



Board of Education Regular Meeting Agenda  
501 Kings Highway East, 2<sup>nd</sup> Floor Board Conference Room  
June 26, 2018  
7:30 PM

1. Call to Order of the Regular Meeting of the Board of Education and Roll Call

2. Pledge of Allegiance

3. Public Comment\*

4. Presentation: CABA E-Meeting Board Document Program, Ms. Lisa Steimer

5. Old Business

A. Approval of FPS Educator Evaluation Plan Revisions

**Recommended Motion:** "that the Board of Education approve the FPS Educator Evaluation Plan Revisions dated June 2018"

B. Discussion of Board Goals

C. Discussion of Structural Change Ideas

(Enclosure No. 1)

6. New Business

A. Financial Report and Approval of Budget Transfers for the 2017-2018 School Year, Mrs. Munsell

**Recommended Motion:** "that the Board of Education approve the line item transfers for the 2017-2018 fiscal year as detailed in the Financial Statement per Enclosure No. 2"

(Enclosure No. 2)

B. Approval of the Holland Hill FF&E Plans and Specifications

**Recommended Motion:** "that the Board of Education approve the plans and specifications for the Holland Hill FF&E"

(Enclosure No. 3)

7. Approval of Minutes

**Recommended Motion:** "that the Board of Education approve the *Special* Minutes of June 7, 2018 and June 12, 2018, and the *Regular* Minutes of June 12, 2018"

(Enclosure Nos. 4,5,6)

8. Superintendent's Report

9. Committee/Liaison Reports

10. Open Board Comment

11. Public Comment\*

12. Adjournment

**Recommended Motion:** "that this Regular Meeting of the Board of Education adjourn"

*\*During this period the Board will accept public comment on items pertaining to this meeting's agenda from any citizen present at the meeting (per BOE By-Law, Article V, Section 6). Those wishing to videotape or take photographs must abide by CGS §1-226.*

CALENDAR OF EVENTS

August 28, 2018 Regular Meeting	7:30 PM	501 Kings Hwy East 2 <sup>nd</sup> Floor Board Conference Room
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RELOCATION POLICY NOTICE

*The Fairfield Public Schools System provides services to ensure students, parents and other persons have access to meetings, programs and activities. The School System will relocate programs in order to ensure accessibility of programs and activities to disabled persons. To make arrangements, please contact the office of Special Education, 501 Kings Highway East, Fairfield, CT 06825, Telephone: (203) 255-8379.*



**To:** Board of Education  
**From:** Philip Dwyer, Chairman  
**Re:** Continued Conversation on “Operational Effectiveness”  
**Date:** June 22, 2018

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As you know, the Board has been discussing the best approach to investigating topics that might qualify as “structural change” and lead to operational effectiveness. As a reminder:

**Ad Hoc Committee:** This group was formed in 2017, held two meetings and the Superintendent produced a memo outlining the 65 ideas that were discussed. She highlighted ideas that the Board could continue to explore. At the November 2017 board meeting, the Board voted to disband the Ad Hoc Committee.

**Special Meetings:** The Board held one meeting and discussed Dr. Jones’ suggested topics. The Board agreed that some topics deserved a continued conversation, while others did not. However, board members’ schedules were pressed for time with budget, Mill Hill and other issues, and additional meetings were not scheduled.

**“Business” Meetings:** Dr. Jones suggested groups of three board members meet to discuss topics that appeared to be of a specific interest to individual board members. FOIA in CT states there are only two types of meetings – Regular and Special, and the discussion at our last board meeting clarified that if we named these as Ad Hoc Committees under our by-laws, they would be public meetings. The board agreed that, by any name, topics of this nature should be discussed with public notice.

**Current status:** Six major topics (board members are always welcome to suggest others) need further exploration, based on the requirement to report to the state in spring 2019, and should be in this order:

1. **K-2 and 3-5 grade configuration model.** The Finance Committee had one meeting to explore this option. Some board members felt the full board should first discuss the educational merits of this option, before the Finance Committee explored the specific

financial aspects. Dr. Jones suggested staff could be ready to discuss this at the September 25<sup>th</sup> meeting.

2. **Magnet Program.** While various options could be explored, the idea of having an International Baccalaureate program offered at McKinley School has been most frequently mentioned as a good addition to our educational opportunities AND as a means of changing the racial balance of that school. Same comment on timing as above.
3. **Re-districting.** As part of the Mill Hill discussion, this topic will need to be addressed during the 2018 – 2019 school year.
4. **WFC/ECC facility issues.** The ECC program has outgrown the FWHS site and the leased site for the WFC program is a source of concern for the BOE. Identifying alternate locations for these programs is an issue for further discussion. This was proposed for October 23<sup>rd</sup> with committee work done prior to that date.
5. **Class size guidelines.** Using grades 3 – 5 as an example, our policy allows for up to 30 children per class. However, administrative guidelines identify 25 as the desired limit. When a 3-section school gets to 25, 25, and 26, a fourth section is created. An idea was suggested, in conjunction with preparing last year's budget, that perhaps we should create the split when all three sections get to 26, 26, 26 (i.e. a school with 25, 26, 26 would be acceptable). Discussion on this was proposed for October 23<sup>rd</sup> by the full Board, in conjunction with our annual discussion on budget ideas.
6. **Racial Imbalance.** We have an approved plan that requires a final report to the state by spring 2019. Our existing efforts on Open Choice and Pre-K education are to be continued, per our plan. Additionally, our plan includes a commitment to investigating a magnet program and, if none of these initiatives resolve our racial imbalance percentages, we would commit to a re-districting effort to be accomplished after both Holland Hill and Mill Hill were finished. This spring our racial "imbalance" at McKinley improved somewhat, but the state has not sent an official report to us on this topic, nor has asked for an update on current efforts. Board members differ on the best way to proceed: (1) update now, (2) have public discussion, (3) wait until the state asks for an update, and (4) complete a magnet program study and follow up with a discussion on re-districting.

Discussion of how to approach Operational Effectiveness and the items above has been placed on the agenda. I am hopeful the Board can reach consensus on the best approach to exploring these five topics at our June 26<sup>th</sup> meeting.

To: Board of Education Members  
Toni Jones, Superintendent of Schools

From: Doreen Munsell, Executive Director of Finance and Business Services

Date: June 21, 2018

Subject: 2017 – 2018 Budget Projection and Budget Transfers

Attached you will find the following documents related to the fiscal year-end:

- 2017 – 2018 Projected Expenses on June 30, 2018
- 2017 – 2018 Proposed Budget Transfers
- 2017 – 2018 Financial Reports as of June 21, 2018

Projected balances continue to be estimates until expenditures are finalized and the fiscal year is officially closed in August. The grand total unencumbered balance on the financial report is greater than our projected net year-end balance of \$40,739 because costs for hourly wages, substitutes, and FICA/Medicare, for example, are not encumbered. Certain other costs are encumbered with estimates (e.g., legal fees, commencement costs and maintenance) until actual invoices are received and paid. The unencumbered balance also includes the \$600,000 in insurance savings designated for the town.

The proposed budget transfers are in accordance with BOE Policy 3170 and are based on projected balances. As is past practice, we will continue to process transactions for the year and, if necessary, additional funds will be transferred and reported to the Board in the fall. The Board of Education will be provided with a final update on the 2017 – 2018 fiscal year after it is officially closed.

I request that the proposed 2017 – 2018 budget transfers per the attached spreadsheet be approved at the June 26, 2018 Board of Education meeting.

Fairfield Public Schools  
Board of Education  
2017-2018 Budget Transfers

		(1)	(2)	(3)	(4)
	MAJOR CLASSIFICATION	PROJECTED END OF YEAR BALANCES	MAJOR CLASSIFICATION PROJECTED END OF YEAR BALANCES	TRANSFER REQUESTS	NOTES
1	<b>Personnel Services</b>				
2	Certified Salaries	\$ 661,496			
3	Substitutes	\$ (285,432)			
4	Sped Substitutes	\$ (109,967)			
5	Non-Certified Salaries	\$ (2,868)			
6	Custodial OT	\$ 100,000			
7	Interns/Tchr Mentor Stipends	\$ 43,657			
8	Sped Summer School Salaries/Clerical Extras	\$ (44,100)			
9	Extra Curricular Salaries	\$ 39,369			
10	Wage & Benefit	\$ 129,359			
11	<b>Total Personnel Services</b>		\$ 531,514	\$ (500,000)	
	<b>Fixed Charges</b>				
12	Health Insurance	\$ 602,674			
13	Life Insurance	\$ 688			
14	Disability	\$ 7,155			
15	FICA/Medicare	\$ 16,819			
16	Pension/401(a)	\$ 16,371			
17	<b>Total Fixed Charges</b>		\$ 643,707	\$ (40,000)	
	<b>Pupil Personnel Expenses</b>	\$ (1,446,954)			
18	<b>Total Pupil Personnel Expenses</b>	\$ (1,446,954)	\$ (1,446,954)	\$ 1,450,000	
	<b>School Expenses</b>				
19	School Balances	\$ 125,000			
20	<b>Total School Expenses</b>		\$ 125,000	\$ (120,000)	
	<b>Support Expenses</b>				
21	Maintenance	\$ 3,926			
22	Legal Services	\$ -			No longer projecting deficit
23	Professional Growth Tuition	\$ (33,556)			
24	Technology Supplies/Info Mgmt	\$ 52,800			
25	Magnet School Tuition	\$ 130,843			
26	Copying/Printing/ Postage/Medical	\$ 14,711			
27	Continuing Education	\$ (39,333)			
28	Instructional Services/Supplies	\$ (297,000)			
29	Budget Reserve Balance	\$ 1,098,162			Net of Maintenance, Technology & Pension Restoration
30	<b>Total Support Expenses</b>		\$ 930,553	\$ (917,000)	
	<b>Maint/Oper/Transp.</b>				
31	Maintenance Projects	\$ (3,575)			
32	Other Maintenance Accounts	\$ 2,659			
33	Telephone	\$ 3,271			
34	Repairs	\$ (10,000)			
35	Technology	\$ 68,800			
36	Transportation	\$ (83,051)			SPED (\$307,433) Reg \$224,380
37	Electric	\$ (126,697)			
38	Heat/Commercial Gas	\$ (26,651)			
39	Water	\$ 13,918			
40	<b>Total Maint/Oper/Transp.</b>		\$ (161,326)	\$ 145,000	
	<b>Capital Outlay</b>				
41	Special Ed Equipment	\$ 65,671			
42	Technology Equipment	\$ -			
43	Oper Plant Equip/Equip Theft/Damage	\$ (9,426)			
44	School Equipment	\$ (38,000)			
45	<b>Total Capital Outlay</b>		\$ 18,245	\$ (18,000)	
46	<b>TOTAL PROJECTED BALANCE @ 6/30/18</b>		\$ 640,739	\$ -	
47	<b>Funds for Town</b>		\$ (600,000)		
48	<b>NET PROJECTED BALANCE</b>		\$ 40,739	\$ -	

