Quote good for 60 days
 Expected delivery: 6 to 8 weeks after signed order and drawings
 Sales tax not included
 Terms: net 30 days upon approved credit

Acceptance of Quotation _____

Company _____

By: _____

Date: _____

Associated Fiberglass Enterprises
 2411 Weaver St.
 Haltom City Texas 76117
 office 817-838-6786 fax 817-838-6789

JUSTIFICATION FOR A EQUIPMENT/VEHICLE

DEPARTMENT INFORMATION

DEPT NAME: **Public Works – Solid Waste** Date: **8/17/2020**

EQUIPMENT OR VEHICLE NAME AND DESCRIPTION
 Overhead Doors for 3 front bays for resident drop off area:
 Doors and Motors - \$23,840; Electrical \$13,200; Total - \$37,000
 Cont.- \$ 3,000
Request - \$40,000

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
 If no, why not?

APPROXIMATE COST: **\$40,000** COST IN CAPITAL FORECAST: **\$75,000**
 Source of funds: **TBD- per Finance Director**

ESTIMATED USEFUL LIFE: **15 years**

Has an RFP been issued? YES NO Crawford Door sole respondent; E&S is on-call electrical contractor for Transfer Station
 Have bids been received? YES NO Number of bids received: **see above**
 Was the lowest bid the winner? YES NO If not, why?

How will the equipment/vehicle be used?
 The doors will be used for flow control. The existing doors are non-functional and have been for years. Having working doors will allow us to control where and how Solid Waste is deposited when one or the other compactor is down for maintenance, repair, or de-clogging. They will also allow us to secure the building at night or during closures

Is it a replacement? YES NO
 If yes, describe condition of what is to be replaced: **non-functional**
 Pictures attached? YES NO

FINANCE

This section to be completed by the Finance Director.

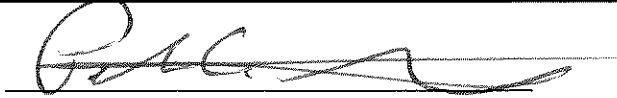
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD

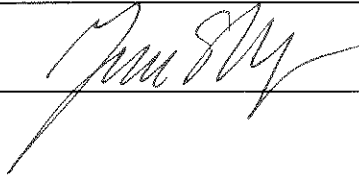


DATE: 8/17/2020

FINANCE DIRECTOR

DATE: _____

FIRST SELECTMAN



DATE: 8/17/2020

PROPOSAL

CRAWFORD DOOR OF STRATFORD, INC.

200 Stagg Street
Stratford, CT 06615
Phone (203) 378-4805 378-6880
Fax (203) 386-9629

PROPOSAL SUBMITTED TO Town of Westport	PHONE Scott 203-341-5085	DATE 7/23/20
STREET 300 Sherwood island Connector	JOB NAME Garage	
CITY, STATE Westport, Ct.	JOB LOCATION	

Furnish and install into your prepared opening the following: ROLLING DOOR CURTAINS AND MOTORS

One 16'0" x 12'0" 1) 22'0" X 12'0" 1) 10'0" X 12'0" Complete steel rolling door Curtain Only 22ga
3" slats—non-insulated
With windlocks gray finish, including bottom bar with bottom astragal.
Remove old curtains and haul.

FOR THE SUM OF.....\$15,065.00 TAX EXEMPT

ELECTRIC OPERATORS: Replace three (3) Gearhead electric operators ½ hp 460/3
With one up-down-stop button per unit.

FOR THE SUM OF.....\$8775.00 TAX EXEMPT

All Electrical wiring including control wiring and mounting of Electrical components is by others

E MAIL ADDRESS: crawforddoorct@aol.com

CERTIFIED WOMEN BUSINESS ENTERPRISE

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:
SEE ABOVE

Dollars

Payment to be made as follows: NET 30 DAYS

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice costs will be executed only upon written orders, and will become alteration or deviation from above specifications involving extra

Signature LENORE ESPOSITO

an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

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

Signature _____

Date of Acceptance: _____

Signature _____

ELECK & SALVATO

#2232

ELECTRIC, INC.

FOUR FITCH STREET
EAST NORWALK, CT 06855
PHONE (203) 838-1900 FAX (203) 854-0470

PROPOSAL

Town of Westport Building Maintenance
Attn: Scott Sullivan
Public Works
300 Sherwood Island Connector
Westport Ct. 06880

7/29/2020

RE: Electrical Modifications for New Garage Doors at Transfer station, and Truck Shed
300 Sherwood Island Connector

Eleck & Salvato Electric, Inc. is pleased to present you with our recommended Budgets to furnish labor, material, and equipment to install new conduits wiring, devices and disconnects as needed, for the installation of new garage doors in the transfer station and the truck shed per on site review.

Transfer station doors \$13,200.00

Replace existing 600volt 30amp 3 phase disconnects, and load side conduits to supply power and wire new door control stations for the 3 doors on the east side of building.

Notes:

- Existing feeders to be reused
- All conduits to be heavy wall steel galvanized
- Single door station at each door

Truck Shed \$11,700.00

Relocate lighting and outlets to allow for new equipment, and install new power and pushbutton stations for new overhead doors

Notes:

- All conduit shed 40 pvc
- Westport DPW to provide new surface at door columns for device mounting

General Notes:

- All work figured for normal work hours.
- All work figured as one project
- No engineered drawings included
- All work outside of this scope to be performed as a separate job or on a time and material bases
- Permit fees Not included.
- Taxes not included

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

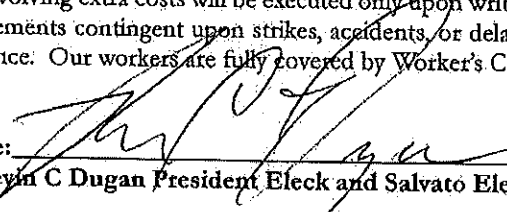
Recommended Budget if performed as one job

Twenty-Four Thousand Nine Hundred Dollars (\$24,900.00)

Payment to be made as follows:

% work performed monthly, remaining balance upon completion

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

Authorized Signature:  Date: 29 July 2020
Kevin C Dugan President Eleck and Salvato Electric Inc.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

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

Authorized Signature: _____ Date of Acceptance: _____