**Statement of Account - Summary by  
Major Classification and Summary Object**

6/21/2018 4:17:02PM

**Fairfield Public Schools**

**Fiscal Year 2018**

**Major Classification  
Summary Object**

	<b>Appropriation As Adopted</b>	<b>Spec Appr And Trans</b>	<b>Appropriation Amended</b>	<b>Total Expenditures</b>	<b>Outstanding Encumbrances</b>	<b>Outstanding Requisitions</b>	<b>Unencumbered Balance</b>	<b>% Used</b>
<b><u>PERSONNEL SERVICES</u></b>								
101 - TEACHING STAFF	73,135,450	(1,483,491)	71,651,959	71,651,895.20	0.00	0.00	63.80	100.00%
103 - CERTIFIED SUPPORT STAFF	6,900,086	(77,993)	6,822,093	6,822,073.61	0.00	0.00	19.39	100.00%
105 - SCHOOL ADMIN STAFF	6,136,412	(7,078)	6,129,334	6,011,779.55	117,557.32	0.00	(2.87)	100.00%
107 - CENTRAL ADMINISTRATION STAFF	939,345	(193,559)	745,786	731,199.46	14,587.31	0.00	(0.77)	100.00%
109 - DIRECTOR/SUPERVISOR/MGR	677,938	178,405	856,343	839,724.00	16,618.42	0.00	0.58	100.00%
111 - SECRETARIAL/CLERICAL STAFF	3,420,454	(30,824)	3,389,630	3,354,134.91	35,497.20	0.00	(2.11)	100.00%
113 - PARAPROFESSIONAL STAFF	3,421,767	139,056	3,560,823	3,560,717.05	0.00	0.00	105.95	100.00%
115 - CUSTODIAN STAFF	3,958,379	(64,012)	3,894,367	3,813,821.14	80,557.95	0.00	(12.09)	100.00%
117 - MAINTENANCE STAFF	1,001,612	679	1,002,291	982,405.92	19,885.61	0.00	(0.53)	100.00%
121 - SUPPORT STAFF	2,387,162	182,139	2,569,301	2,528,295.30	41,004.45	0.00	1.25	100.00%
125 - SE TRAINER STAFF	1,067,713	(8,376)	1,059,337	1,038,991.25	20,345.67	0.00	0.08	100.00%
129 - PART-TIME EMPLOYMENT	2,813,085	4,194	2,817,279	2,790,283.52	0.00	0.00	26,995.48	99.04%
131 - WAGE/BENEFIT RESERVE	1,092,069	(295,466)	796,603	256,185.46	0.00	0.00	540,417.54	32.16%
133 - STAFF REPLACEMENT	(1,288,000)	1,828,071	540,071	0.00	0.00	0.00	540,071.00	0.00%
135 - DEGREE CHANGES	238,883	(170,545)	68,338	0.00	0.00	0.00	68,338.00	0.00%
307 - OTHER SERVICES	1,389,842	0	1,389,842	1,337,642.01	775.60	0.00	51,424.39	96.30%
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$107,292,197</b>	<b>\$1,200</b>	<b>\$107,293,397</b>	<b>\$105,719,148.38</b>	<b>\$346,829.53</b>	<b>\$0.00</b>	<b>\$1,227,419.09</b>	<b>98.86%</b>
<b><u>FIXED CHARGES</u></b>								
201 - HEALTH INSURANCE	21,237,869	(403,602)	20,834,267	20,201,593.39	0.00	0.00	632,673.61	96.96%
203 - LIFE/DISABILITY INSURANCE	268,198	0	268,198	260,354.66	0.00	0.00	7,843.34	97.08%
205 - SOCIAL SECURITY	2,366,437	0	2,366,437	2,365,480.45	0.00	0.00	956.55	99.96%
207 - PENSION/RETIREMENT	2,157,359	129,000	2,286,359	2,266,660.78	0.00	0.00	19,698.22	99.14%
<b>TOTAL FIXED CHARGES</b>	<b>\$26,029,863</b>	<b>\$(274,602)</b>	<b>\$25,755,261</b>	<b>\$25,094,089.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$661,171.72</b>	<b>97.43%</b>
<b><u>PUPIL PERSONNEL EXPENSE</u></b>								
301 - INSTRUCTIONAL SERVICES	46,000	24	46,024	42,114.10	725.00	0.00	3,184.90	93.08%
303 - PUPIL PERSONNEL SERVICES	2,155,277	0	2,155,277	2,464,770.00	185,413.63	2,960.00	(497,866.63)	123.10%
307 - OTHER SERVICES	597,568	330	597,898	620,722.79	114,356.79	11,676.76	(148,858.34)	124.90%
315 - RENTALS	24,962	0	24,962	24,695.00	0.00	0.00	267.00	98.93%
317 - STUDENT TRANSPORTATION	183,190	0	183,190	160,190.55	47.44	0.00	22,952.01	87.47%
319 - CONFERENCE & TRAVEL	174,629	0	174,629	160,472.03	13,566.36	0.00	590.61	99.66%
327 - PRINTING/COPYING	6,800	0	6,800	6,251.78	548.22	0.00	0.00	100.00%
329 - TUITION	4,655,361	0	4,655,361	5,852,217.58	376,952.21	8,550.00	(1,582,358.79)	133.99%
401 - INSTRUCTIONAL SUPLS/MATLS	135,000	0	135,000	104,154.26	2,457.68	0.00	28,388.06	78.97%
404 - SPLS, BKS, MATLS-DIST SUPPORT	55,500	0	55,500	14,117.28	145.20	0.00	41,237.52	25.70%
411 - TEXTBOOKS	12,000	0	12,000	10,611.85	187.90	0.00	1,200.25	90.00%
415 - OTHER SUPPLIES/MATERIALS	2,250	0	2,250	1,942.16	1,137.61	0.00	(829.77)	136.88%
601 - DUES AND FEES	1,750	0	1,750	713.50	0.00	0.00	1,036.50	40.77%
<b>TOTAL PUPIL PERSONNEL EXPENSE</b>	<b>\$8,050,287</b>	<b>\$354</b>	<b>\$8,050,641</b>	<b>\$9,462,972.88</b>	<b>\$695,538.04</b>	<b>\$23,186.76</b>	<b>\$(2,131,056.68)</b>	<b>126.47%</b>
<b><u>SCHOOL EXPENSES</u></b>								
129 - PART-TIME EMPLOYMENT	10,105	3,151	13,256	12,503.12	0.00	0.00	752.88	94.32%
301 - INSTRUCTIONAL SERVICES	19,110	(555)	18,555	13,252.47	0.00	0.00	5,302.53	71.42%
307 - OTHER SERVICES	62,425	120	62,545	26,823.64	32,793.75	0.00	2,927.61	95.32%
315 - RENTALS	129,022	0	129,022	40,439.87	25,500.00	3,975.00	59,107.13	54.19%
317 - STUDENT TRANSPORTATION	36,434	1,442	37,876	26,140.81	8,442.28	0.00	3,292.91	91.31%
319 - CONFERENCE & TRAVEL	51,978	(11,401)	40,577	24,123.31	3,180.00	0.00	13,273.69	67.29%
327 - PRINTING/COPYING	232,918	8,771	241,689	192,575.46	48,887.17	0.00	226.37	99.91%
400 - SUPPLIES, BOOKS & MATERIALS	1,308,704	2,528	1,311,232	1,154,430.69	114,713.21	4,233.72	37,854.38	97.11%
402 - INSTRUCTIONAL SPLS-DIST SUPPRT	40,000	(14,351)	25,649	15,321.37	5,819.01	0.00	4,508.62	82.42%
409 - STUDENT ACTIVITY EXPENSES	552,422	(1,300)	551,122	497,709.49	42,675.37	1,924.50	8,812.64	98.40%
415 - OTHER SUPPLIES/MATERIALS	14,370	4,029	18,399	12,593.99	3,952.04	0.00	1,852.97	89.93%
601 - DUES AND FEES	23,745	432	24,177	22,924.94	235.00	0.00	1,017.06	95.79%
<b>TOTAL SCHOOL EXPENSES</b>	<b>\$2,481,233</b>	<b>\$(7,134)</b>	<b>\$2,474,099</b>	<b>\$2,038,839.16</b>	<b>\$286,197.83</b>	<b>\$10,133.22</b>	<b>\$138,928.79</b>	<b>94.38%</b>
<b><u>SUPPORT EXPENSES</u></b>								
301 - INSTRUCTIONAL SERVICES	176,359	6,445	182,804	178,891.62	530.00	0.00	3,382.38	98.15%

**Statement of Account - Summary by  
Major Classification and Summary Object  
Fairfield Public Schools  
Fiscal Year 2018**

6/21/2018 4:17:02PM

**Major Classification  
Summary Object**

	<b>Appropriation As Adopted</b>	<b>Spec Appr And Trans</b>	<b>Appropriation Amended</b>	<b>Total Expenditures</b>	<b>Outstanding Encumbrances</b>	<b>Outstanding Requisitions</b>	<b>Unencumbered Balance</b>	<b>% Used</b>
305 - PROFESSIONAL/TECHNICAL SVCS	720,142	2,400	722,542	600,682.67	105,575.68	0.00	16,283.65	97.75%
307 - OTHER SERVICES	2,400,947	(1,279,522)	1,121,425	21,462.36	2,000.00	0.00	1,097,962.64	2.09%
309 - SECURITY SVCS/EXPENSES	175,000	20,000	195,000	137,659.23	49,437.14	0.00	7,903.63	95.95%
313 - MAINTENANCE SERVICES	855,445	0	855,445	810,664.95	45,960.00	0.00	(1,179.95)	100.14%
319 - CONFERENCE & TRAVEL	48,900	(1,384)	47,516	30,271.39	6,553.54	0.00	10,691.07	77.50%
321 - PROFESSIONAL DEVELOPMENT	337,191	38,822	376,013	355,866.68	49,022.23	127.25	(29,003.16)	107.71%
323 - POSTAGE	72,824	0	72,824	55,010.67	5,313.98	0.00	12,499.35	82.84%
325 - PERSONNEL/RECRUITMENT EXP	18,000	(4,633)	13,367	10,726.88	250.00	0.00	2,390.12	82.12%
327 - PRINTING/COPYING	65,350	3,180	68,530	63,334.21	4,547.97	0.00	647.82	99.05%
329 - TUITION	592,606	0	592,606	461,762.90	0.00	0.00	130,843.10	77.92%
401 - INSTRUCTIONAL SUPLS/MATLS	721,463	(38,698)	682,765	646,022.45	24,354.19	91,446.92	(79,058.56)	111.58%
403 - OFFICE/GENERAL SUPPLIES	15,250	0	15,250	11,389.67	1,302.48	0.00	2,557.85	83.23%
404 - SPLS, BKS, MATLS-DIST SUPPORT	0	0	0	0.00	0.00	0.00	0.00	0.00%
411 - TEXTBOOKS	1,052	51	1,103	851.75	250.54	855.95	(855.24)	177.54%
415 - OTHER SUPPLIES/MATERIALS	148,465	(2,660)	145,805	37,120.55	31,050.42	24,694.60	52,939.43	63.69%
424 - OTHER SUPPLIES	8,000	0	8,000	1,289.21	36.99	0.00	6,673.80	16.58%
601 - DUES AND FEES	54,746	(814)	53,932	40,080.78	8,513.50	0.00	5,337.72	90.10%
<b>TOTAL SUPPORT EXPENSES</b>	<b>\$6,411,740</b>	<b>\$(1,256,813)</b>	<b>\$5,154,927</b>	<b>\$3,463,087.97</b>	<b>\$334,698.66</b>	<b>\$117,124.72</b>	<b>\$1,240,015.65</b>	<b>75.95%</b>
<b><u>MAINT/OPER/TRANS</u></b>								
305 - PROFESSIONAL/TECHNICAL SVCS	25,000	94,910	119,910	61,188.83	58,721.17	0.00	0.00	100.00%
311 - UTILITY SERVICES	4,161,314	10,925	4,172,239	4,276,448.33	27,187.12	0.00	(131,396.45)	103.15%
313 - MAINTENANCE SERVICES	3,188,204	781,957	3,970,161	2,458,841.10	1,260,514.20	31,442.46	219,363.24	94.47%
317 - STUDENT TRANSPORTATION	7,983,051	0	7,983,051	7,264,104.62	801,997.24	0.00	(83,050.86)	101.04%
319 - CONFERENCE & TRAVEL	34,100	0	34,100	29,478.61	7,190.24	0.00	(2,568.85)	107.53%
321 - PROFESSIONAL DEVELOPMENT	58,745	(3,600)	55,145	22,957.26	33,690.72	0.00	(1,502.98)	102.73%
424 - OTHER SUPPLIES	315,211	(2,000)	313,211	214,853.54	96,731.34	0.00	1,626.12	99.48%
429 - MAINTENANCE/REPAIR SUPPLIES	504,000	24,030	528,030	465,403.75	41,951.83	0.00	20,674.42	96.08%
<b>TOTAL MAINT/OPER/TRANS</b>	<b>\$16,269,625</b>	<b>\$906,222</b>	<b>\$17,175,847</b>	<b>\$14,793,276.04</b>	<b>\$2,327,983.86</b>	<b>\$31,442.46</b>	<b>\$23,144.64</b>	<b>99.87%</b>
<b><u>CAPITAL</u></b>								
501 - CAPITAL OUTLAY	458,029	(8,289)	449,740	136,066.25	105,178.63	29,072.41	179,422.71	60.11%
503 - TECHNOLOGY	1,731,516	639,062	2,370,578	1,827,236.78	532,295.42	9,809.00	1,236.80	99.95%
<b>TOTAL CAPITAL</b>	<b>\$2,189,545</b>	<b>\$630,773</b>	<b>\$2,820,318</b>	<b>\$1,963,303.03</b>	<b>\$637,474.05</b>	<b>\$38,881.41</b>	<b>\$180,659.51</b>	<b>93.59%</b>
<b>GRAND TOTAL</b>	<b>\$168,724,490</b>	<b>\$0</b>	<b>\$168,724,490</b>	<b>\$162,534,716.74</b>	<b>\$4,628,721.97</b>	<b>\$220,768.57</b>	<b>\$1,340,282.72</b>	<b>99.21%</b>



**Statement of Account -  
Summary by Major Classification  
Fairfield Public Schools  
Fiscal Year 2018**

6/21/2018 4:18:18PM

<b>Major Classification</b>	<b>Appropriation As Adopted</b>	<b>Spec Appr And Trans</b>	<b>Appropriation Amended</b>	<b>Total Expenditures</b>	<b>Outstanding Encumbrances</b>	<b>Outstanding Requisitions</b>	<b>Unencumbered Balance</b>	<b>% Used</b>
Personnel Services	107,292,197	1,200	107,293,397	105,719,148.38	346,829.53	0.00	1,227,419.09	98.86%
Fixed Charges	26,029,863	(274,602)	25,755,261	25,094,089.28	0.00	0.00	661,171.72	97.43%
Pupil Personnel Expense	8,050,287	354	8,050,641	9,462,972.88	695,538.04	23,186.76	(2,131,056.68)	126.47%
School Expenses	2,481,233	(7,134)	2,474,099	2,038,839.16	286,197.83	10,133.22	138,928.79	94.38%
Support Expenses	6,411,740	(1,256,813)	5,154,927	3,463,087.97	334,698.66	117,124.72	1,240,015.65	75.95%
Maint/Oper/Trans	16,269,625	906,222	17,175,847	14,793,276.04	2,327,983.86	31,442.46	23,144.64	99.87%
Capital	2,189,545	630,773	2,820,318	1,963,303.03	637,474.05	38,881.41	180,659.51	93.59%
<b>GRAND TOTAL</b>	<b>\$168,724,490</b>	<b>\$0</b>	<b>\$168,724,490</b>	<b>\$162,534,716.74</b>	<b>\$4,628,721.97</b>	<b>\$220,768.57</b>	<b>\$1,340,282.72</b>	<b>99.21%</b>

Town of Fairfield  
Holland Hill Elementary School  
FF&E  
Phase 2 of 3

105 Meadowcroft Road  
Fairfield, CT

SDE # 051-046 EA  
May 22, 2018

KENNETH BOROSON  
A R C H I T E C T S

315 Peck Street • New Haven, CT  
p.203.624.0662 • f.203.562.1732  
WWW.KBARCH.COM

APPROVED FOR BIDDING :  
2018.XX.XX

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BID#2018-XX

TOWN OF FAIRFIELD  
PURCHASING AUTHORITY  
725 OLD POST ROAD  
INDEPENDENCE HALL  
FAIRFIELD, CT 06824

Date Submitted \_\_\_\_\_  
Delivery \_\_\_\_\_ days after receipt or order.  
Terms: Cash discount \_\_\_\_\_ % \_\_\_\_\_ days.

SEALED BIDS are subject to the standard  
instructions set forth on the attached sheets.  
Any modifications must be specifically  
accepted by the Town of Fairfield, Purchasing  
Authority.

Bidder:

\_\_\_\_\_  
Doing Business as (trade name)

\_\_\_\_\_  
Address

\_\_\_\_\_  
First Selectman

\_\_\_\_\_  
Town State

\_\_\_\_\_  
Director of Purchasing

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Fax number

\_\_\_\_\_  
Email address

Sealed bids will be received by the Purchasing Authority at the office of the Director of Purchasing,  
first floor, Independence Hall, 725 Old Post Road, Fairfield, Connecticut 06824, up to:

**11:00 a.m. on DATE 2018**

To provide labor, materials, equipment and all else necessary for furniture, fixtures and equipment installed at  
Holland Hill Elementary School as detailed in the attached specifications.

**NOTES:**

1. Bidders are to complete all requested data in the upper right corner of this page and must return this  
page and the Proposal page with their bid.
2. No bid shall be accepted from, or contracts awarded to, any person/company who is in the arrears to  
the Town of Fairfield upon debt, or contract or who has been within the prior five (5) years, a  
defaulter as surety or otherwise upon obligations to the Town of Fairfield.

**PURCHASING AUTHORITY TOWN  
OF FAIRFIELD**

**INSTRUCTIONS FOR BIDDERS TERMS  
AND CONDITIONS OF BID**

**BID PROPOSALS**

Bid proposals are to be submitted in a sealed envelope and clearly marked "**BID NO. 2018-XX.**" All prices and notations must be printed in ink or typewritten. No erasures are permitted. Bid proposals are to be in the office of the Purchasing Authority, First Floor, Independence Hall, 725 Old Post Road, Fairfield, Connecticut, prior to date and time specified, at which time they will be publicly opened.

**RIGHT TO ACCEPT / REJECT**

**AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE PURCHASING AUTHORITY OF THE TOWN OF FAIRFIELD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN OF FAIRFIELD.**

**QUESTIONS**

Questions concerning conditions and specifications should be directed to:

XXXXXXX

Inquiries must reference date of bid opening, requisition or contact number, and must be received no later than seven (7) calendar days prior to date of bid opening. Failure to comply with these conditions will result in the bidder waiving the right to dispute the bid specifications and conditions.

**PRICES**

Prices quoted must be firm, for acceptance by the Town of Fairfield, for a period of sixty (60) days. Prices shall include all applicable duties. Bidders shall be required to deliver awarded items at prices quoted in their original bid.

**F.O.B. DESTINATION**

Prices quoted shall be Net – Delivered to destination. Bids quoting other than F.O.B. Destination may be rejected.

**BID BOND**

The **BID BOND** furnished, as bid security, must be duly executed by the bidder as principal. It must be in the amount equal to five percent (5%) of the total estimated bid, as guarantee that, in case the contract is awarded to the bidder, the bidder will, within ten days thereafter, execute such contract and furnish a Performance Bond and Payment Bond.

Small businesses may elect to obtain an irrevocable letter of credit or cashier's check in lieu of the Bid Bond. Such surety must also be in an amount equal to at least five percent (5%) of the total estimated bid.

**PERMITS**

The contractor will be responsible for securing all necessary permits, state and local, as required by the Town of Fairfield. The Town will waive its application and permit fees for Town of Fairfield projects.

**PAYMENT PROCEDURES**

No voucher, claim or charge against the Town shall be paid without the approval of the Fiscal Officer for correctness and legality. Appropriate checks shall be drawn by the Fiscal Officer for approved claims or charges and they shall be valid without countersignature unless the Board of Selectmen otherwise prescribed.

**PURCHASING AUTHORITY  
TOWN OF FAIRFIELD**

**INSTRUCTIONS FOR BIDDERS  
TERMS AND CONDITIONS OF BID**

**PAYMENT PERIOD**

The Town of Fairfield shall put forth its best effort to make payment within thirty days (30) after delivery of the item acceptance of the work, or receipt of a properly completed invoice, whichever is later. Payment period shall be net thirty days

(30) unless otherwise specified. For projects that do not require a performance or bid bond, The Town of Fairfield reserves the right to retain five percent (5%) of total bid amount, which is payable ninety (90) days after final payment or acceptance of the work.

**THE CONTRACTOR**

The Contractor for the work described shall be thoroughly familiar with the requirements of all specifications, and the actual physical conditions of various job sites. The submission of a proposal shall be construed as evidence that the Contractor has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment, or materials required, or difficulties encountered which could have been foreseen had such an examination been carefully made will not be recognized.

**ASSIGNMENT OF CONTRACT**

No contract may be assigned or transferred without the consent of the Purchasing Authority.

**AWARD OF BIDS**

Contracts and purchases will be made or entered into with the lowest responsible bidder meeting specifications, except as otherwise specified in the invitation. If more than one item is specified in the invitation, the Town of Fairfield reserves the right to determine the low bidder on an individual basis or on the basis of all items included in the Invitation for Bids, unless otherwise expressed by the Town.

**PERFORMANCE AND LABOR AND MATERIAL BOND**

The successful bidder, within seven (7) business days after notification of award, will be required to furnish Performance and Labor and Material Bond provided by a company authorized to issue such bonds in the State of Connecticut, or Certified Check or properly executed Irrevocable Letter of Credit equal to a hundred per cent (100%) of the award.

In the event that a supplier required to provide evidence of insurance and a performance bond does not do so before beginning work, the Town of Fairfield reserves the right to withhold payment from such supplier until the evidence of insurance and performance bond has been received by the Town.

**GUARANTEE**

Equipment, materials and/or work executed shall be guaranteed for a minimum period of one (1) year against defective material and workmanship. The cost of all labor, materials, shipping charges and other expenses in conjunction with the replacement of defective equipment, and/or unsatisfactory work, shall be borne by the Contractor.

**CATALOGUE REFERENCE**

Unless expressly stated otherwise, any and all reference to commercial types, sales, trade names and catalogues are intended to be descriptive only and not restrictive; the intent is to indicate the kind and quality of the articles that will be acceptable. Bids on other equivalent makes, or with reference to other catalogue items will be considered. The bidder is to clearly state exactly what will be furnished. Where possible and feasible, submit an illustration, descriptive material, and/or product sample.

**PURCHASING AUTHORITY  
TOWN OF FAIRFIELD**

**INSTRUCTIONS FOR BIDDERS  
TERMS AND CONDITIONS OF BID**

**OSHA**

The bidder will certify all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended. The successful bidder will further certify that all items furnished under this project will conform and comply with Federal and State of Connecticut OSHA standards. The successful bidder will agree to indemnify and hold harmless the Town of Fairfield for any and all damages that may be assessed against the Town.

**LIFE CYCLE COSTING**

Where applicable, Life Cycle Costing will be used as a criterion for awarding bids. This is a method of calculating total cost of ownership of an item over the life of the product, which may include operation and maintenance expenses, transportation, salvage value, and/or disposal costs.

**INSURANCE COVERAGE**

The successful bidder will be required to furnish a Certificate of Insurance naming the Town of Fairfield as the additional insured. **The insurance is to be suitable Contractor's Liability and Worker's Compensation, thereby making the Town of Fairfield harmless from all eventualities that may occur relative to this Bid and the resulting purchase order or contract.** The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of \$1,000,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, and Employer's Liability \$100,000 (each accident) to the Town of Fairfield.

**INDEMNIFICATION**

In addition to providing insurance, the successful bidder shall indemnify and hold the Town, its employees, officers and agents harmless from all claims and demands of any nature for any loss, damage or injury which any person may suffer by reason of or in any way arising out of work required by this Bid and any resulting contract or purchase order issued pursuant to it.

**BID SUBMITTALS / PRESENTATION REQUIREMENTS:** The Town of Fairfield is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Bidders are encouraged to submit bids that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the bid for review. All bid pages should be secured with a binder clip, staple or elastic band, and may not be submitted in plastic binders or covers, nor may the bid contain any plastic inserts or pages.

**FEDERAL, STATE, AND LOCAL LAWS**

All applicable Federal, State and local laws, rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

**All work is to be done in accordance with the Davis-Bacon Act, as amended, that is conditions of Prevailing Wage shall apply.**

**CONFLICT OF INTEREST**

No officer or employee or member of any elective or appointive board, commission or committee of the town, whether temporary or permanent, shall have or acquire any financial interest gained from a successful bid, direct or indirect, aggregating more than one hundred dollars (\$100.00), in any project, matter, contract or business within his/her jurisdiction or the jurisdiction of the board, commission, or committee of which he/she is a member. Nor shall the officer/employee/member have any financial interest, direct or indirect, aggregating more than one hundred dollars (\$100.00) in any contract or proposed contract for materials or services to be furnished or used in connection with any



**PURCHASING AUTHORITY  
TOWN OF FAIRFIELD**

**INSTRUCTIONS FOR BIDDERS  
TERMS AND CONDITIONS OF BID**

project, matter or thing which comes under his/her jurisdiction or the jurisdiction of the board, commission, committee of which he/she is a member.

**SCOPE OF WORK/SITE INSPECTIONS**

The bidder declares that the scope of the work has been thoroughly reviewed and any questions resolved (see above for name and number of individual to contact for questions).

If applicable, the bidder further declares that the site has been inspected as called for in the specifications (q.v.).

**EXCEPTION TO SPECIFICATIONS**

No protest regarding the validity or appropriateness of the specifications or of the Invitation for Bids will be considered, unless the protest is filed in writing with the Purchasing Authority prior to the closing date for the bids. All bid proposals rendered shall be considered meeting the attached specifications unless exceptions are noted on a separate page dated and signed by the bidder.

**UNLESS OTHERWISE NOTED**

It will be assumed that all terms and conditions and specifications will be complied with and will be considered as part of the Bid Proposal.

**TAX EXEMPT**

Federal Tax Exemption 06-75-0063-K

Exempt from State Sales Tax under State General Statutes Chapter 219-Section 12-412 Subsection A. No exemption certificates are required and none will be issued.

# TERMS AND CONDITIONS

## Compliance With Law

In furnishing the goods and/or services ordered. Seller shall comply with all applicable Federal, State and Local laws and regulations, including: The *Fair Labor Standards Act of 1938*, as amended; the *Vietnam Era Veteran's Readjustment Assistance Act of 1972* (Affirmative Action for Disabled Veterans of the Vietnam Era clause), as amended; the *Rehabilitation Act of 1973* (Affirmative Action for Handicapped Workers clause), as amended; and the Equal Opportunity clause, Part 60-1.4 paragraphs (1) through (7) as required by *71 C.F.R. 47 Public Contracts and Property/Management Regulation*. Each of these provisions is incorporated herein, unless this transaction is exempt and the Seller submits the documentation required by the aforementioned Acts and Regulations.

This order shall be construed according to the law of the State of Connecticut regardless of its place of performance and without regard to its rules of conflict of laws.

The Town has the right to reject, without penalty, any goods or services not conforming to bill specifications or catalogue description.

By accepting this purchase order, the Seller represents that it has all insurance required to provide the goods or services required under the purchase order, and if applicable, has provided a certificate of insurance to the Town showing the required limits and the Town as an additional named insured.

The Town, its employees and agents shall not be liable to the Seller or any other person or entity for any damage (Including Indirect and consequential damage), injury, loss or claim (including claims for interruption of or loss to business) based on or arising out of any cause whatsoever relating to the goods or services provided under this purchase order. Furthermore, the Seller shall reimburse the Town, its employees and agent for any loss or expense, and shall indemnify, defend and hold them harmless from and against all costs, damages, claims, liabilities, expenses (Including professional fees), losses, penalties and court costs suffered by or claimed against them, directly or indirectly, based on or arising out of, in whole or in part, the use of the goods or provision of the services that are the subject of this purchase order.

The Seller agrees that any legal action brought as a result of this purchase order shall be brought in the court of the State of Connecticut having jurisdiction over the subject matter of the suit.

## INVITATION TO BID 00 1119

Sealed Bids for **Furniture, Fixtures & Equipment** will be received by the Town of Fairfield at the office of the Director of Purchasing, First Floor, Independence Hall, 725 Old Post Road, Fairfield, CT 06824 until **(Time and Date to be submitted)** and at that time and place will be publicly opened and read aloud. No bids will be received after **(Time to be submitted)** on the day the bids are to be opened.

The Town of Fairfield, Board of Education (BOE), is seeking bids on Furniture, Fixtures & Equipment for **Holland Hill Elementary School**. Stand-alone bid prices are to be provided for each Bid Package Category.

Any purchase order resulting from this Invitation to Bid will be managed by Kenneth Boroson Architects, as the Project Architect, and as directed by the Town of Fairfield Board of Education.

Bids must be enclosed in an opaque sealed envelope and plainly marked with the name of the Project Title **"Furniture, Fixtures & Equipment for Holland Elementary School"** and shall contain the name and address of the bidder on the envelope.

Bid Documents may be obtained by contacting Universal Printing or via the Town of Fairfield Purchasing website.

All bidders will be required to purchase a minimum of one (1) full set of Bid Documents including plans. The Bid Documents will be available for a non-refundable fee plus tax and shipping made payable to Joseph Merritt & Company.

Each Bid shall be submitted in accordance with the Instructions to Bidders and Supplementary Instructions to Bidders.

**Complete instructions for filing Bids are included in the Instructions to Bidders and Supplementary Instructions to Bidders and in the supplemental information as provided by Fairfield Purchasing Department included herein.**

After review of the factors set forth in the Instructions to Bidders, the TOWN reserves the right to reject any and all Bids, to make an award, or to decline to make an award.

Contact xxx, Director of Purchasing [xxx@fairfieldct.org](mailto:xxx@fairfieldct.org) for further information.

**END OF SECTION**

## **SUPPLEMENTARY INSTRUCTIONS TO BIDDERS**

### **SECTION 00210**

#### **ARTICLE 0: SUCESSFUL BIDDER'S SCOPE OF SUPPLY**

The successful bidder shall, if provided an Owner written notice of lowest responsible bidder status and upon joint execution of a formal written purchase order:

- a) **Deliver to a specified indoor location at the School acceptable to the Town [tailgate delivery shall not be permitted]; and (b) uncrate, unpack or otherwise remove from all shipping containers, pallets, etc. outside of the facility; and (c) provide all required handyman/laborer tools for, and fully assemble all furniture and equipment per manufacturer recommendations and instructions; and (d) move and position all furniture and equipment to locations set forth in the "Furniture Plan" drawings; and (e) perform utility connections and hookups; and (f) remove all crates, packing materials, shipping containers, pallets, etc. from the School property and dispose of said items in a proper and acceptable manner. The above tasks are collectively referred to in the bid documents and herein as the "delivery".**

#### **ARTICLE 1: CONTRACT DOCUMENTS**

- 1.1 A Purchase Order if awarded shall include without limitation the Invitation to Bid, Bid Form, The Statement of Bidder's Qualifications, Bid Specifications, Drawings, Quantity/Specification Matrix and Location Requirements (collectively the "Contract Documents").
- 1.2 The Contract Documents are to be considered as one, and whatever is called for by one shall be as binding as if called for by all. Any discrepancies or questions as to quantities of any items listed in the Specifications and/or shown on the Drawings shall be immediately brought to the attention of the Architect for correction. Any such discrepancies, not corrected by Addenda, shall be resolved on the basis of furnishing the greater quantity and/or quality without change in contract price.
- 1.3 **CODE COMPLIANCE REQUIREMENTS**
  - A. *In order to meet the needs of persons with disabilities, when applicable, all fixtures, furnishings and equipment items shall comply with the current Connecticut **State Building Code** including **2003 ICC/ANSI A117.1**; Section 504 of the Rehabilitation Act 1973 including **2010 ADA Standards for Accessible Design** and Section 504 Regulations; and the Americans with Disabilities Act Title II including the **2010 ADA Standards for Accessible Design** and ADA Regulations.*
  - B. *Accessible knee and toe clearance shall comply with **2010 ADA Standards for Accessible Design**, Section 306.*
  - C. *Compliance with the current **Connecticut State Fire Safety Code** and current O.S.H.A. - Title 29/Labor is also required.*

- D. The items shall include, but are not limited to fixtures, furnishings, equipment, workstations (including built-ins), laboratory fume hoods, darkroom equipment, welding stations, shop equipment, etc.*

## **ARTICLE 2: AWARDING OF CONTRACTS AND PAYMENTS**

- 2.1 The Bid Documents have been organized by bid package categories for quantities indicated. Bidder **must** submit on all products within a category. If an item is discontinued and no substitute available, you must indicate that on your form.
- 2.2 **Each supplier's invoices for payments for materials delivered or work completed shall be made out to the Town of Fairfield Purchasing Authority 725 Old Post Road Independence Hall Fairfield, CT 06824 for review and approval. All invoices must be submitted by the 25<sup>th</sup> of every month. The payment process is approximately 45 days.**
- 2.3 Stored Materials: Invoicing for materials or equipment purchased or fabricated and stored off- site but not yet installed (phasing delivery only) must be submitted with the following documentation:
1. Copies of all invoices from your supplier showing the total value of the material that is being stored off site.
  2. An Insurance Certificate from your agent showing full value of items plus 10% stating specifically what the material is and where it is stored.
  3. An executed Security Agreement (copy can be provided)
  4. An executed Bill of Sale (copy can be provided)
  5. UCC1 Form must be filled out (copy can be provide) and mailed with fee to the Secretary of State. A copy should be returned to Town of Fairfield Purchasing.

When the above (1-5) have been compiled, submitted them to Architect with your completed Invoice. A physical inspection of the Stored Materials should be arranged with Kenneth Boroson Architects.

- 2.4 To be eligible for payment of stored materials the materials must be stored at the Contractors place of business or a pre-approved location, be segregated from other materials and clearly marked with the project name.
- 2.5 Each Bidder shall submit with its bid, a project schedule indicating, for each manufacturer, critical deadlines required for the Bidder to guarantee the installation dates noted in the Invitation to Bid, including such items as receipt of purchase orders or contract, selection of colors and fabrics, shipping dates, delivery dates, installation durations, etc.

## **ARTICLE 3: SUBMITTAL, INSPECTION & EXAMINATION OF THE SITE**

- 3.1 Before ordering any furniture and/or equipment, the successful bidder shall send the Architect's office, a submittal binders of all awarded items. Upon receipt, the submittal binder will be given to the architect for review and final approval. Allow ten (10) business days for review of each submittal.

- 3.2 Submittal Binder format: Documents should be in order by group, item number and quantity clearly marked accordingly. Fabric & colors samples should also be submitted for final review and approval. **IF YOU ARE BIDDING PER SPECS, SUBMITTALS ARE STILL REQUIRED.**
- 3.3 To ensure proper attachment of FF&E items, be advised where “items” are attached to wall, ceiling, and/or floor, specifications shall require Contractor to provide information in advance adequate for architect to verify that fixtures, furnishings and equipment attached to wall, ceiling, and/or floor are attached securely. Review may be implemented during submittal process.
- 3.4 The supplier shall be solely responsible for the accuracy of field dimensions. Any differences found shall be submitted to Owner for review and approval before proceeding. No extra compensation will be permitted because of differences between actual dimensions and measurements indicated on the Project Drawings.

#### **ARTICLE 4: FIELD DIMENSIONS AND PRODUCT HANDLING**

- 4.1 The successful bidder is required to uncrate and assemble furniture and equipment outside the new school building. Removal of packaging and packing materials will not be permitted within spaces of the new school facility. It will be the successful bidder’s responsibility to provide temporary protection in case of inclement weather during furniture or equipment packing material removal and assembly.
- 4.2 The successful bidder is responsible for details and dimensions not controlled by job conditions. All required field dimensions beyond his control should be communicated to the Architect through either Shop Drawings or other method. The successful bidder shall cooperate to establish and maintain these field dimensions.
- 4.3 The successful bidder shall take all required precautions to protect furniture and equipment against damage, theft and deterioration on the site and shall respect the work of others. Any additional damage incurred to the work of others shall be promptly repaired or replaced at the expense of the successful bidder. All items shall be left in the proper location within the building and completely assembled, polished, cleaned, and in proper operating condition, inclusive of utility connections and hookups.
- 4.4 Storage of Furniture, and/or Equipment prior to installation is the sole responsibility of the supplier as on-site storage is non-existent.
- 4.5 All items specified herein shall be delivered in an undamaged condition as packaged by the manufacturer, with the manufacturer’s seal and label intact.

#### **ARTICLE 5: PRODUCTS AND MATERIALS**

- 5.1. All materials furnished shall be provided by a manufacturer regularly engaged in the manufacture or production of these products.
- 5.2 Materials shall conform to all applicable and current specific local, state and federal regulatory safety codes and Specifications.

5.3 Product & Manufacturer:

- a. Standard: Where specifications include a list of manufacturers' names, provide only a product by one of the manufacturers listed that complies with the requirements. Other Manufacturer's will not be considered.
  - i. Mixing approved manufacturers within a category will not be permitted.
- b. Non-Standard: Where Specifications only list one manufacturer, provide a product by the manufacturer listed or a product that is equal in value & quality and meet the specs listed. **Must provide adequate information on the proposed substitution such as pictures, specifications and actual color/material samples with your bid in order to be considered.**

5.4 This successful bidder shall furnish for approval, as required by the Architect, all samples of construction, finish and colors. Items shall be offered in colors or combinations of colors. All items shall be furnished in accordance with such approved samples. Written approval of finishes must be obtained from the Owner.

5.6 The intent of this Specification is to insure the installation of quality furniture and/or equipment as listed. The Owner shall be the judge as to the acceptability of any other than that specified.

5.7 **The successful bidder(s) shall coordinate delivery and installation with the Architect's representative Joan Bartick-Gould. The successful bidder(s) shall notify the Architect in writing of the items ready and scheduled for shipment. The successful bidder's delivery schedule must be approved by the Architect, otherwise your delivery may be denied. If necessary, the vendor will be required to meet with the Architect's appointed FF&E coordinator on site to discuss delivery and installation scheduled.**

5.9 The vendor and/or installers are to report the Architect prior to unloading or installing any furniture or equipment. Construction personnel and School Department personnel will not be authorized to receive product.

5.10 The vendor and/or installer shall provide moving equipment appropriate for the floor finishes encountered. The vendor shall provide protection of all finished surfaces. Payment for repairs required for damages caused by the Vendor and/or installers is the responsibility of the vendor.

5.11 Partial Owner Occupancy: Owner will occupy the premises during the installation period, with the exception of areas under construction. Cooperate with Owner during installation to minimize conflicts and facilitate Owner usage. Perform the work so as not to interfere with Owner's operations. Maintain existing exits, unless otherwise indicated.

Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.

Provide no less than 72 hours notice to Project Manager of activities that will affect

Owner's operations.

#### **ARTICLE 6: INSTALLATION AND ASSEMBLY**

- 6.1 Install all items in accordance with the Furniture Drawings and/or verbal direction from the Architect appointed FF&E Coordinator.
- 6.2 All freight claims & signage will be the responsibility of the installer. All delivery receipts must be marked on arrival for any concealed damage claims to be effective. Any damages after the seven day period will be the sole responsibility of the installer. Notice of any damaged items must be determined as replaceable at 100% as new.
- 6.3 All Equipment having accessories (i.e. shelving, etc.) shall be unfastened from shipping position and placed as appropriate for their use. All Keys for locks shall be taped inside the furniture. All Industrial shelving must also be secured to the building. Cost must be included in your bid.
- 6.4 All delivery shall be performed in a workman like manner with skilled labor in accordance with manufacturer's instructions.
- 6.5 It shall be the responsibility of the successful bidder to adjust all furniture equipped with adjustable glides or leveling devices such that they are level and true. All height adjustable furniture and equipment is to be installed at the set height at the direction of the designer. All furniture and equipment having height adjustment devices requiring Allen, Hex-Head, or Set Screw Wrenches, or other special tools, are to be provided to the owner.
- 6.6 The vendor will be permitted use of the elevator for delivery of furniture, furnishings and equipment during the delivery period. Vendor will be responsible to protect the elevator from damage. Availability and use of the elevator shall be coordinated and confirmed with the Owner's Program Manager and Construction Manager prior to deliveries being dispatched to the project site.
- 6.7 Furniture & equipment delivered and stored temporarily until distribution and/or permanent installation by the vendor and/or installer will be the sole responsibility of the said vendor/installer. The Owner, Construction Manager, Program Manager, The Town and its employees will not be responsible for FF&E damaged, lost or stolen.

#### **ARTICLE 7: CLEANING, MAINTENANCE AND ACCEPTANCE**

- 7.1 All wrapping, scrap and debris resulting from this work shall be removed from the premises by this Supplier on a **daily basis**. Use of the Construction Manager or Owner's dumpsters is not permitted. The successful bidder shall then carefully and thoroughly clean, to Owner's approval, the entire installation.
- 7.2 The successful bidder shall be responsible for furnishing the services of a competent representative to demonstrate and instruct the Owner's representative of the proper operating and maintenance procedures.
- 7.3 Final review for written acceptance of the delivery will commence subsequent to



written request by the successful bidder to the Architect stating bidder's completion of its work in compliance with the drawings and specifications. **See Section 01770.**

#### **ARTICLE 8: CORRECTIONS AND GUARANTEES**

- 8.1 All work and equipment and any items found not in conformance with the contract documents shall be repaired or replaced promptly without additional charge.
- 8.2 Defective or rejected equipment shall be temporarily repaired by the successful bidder to permit use until suitable replacement is replaced.
- 8.3 **All products shall be guaranteed, for a period of one (1) year from date of written acceptance by the Town of Fairfield.**
- 8.4 Guarantee(s) shall be submitted in writing with the Bid response and shall cover both material and installation.
- 8.5 Each Trade Contractor agrees to remedy all punch list items within 30 days of issuance of said list. If this contractor is unable to remedy any item due to occupancy, then this contractor agrees to perform the work during non-occupancy hours, including, but not limited to 2<sup>nd</sup> shift, 3<sup>rd</sup> shift, weekends and holidays. If the punch list work remains incomplete at the end of said 30-day period, the Program Manager will have those items remedied at the expense of this contractor.

#### **ARTICLE 9: CONTRACT CLOSEOUT**

- 9.1 Please refer to Section 01770.

#### **ARTICLE 10: SCHEDULE CONSTRAINTS**

- 10.1 **Furniture & Equipment this project has one phase.**

**Phase 1- Furniture Installation week of XXXX**

**Please reference the drawings for item phasing and the Construction phasing drawing included in the drawings section.**

- 10.2 Off hour installation for Phase 1 must be coordinated with the Architect. Other deliveries shall be during normal business hours for Phase 1 construction: 7:30 AM - 4:00 PM.
- 10.3 All premium costs required by the Supplier to perform the work that is required during the non- school hours and/or to comply with the completion dates on the construction schedule are to be included in the Supplier's base bid. Additional Supplier costs related to the use of overtime or additional personnel necessary to complete the work within the stated time completion will not be considered after the award of Contract.

#### 10.4 LIQUIDATED DAMAGES FOR FAILURE TO COMPLETE ON SCHEDULE

- A. The Owner and the Trade Contractor agree that time is of the essence to the Contract Documents and all obligations there under. The Trade Contractor acknowledges and agrees that the Owner will sustain extensive damage and serious loss as a result of the Trade Contractor's failure to meet the time schedule established herein. The exact amount of such damages and loss will be extremely difficult to ascertain. Therefore, the Owner and the Trade Contractor agree that in the event the Trade Contractor fails to meet the time schedule set forth in the Contract Documents, the Owner shall be entitled to retain or recover from the Trade Contractor, as liquidated damages and not as a penalty the per diem amounts set forth in Paragraph B. It is expressly agreed such liquidated damages are a reasonable pre-estimate of damages the Owner will incur as a result of the Trade Contractor failing to meet the schedule.
- B. The Trade Contractor is responsible for scheduling its labor and material procurement so as to complete its work within the time periods set forth in the Contract Documents. The Trade Contractor is also required to perform its work in such a manner so as not to interfere with or prohibit other Trade Contractors from completing their work within the time periods set forth in the contract Documents. In the event the Trade Contractor does not complete its work within the time periods specified and/or if in the opinion of the Program Manager, interferes with other Trade Contractors completing their work within the time specified and the completion of the project is thus delayed, the Trade Contractor will be assessed Liquidated Damages at the rate of **\$1,000.00** a day for each day completion is delayed. Notwithstanding the foregoing and as consequence of special circumstances reference is made to the Special Instructions for per diem liquidated damage amounts that shall be applicable to specific work tasks. The Owner may deduct liquidated damages not so deducted from any unpaid amounts due the Trade Contractor shall be payable to the Owner and the demand of the Owner, together with interest from the date of the demand plus costs including Attorney's Fees if enforcement proceedings are necessary to collect such amounts.
- C. Specified milestone dates must be met. These are listed in the Special Instruction. Liquidated damages will be assessed against any trade contractor(s) who cause these dates not to be met.

#### 10.5 ADDITIONAL DAMAGES FOR FAILURE TO COMPLETE ON SCHEDULE

- A. In the event the non-performance or under-performance of the Trade Contractor causes the Program Manager to increase its staffing over the levels set forth in the Contract between the Owner and the Program Manager, the Program Manager may back charge by Change Order the cost of the additional staffing to the Trade Contractor whose under or non-performance caused the staffing increase.

These damages shall be in addition to any liquidated damages assessed due to the non-performance or under-performance of the Trade Contractor provided for in 10.4 above.

#### **ARTICLE 11: SUPPLEMENTAL INSTRUCTIONS TO BIDDERS**

- 11.1 Owner reserves the right to execute any of the three FF&E phases without being required to execute all three. The successful Bidder who is awarded the contract for the Work will be notified of which phases will be executed during Contract Negotiation.
- 11.2 Bidders shall hold their pricing for 90 days as the Owner reserves the right to not execute all chosen phases at the same time.

#### **ARTICLE 12: BID ALTERNATES**

- 12.1 Two of the three phases have a deduct alternate that the Owner reserves the right to execute. The successful Bidder who is awarded the contract for the Work will be notified of which Alternates are being executed during Contract Negotiation.
- 12.2 Provide a price to deduct the scope of work described below from the Base Bid for each phase as shown on the Form of Proposal (Section 00300).
- 12.3 Phase 1 Deduct Alternates
  - A. Omit the following items from the scope for this Phase: NONE REQUIRED AT THIS TIME

**END OF SECTION**

**SECTION 00300 FORM**  
**OF PROPOSAL**

Date \_\_\_\_\_

Town of Fairfield  
Purchasing Authority  
725 Old Post Road  
Independence Hall  
Fairfield, CT 06824

Gentlemen:

Pursuant to and in compliance with your Invitation to Bid relating thereto, the Undersigned,

\_\_\_\_\_  
(Company Name)

having visited the site, familiarized himself with the conditions present and carefully examined the Contract Documents together with all Addenda issued and received prior to closing time for receipt of Bids as prepared by the City of Waterbury, hereby offers and agrees as follows:

To provide all materials, all labor and all else whatsoever necessary to install and properly finish all work in connection with **Furniture, Fixture and Equipment for Holland Hill Elementary School** to the satisfaction of the Program Manager and Owner for the Lump Sum as follows:

CATEGORY	DESCRIPTION	LUMP SUM PRICE (WRITTEN AND NUMBERS)
A thru T	Furniture, Fixtures and Equipment	See Attached Category Summary Sheets

**ALTERNATES**

Per Section 00210, the following Deduct Alternates are lump sum priced as follows:

**Phase 1 Deduct Alternate:** \_\_\_\_\_

### **COMBINATION BIDS**

If bidding more than one complete category and the combination of categories will be **discounted** further than individual categories, include discounted combined total on the "Combination Bid Form" at the end of this section.

### **UNIT PRICES**

The undersigned further proposes and agrees that should the amount of work required be increased or decreased, as directed by the Architect/Program Manager, the Unit Prices **noted on the Itemized Category Summary Sheets** will be the basic price in place for computing the cost. All Itemized Category Summary Sheet Unit Prices shall include all cost of work to the representative contractor, including all charges for materials, labor, plant, equipment, overhead, profit, additional insurance, taxes freight/shipping and all charges of whatever kind.

The stated costs are to be for "Additions" or "Deletions" of work to the Contractor's Contract/**Purchase Order**.

### **CHANGE ORDERS**

Unit Prices: For extra work performed by a Contractor, Bid Unit Prices will be used for any adjustments to the contract amount.

Non-Unit Prices: For work performed by a Contractor the cost to the Owner may include an Allowance for overhead and profit not to exceed fifteen (15) percent on the contractors own labor and equipment and ten (10) percent on materials, supplies, rental equipment and subcontractor work.

If the net value of a change results in a credit from the contractor, the credit shall be the net cost without overhead or profit.

### **ADDENDA**

Acknowledgment is hereby made of the following addenda supplements to the Drawings and Specifications:

Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____

### **NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid each bidder and each person signing on behalf of any bidder certifies, and in

the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition. The foregoing statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury and is made pursuant to the applicable section of the General Laws of the State of Connecticut as most recently amended.

**VENDOR QUALIFICATIONS**

1. The undersigned company has been in business under its present name for\_\_\_\_years.
2. The undersigned company has had\_\_\_\_years of experience in work similar to that described in the bid documents for this project.
3. List below projects the undersigned company currently has under contract as of this date:

Contract Sum	Class of Work	% Complete	Name & Address of Owner

4. List below a minimum of three (3) projects the undersigned company has

performed in the past five (5) years, which are representative of this project and would qualify you for this work:

Contract Sum	Class of Work	% Complete	Name & Address of Owner

5. **If applicable complete the following; if not applicable state N/A:**

- a. Has the undersigned company ever failed to complete awarded work. (If the answer is yes, please provide location, date and reason below)
- b. Has any officer or partner of the undersigned company, while performing in the capacity of an officer, partner or individual owner of another organization, ever failed to complete an installation contract? (If yes, please state below the following information: name of individual(s), name(s) of organization and reason(s))
6. List the number of all litigation or arbitration proceedings, including out-of-court settlements initiated by or against you within the past three (3) years, including all pending cases.
7. Has your company within the past 5 years been the subject of a claim file formally or informally by an Owner, Program Manager for failure to meet a deadline, a milestone, a schedule or the completion of a project? Circle the appropriate response YES NO  
  
If yes, state the project, location, Owner, subcontractor (if applicable) and by whom the claim was filed
8. Has your company within the past 5 years paid liquidated damages or a penalty for failing to meet a deadline, a milestone, a schedule or the completion of a project? Circle the appropriate response YES NO

If yes, state the project, location, Owner, subcontractor (if applicable) and by whom

the claim was filed

9. Has your within the past 5 years a formal or informal claim to an Owner, Program Manager or for acceleration, delay, and/or other types of recovery costs.

Circle the appropriate response YES NO

If yes, state the project, location, and to whom the claim was filed and the dollar amount.

10. In accordance with Public Act 03-215 (an act concerning State construction contracts), complete the following items if your bid is in excess of \$500,000:

a) Do you have a DAS Pre-Qualification Certificate: Yes \_\_\_\_\_ No \_\_\_\_\_

b) List classifications that you are pre-qualified for:

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### **OTHER REQUIREMENTS**

It is understood that the Owner reserves the right to accept or reject any and all bids that the Owner deems to be in his best interest.

Upon notification of acceptance of this proposal, the undersigned agrees to accept a purchase order in the form as stated within these contract documents for the amount stated.

Prices quoted shall be guaranteed for ninety (90) calendar days after date of proposal. If written notice of award is received within ninety (90) calendar days after the opening of bids, the undersigned agrees to furnish to the Owner within ten (10) days after receipt of said notice of award, Insurance Certificates required herein.

The undersigned hereby certifies that they are able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work.

By submission of this proposal, the undersigned acknowledges that they have visited the site, informed themselves of the existing conditions, and have included in the proposal a sum to cover the costs of all items in the contracts.



By submission of this proposal, the undersigned acknowledges that they have read the job narrative and schedule requirements and agrees to provide sufficient staff and organization and to select subcontractors and suppliers to comply with the requirements for submittals, delivery dates, work periods and completion dates as specified.

**ENCLOSURES:**

Included with this bid proposal are:

1. **Category Summary Sheets for category you are bidding on ONLY**
2. **Combination Bid Form, if applicable**

Respectfully submitted,

By: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number/Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

***Contract will be mailed out to the address listed above***

**PAYMENT REMITANCE ADDRESSES:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State & Zip code

**COMBINATION**  
**BIDS**

If bidding more than one complete category and the combination of categories will be discounted further than individual categories, include discounted combined total below:

Combined Project / Category	Combined Bid Total

END OF SECTION

**FURNITURE CATEGORY SUMMARY SHEET**  
**HOLLAND HILL ELEMENTARY SCHOOL SDE-**  
**#051-046EA Phase 2 of 3**  
**May 22, 2018**

**Name of Bidder:** \_\_\_\_\_

Contractors may bid on one category or more than category (combined bid) but **partial bids in a category will be rejected.**  
 SEE SPECIFICATION SHEETS FOR COMPLETE ITEM INFO, INCLUDING MODEL NUMBERS, SIZE AND COLOR SELECTIONS.

**CATEGORY:**

**B- BOOKCASES**

Item Code	Total Quantity	Specified Manufacturer	Item Description	Acceptable Alternate or Substitute	Bid Unit Price	Bid Total Price
B-01		SPEC KORNER	BOOKCASE /3 SHELF	JONTICRAFT		
B-02		SPEC KORNER FOR KIDS	BOOKCASES- LOW	JONTICRAFT		
B-03		HON	BOOKCASES TALL	JONTICRAFT		

Bid Total Price for Category

For the delivery & installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services & equipment necessary for the completion of the work for the following Lump Sum:

Dollars

If bidding more than one complete category and the combination of categories will be discounted further than the individual categories, included discounted combined total in the "Form of Proposal"

**FURNITURE CATEGORY SUMMARY SHEET**

HOLLAND HILL ELEMENTARY SCHOOL SDE-

#051-046EA Phase 2 of 3

May 22, 2018

Name of Bidder: \_\_\_\_\_

Contractors may bid on one category or more than category (combined bid) but **partial bids in a category will be rejected.**  
SEE SPECIFICATION SHEETS FOR COMPLETE ITEM INFO, INCLUDING MODEL NUMBERS, SIZE AND COLOR SELECTIONS.

**CATEGORY:**

C- CHAIRS

Item Code	Total Quantity	Specified Manufacturer	Item Description	Acceptable Alternate or Substitute	Bid Unit Price	Bid Total Price
C-01		HON	STUDENT CHAIR	VIRCO		
C-02		HON	STUDENT CHAIRS	VIRCO		
C-03		HON	EXECUTIVE DESK CHAIR	ALLSTEEL		
C-04		HON	FOLDING CHAIRS	NPS		
C-4A		HON	CHAIR DOLLIES	NPS		
C-05		KI	BENCH	VIRCO		
C-06						
C-07		WENGER	MUSIC CHAIRS			
C-08		WENGER	MUSIC DOLLY			

Bid Total Price for Category

For the delivery & installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services & equipment necessary for the completion of the work for the following Lump Sum:

Dollars

If bidding more than one complete category and the combination of categories will be discounted further than the individual

**FURNITURE CATEGORY SUMMARY SHEET**  
**HOLLAND HILL ELEMENTARY SCHOOL SDE-**  
**#051-045EA Phase 2 of 2**  
**May 22, 2018**

**Name of Bidder:** \_\_\_\_\_

Contractors may bid on one category or more than category (combined bid) but **partial bids in a category will be rejected.**

SEE SPECIFICATION SHEETS FOR COMPLETE ITEM INFO, INCLUDING MODEL NUMBERS, SIZE AND COLOR SELECTIONS.

**CATEGORY:**

F- FILING CABINETS

Item Code	Total Quantity	Specified Manufacturer	Item Description	Acceptable Alternate or Substitute	Bid Unit Price	Bid Total Price
F-01	9	HON	3 DRAWER FILES	ALLSTEEL		
F-02	6	HON	2 DRAWER FILES	ALLSTEEL		
F-03	12	HON	4 DRAWER VERTICAL FILE	ALLSTEEL		
F-04	24	HON	MOBILE PED	ALLSTEEL		
F-05	2	HON	5 DRAWER	ALLSTEEL		

Bid Total Price for Category

For the delivery & installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services & equipment necessary for the completion of the work for the following Lump Sum:

Dollars

If bidding more than one complete category and the combination of categories will be discounted further than the individual categories, included discounted combined total in the "Form of Proposal"

**FURNITURE CATEGORY SUMMARY SHEET HOLLAND**

HILL ELEMENTARY SCHOOL SDE- #051-0465EA

Phase 2 of 3

May 22, 2018

Name of Bidder: \_\_\_\_\_

Contractors may bid on one category or more than category (combined bid) but **partial bids in a category will be rejected.**  
SEE SPECIFICATION SHEETS FOR COMPLETE ITEM INFO, INCLUDING MODEL NUMBERS, SIZE AND COLOR SELECTIONS.

**CATEGORY: ST- STORAGE**

Item Code	Total Quantity	Specified Manufacturer	Item Description	Acceptable Alternate or Substitute	Bid Unit Price	Bid Total Price
ST-01	28	HON	STORAGE CABINET	KI		
ST-02	5	EDSDAL	STORAGE SHELVING	PENCO		
ST-03	8	ALLSTEEL	WARDROBES	GLOBAL		
ST-04	1	ALLSTEEL	COPIER STAND	ALLSTEEL		

Bid Total Price for Category

For the delivery & installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services & equipment necessary for the completion of the work for the following Lump Sum:

Dollars

If bidding more than one complete category and the combination of categories will be discounted further than the individual categories, included discounted combined total in the "Form of Proposal"

**FURNITURE CATEGORY SUMMARY SHEET**  
**HOLLAND HILL ELEMENTARY SCHOOL SDE-**  
**#051-046EA Phase 2 of 3**  
**May 22, 2018**

**Name of Bidder:** \_\_\_\_\_

Contractors may bid on one category or more than category (combined bid) but **partial bids in a category will be rejected.**  
 SEE SPECIFICATION SHEETS FOR COMPLETE ITEM INFO, INCLUDING MODEL NUMBERS, SIZE AND COLOR SELECTIONS.

**CATEGORY: T-TABLES**

Item Code	Total Quantity	Specified Manufacturer	Item Description	Acceptable Alternate or Substitute	Bid Unit Price	Bid Total Price
T-01	8	ARTCO BELL	KIDNEY TABLES	VIRCO		
T-02	16	ARTCO BELL	30 X 60 STUDENT TABLE	VIRCO		
T-03	8	ARTCO BELL	36 X 60 STUDENT TABLE	VIRCO		
T-04	17	SICO	12' CAFETERIA TABLES	KI		
T-05	22	ARTCO BELL	30 X 72 STUDENT TABLE	VIRCO		
T-06	8	ARTCO BELL	36 X 72 STUDENT TABLE	VIRCO		
T-07	1	HON	ROUND CONFERENCE TABLE	PAOLI		

Bid Total Price for Category

For the delivery & installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services & equipment necessary for the completion of the work for the following Lump Sum:

Dollars

If bidding more than one complete category and the combination of categories will be discounted further than the individual categories, included discounted combined total in the "Form of Proposal"

## FURNITURE CATEGORY SUMMARY SHEET

HOLLAND HILL ELEMENTARY SCHOOL

SDE- #051-046EA Phase 2 of 3

May 22, 2018

Name of Bidder: \_\_\_\_\_

Contractors may bid on one category or more than category (combined bid) but **partial bids in a category will be rejected.** SEE SPECIFICATION SHEETS FOR COMPLETE ITEM INFO, INCLUDING MODEL NUMBERS, SIZE AND COLOR SELECTIONS.

**CATEGORY:**

EQ- EQUIPMENT

Item Code	Total Quantity	Specified Manufacturer	Item Description	Acceptable Alternate or Substitute	Bid Unit Price	Bid Total Price
EQ-01	1	E SPECIAL NEEDS	SWIVEL BRACKET- SWING			
EQ-02	1	SCHOOL SPECIALTY	FLOOR MATS			
EQ-03	2	PETER PEPPER	LITERATURE RACK			
EQ-04	2	MOORE MEDICAL	RECOVERY COTS			
EQ-05	28	WENGER	MUSIC STANDS			

Bid Total Price for Category

For the delivery & installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services & equipment necessary for the completion of the work for the following Lump Sum:

Dollars

If bidding more than one complete category and the combination of categories will be discounted further than the individual categories, included discounted combined total in the "Form of Proposal"



## FURNITURE CATEGORY SUMMARY SHEET

HOLLAND HILL ELEMENTARY SCHOOL

SDE- #051-046EA Phase 2 of 3

May 22, 2018

Name of Bidder: \_\_\_\_\_

Contractors may bid on one category or more than category (combined bid) but **partial bids in a category will be rejected.**  
SEE SPECIFICATION SHEETS FOR COMPLETE ITEM INFO, INCLUDING MODEL NUMBERS, SIZE AND COLOR SELECTIONS.

### CATEGORY:

D- DESKS

Item Code	Total Quantity	Specified Manufacturer	Item Description	Acceptable Alternate or Substitute	Bid Unit Price	Bid Total Price
D1	17	HON	TEACHER DESKS	NATIONAL		
D2	6	SAFCO	SIT/ STAND DESK			

Bid Total Price for Category

For the delivery & installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services & equipment necessary for the completion of the work for the following Lump Sum:

Dollars

If bidding more than one complete category and the combination of categories will be discounted further than the individual categories, included discounted combined total in the "Form of Proposal"

SECTION 010100  
SUMMARY OF WORK

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Specification Sections, apply to this Section.

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project consists of furniture and equipment items for specified classrooms, faculty and student resource rooms, conference rooms, cafeteria, gymnasium, storage rooms, reception, vestibule and administrative office.
- B. Project location: HOLLAND HILL ELEMENTARY 105 MEADOWCROFT RD Fairfield, CT 06824
- C. Owner: Town of Fairfield, c/o Purchasing office, 725 Old Boston Post Road Fairfield, CT 06824
- D. Contract documents, dated May 22, 2018 were prepared for the project by KENNETH BOROSON ARCHITECTS- New Haven, CT 06513
- E. The work consists of furnishing and installing movable furniture and equipment for educational program use in the Holland Hill Elementary School. This phase will complete the FF&E requirements for three phases of the construction project with final occupancy in XXX. The dates are critical to the operation of the programs in the school. Please review to the contract documents for the delivery and installation dates.
- F. The work includes: Classroom tables, chairs, lounge furniture, filing cabinets, bookcases, and storage units.
  - 1. General Procedures to be used in administering Final Completion of work.

1.3 COORDINATION REQUIREMENTS

- A. Each Contractor is required to assign an in-house project manager for this project, and is required to prepare all work, which will be fully coordinated with the FF&E Contractors contact, the Contractor, Architect and the Owner.

**CLOSEOUT PROCEDURES**

1. The following documents will be required of the Contractor for preparation for the coordination of project meetings:
    - a. Contractor contact information
    - b. List and contact information for any of the Contractors subcontractors, vendors or outside service providers.
    - c. A detailed schedule for preliminary meeting, selections, manufacturing, shipping, storing, delivery and installation for all furniture fixtures and equipment.
    - d. An itemized tracking schedule/list for selection, ordering, manufacturing, shipping, storing, delivery and installation for all furniture fixtures and equipment.
    - e. Identification of any potential delivery or installations off hours, weekend or other overtime requirements must be included in the Vendor/ contractors bid price.
  - B. The Vendor/ contractor and each subcontractor is required to coordinate all aspects of each product. Any discrepancies that may occur between the specification and the drawings should be brought to the attention of the Owner, the prime FF&E Vendor/ Contractor and the Architect. Likewise, any size, material or color discrepancy that may occur should be brought to the attention of the Prime Vendor/ Contractor, Owner and Architect.
  - C. Each Vendor/ Contractor and Subcontractor must inform himself or herself fully of the conditions related to the performance of the Work, and failure to do so will not relieve a successful bidder of the obligation to furnish all labor, material and equipment necessary to carry out the provisions of the Contract and to complete the Work for the consideration set forth in the bid.
  - D. Each Vendor/ Contractor and Subcontractor is required, before commencing work shall become familiar themselves with the facility and make all necessary investigations in order to inform themselves thoroughly as the character and magnitude of all work involved in the complete performance of the contract. Bidders shall consider the conditions and difficulties that they may encounter in the performance of the work.
- 1.4 WORK UNDER OTHER CONTRACTS
- A. Separate Contract: The owner has awarded a separate contract for performance of other construction work at the site. Those operations will be conducted simultaneously with work under this contract. All work must

**CLOSEOUT PROCEDURES**

e=be fully coordinated with the Owner, the Architect, Construction manager and other Contractors.

- B. Cooperate fully with separate contractors and sub-contractors so that work under those contract may be carried out smoothly, without interfering with or delaying work under this contract or those of other contracts at this project. with work under this Contract.

#### 1.5 FUTURE WORK

- A. Future contract: the Owner has awarded and will continue to award spate contracts for additional work to be performed at the site following Substantial completion. Completion of that work depends on successful completion of the prep work under the Contract.

#### 1.6 WORK SEQUENCES

- A. The work will be conducted in multiple phases beginning August 2015 installation and ending in xxxx.
  - 1. All furnishes shall be installed in the HOLLAND HILL ELEMENTARY 105 MEADOWCROFT RD Fairfield, CT 06824 as represented by the documents dated May 22, 2018. Reference Form of Proposal for delivery, dates and time. Notification and confirmation of delivery is required within (10) ten days of placing the order. Storage charges if required shall be listed
  - 2. in the base bid.

#### 1.7 CONTRACTOR USE OF PREMISES

- A. Use of the site: Limit use of premises to work in areas indicated. Confine operations to areas within contract limits as defined by the Construction Manager. Do not disturb portions of the site beyond the areas in which work is indicated.
- B. Allow for Owner occupancy and use by the public as indicated on the dates in Form of Proposal.
- C. Driveways and entrances: Keep driveways and entrances serving the premises clear and available to the Owner, Owners employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage and handling of materials on site.
- D. The Owner reserves the right to request specific limitations on a Vendors/ Contractors use and access to the premises. The Vendor must account for these restrictions in the bid amount, so as to anticipate delivery and installation sequencing that might be required when the building is occupied

#### 1.8 CODE COMPLIANCE REQUIREMENTS

- A. . In order to meet the needs of persons with disabilities, when applicable,

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all fixtures, furnishings and equipment items shall comply with the current Connecticut State Building Code including 2003 ICC/ANSI A117.1; Section 504 of the Rehabilitation Act 1973 including 2010 ADA Standards for Accessible Design and Section 504 Regulations; and the Americans with Disabilities Act Title II including the 2010 ADA Standards for Accessible Design and ADA Regulations.

- B. Accessible knee and toe clearance shall comply with 2010 ADA Standards for Accessible Design, Section 306.
- D. Compliance with current Connecticut Fire Safety Codes and Current OSHA Regulations. Title 29/ Labor requirements are also required where applicable.
- E. The "items" shall include but are not limited to fixtures, furniture and equipment. Built ins are part of the Construction contract.

#### 1.9 PRODUCTS ORDERED IN ADVANCE

- A. General: The Vendor/ Contractor is required to schedule all purchase orders with suppliers of products and equipment to maintain acceptable delivery dates and to incorporate into the Scope of the contract. Costs for receiving, handling, storage and installation will be included in the Bid/ Proposal Contract Sum.
- B. It is the Vendor/ Contractors responsibility to assume all costs and responsibility to order the products in advance and the Contractor will negotiate and guaranty prior to issuing all purchase orders. If necessary, the contractor shall negotiate purchase and execute final purchase order agreements to meet project delivery and installation schedules.

#### 1.10 OWNER FURNISHED PRODUCTS

- A. The owner will furnish and move some existing fixtures and furnishings and equipment. The work includes coordinating installation with Owners products.
- B. The Owner shall arrange for delivery of Owner furnished items according to the Contractors construction schedule.
- C. Vendor is responsible for coordinating with the Owner and the Construction manager furnished items on site.
- D. The Vendor/ Contractor is responsible for protecting owner furnished items from damage, including damage from the installation of the contractors items.. The contractor shall repair/ replace damaged items as a result of the operations.

#### 1.11 MISCELLANEOUS PROVISIONS

- A. The vendor/ contractor shall be responsible for scheduling all deliveries, uncrating deliveries, installation and placement of furniture as shown on

#### **CLOSEOUT PROCEDURES**

the contract documents in coordination and at the direction of the Owner or Owners designated representative.

B. The contractor shall be responsible for proper and timely disposal of all furniture packing and crating materials and will remove from the site at the direction of the Owners at the Vendors/ Contractors cost to be included in the Proposal.

- C. The contractor shall be responsible for committing to a delivery schedule for all furniture that complies with Owners requirements, assumptions, coordination and schedule.

**END OF SECTION**

## SECTION 01420 GENERAL SAFETY AND PROCEDURAL REGULATIONS

Each contractor/employer is responsible for the safety and health of its employees and for all other individuals affected by the work. Each contractor/employer is to provide line supervision that is knowledgeable of and capable of monitoring and enforcing continuous Safe Work Practices and ensuring continuous Regulatory Compliance.

### **Contractor / Employer Responsibilities**

*No declaration, act or omission by The Town., or its representatives will be deemed to exempt, either wholly or in part, expressly or by implication, any Contractor/Employer or the Contractor/Employer's place of employment, from full compliance with the terms of any environmental, health or safety regulation(s) as stated by the Federal Government, the state government, the county or local city or other jurisdictions applicable to the Contractor/Employer's work. The Contractor/Employer is responsible for the action(s) and/or inaction(s) of its employees, lower tier contractor/employers, vendors, suppliers or guest(s).*

*This Contractor is responsible for monitoring contractor/employer performance and compliance with respect to their contractual obligations. The contractor/employer is responsible for the safety of its employees and other individuals that may be associated with or exposed to the its work and to assure the continuous utilization of safe work habits and for continuous regulatory compliance.*

Each Contractor/Employer will be responsible for the development, implementation, effective utilization, supervision, monitoring, and enforcement of a loss prevention program (environmental, health, and safety program) for its employees and for all phases of the work. The continuous compliance with all (1) OSHA, (2) other applicable regulatory agencies and (3) site rules and regulations will comprise the **minimum** acceptable performance standards for each contractor/employer. Each contractor/employer is expected to supplement the overall site safety program with additional rules, regulations or procedures for individuals associated with its work.

Each contractor/employer will be responsible for the PREVENTION of accidents and injuries to employees, other contractors, the public, property and equipment.

The project's safety program will undergo continuous review, monitoring and evaluation, with continuous modification(s) and enhancement(s), as necessitated by legislative action, regulatory updates, work experience, accidents/injuries, the work, the environment, etc. Each company, contractor, or employer has the responsibility to make sure all employees are knowledgeable of and continuously comply with the environmental, health and safety program, including any specific or special procedures or rules for the work being performed and of the job site. Each contractor/employer is responsible for continuously monitoring the effectiveness of implementation, utilization, and enforcement of its Environmental, Health and Safety Program. Each contractor/employer is required to have a written Injury and Illness Prevention Plan that, at a minimum, equals or exceeds the Town's Environmental, Health and Safety Program. This program must include the adoption and utilization of all standards, regulations and procedures of Regulatory Agencies (Federal, state, and local) and the Town's Environmental, Health and Safety Program. (In the absence of an environmental, health, safety program, or any portion thereof, that is equal to or exceeds the Town's, the contractor/employer will formally adopt, as its own, the Town's Environmental, Health, and Safety Program.) The contractor/employer shall have available documentation of required training for its employees. Employee safety training, regardless of job experience, is mandatory. General safe work practices are important, as is specific training for those jobs with potential special hazards, such as crane operation, powder actuated tools, welding, grinding or other specific types of jobs. Each contractor/employer that may perform or be exposed to job activities that require an OSHA defined Competent Person such as scaffolding, trenching and excavations, fall protection, confined space, respirators, etc, shall ensure that the designated Competent Person is present during the work and that the individual acts "competently". All employees that may be involved or exposed to such work shall have specific, documented training to enable them to recognize hazards and/or changing conditions. Each contractor/employer on the job site is responsible for all training documentation, OSHA record keeping, accident reporting, and other required documentation.

All contractors/employers on the job site are responsible for a written and properly implemented Hazard Communications program, which includes Material Safety Data Sheets for each chemical on the worksite.

In addition to requirements for appropriate worker compensation and liability coverages for all employees, it's important that adequate first aid supplies and multi-media trained first aid and resuscitation persons be available. Arrangements for medical evaluation and medical care, transportation and/or emergency rescue should be established prior to beginning work and made known to those individuals at the work site. Specific emergency telephone numbers for fire, police, paramedics, and medical and hospital personnel and facilities shall be maintained by all work site



contractors/employers. *(The 911 emergency number shall be reserved for catastrophic and other serious emergencies.)*

In the event of any accident, especially those resulting in bodily injury, property damage, vehicular damage, involvement of a third party, environmental impact, or work interruption, the Town management team is to be immediately notified and kept informed of subsequent events and/or results. (Near miss incidents are to be treated as accidents.) Copies of accident reports and investigations, with corrective actions, and copies of all insurance and/or regulatory reporting forms are to be immediately provided to the Town management team.

Each worker must be properly trained for the job they are performing. Each company/employer must have knowledgeable field supervision that can communicate with its employees and with the Town personnel. In addition, each contractor/employer shall develop, administer and enforce all safety program(s), documentation, and written job specific programs required by OSHA, the Town, and other Federal, state, or local governing, such as, but not limited to, excavation and trenching permits, permit required confined space documentation, etc. Each contractor/employer shall develop and maintain a viable and effective drug and alcohol free program and work environment, which is essential for the safety and health of all employees on the jobsite.

The following are some of the basic safety rules or safe work practices expected of all companies and employees on the job site, although this list is certainly not all inclusive and is not intended to be the only environmental, health and safety regulations, standards, rules, or procedures on the job. (These shall be in addition to those regulatory requirements discussed previously.) The Town's management personnel, as well as each contractor/employer or trade may adopt additional, specific or more stringent rules for safety compliance.

Each contractor/employer shall be responsible for the protection of any hazard(s) or hazardous condition(s) associated with or created by its work. Generally, all persons shall follow safe work practices, render every possible aid to safe operations and report all unsafe conditions or practices to their foreman or the site superintendent so they can be protected and/or corrected. (Identified hazards shall be immediately protected.) Foremen or supervisors shall insist on employees observing and obeying every applicable the Town, owner, company, state, or federal regulation and procedure as is necessary to safely conduct the work and shall take such action as is necessary to obtain compliance. No "traps" shall be created and/or left unattended.

Established warning and informational signs and guards shall be observed and continuously maintained.

Workers shall continuously utilize the prescribed minimum Personal Protective Equipment in order to remain at the job site. Additional personal protective equipment may be required as the result of the work, the work location and/or the work being performed.

Anyone known to be under the influence of drugs or intoxicating substances, which may impair the individual's ability to safely perform assigned duties, shall not be allowed on the job site or shall be immediately removed from the work environment. Horseplay, scuffling and other acts which tend to have an adverse influence on the safety or wellbeing of employees shall be prohibited.

Discrimination and Harassment, in any form, shall, not be tolerated in any degree. Work shall be well planned and supervised to prevent injuries, especially in the handling of materials and in working with equipment. Anyone working with any type of equipment must be properly trained in the safe use of that equipment. No one should knowingly be impaired by fatigue, illness or other causes that they might unnecessarily expose the employee or others to injury. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter. Anyone entering confined spaces must be properly trained and comply with confined space entry rules before entry.

When any trenching or shoring operations are in effect, no one shall enter any trench unless properly supervised by a competent person. All trenching, excavations, and shoring operations are to be performed in the prescribed OSHA manner and no one shall enter a trench unless it is properly shored or sloped according to appropriate OSHA regulations.

Work shall be arranged so employees are able to face a ladder and use both hands while climbing up or down ladders. Straight ladders must have at least 36 inches of the ladder extending beyond the landing to assist employees in safely getting on or off the landing. Only those ladders that meet OSHA specifications may be used on any job site. Any incomplete, modified or damaged scaffolds, false work, or other supporting structures shall be immediately reported to the foreman or superintendent and be repaired, completed, or replaced before use.

No burning, welding or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the foreman or superintendent. Any work involving an ignition or heat source shall be performed with adequate fire suppression equipment supplied by the contractor/employer and immediately available.

Only appropriate tools for each job will be used. All tools and equipment shall be maintained in good condition. Damaged tools or equipment shall be removed from service and tagged defective and not used until repaired or replaced. Portable electric tools shall not be lifted or lowered by means of the power cord, however, they can be lifted with ropes. Electric cords shall not be exposed to damage from vehicles or equipment. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received proper training and instructions from their foreman. All temporary power sources, including extension cords, shall be protected by Ground Fault Circuit Interrupters. Only trained and authorized persons shall operate machinery or equipment.

Gasoline shall not be used for cleaning purposes. Flammable, combustible and fuel gases shall be used, stored and maintained in accordance with mandated regulations. Employees shall cleanse themselves thoroughly after handling hazardous substances and follow special instructions from authorized sources. Appropriate personal protection is required for all jobs requiring the use of this type of equipment. Inappropriate footwear or shoes with thin or badly worn soles must not be worn. Loose or frayed clothing, long hair, dangling ties, finger rings, bracelets, chains and other potentially hazardous materials shall not be worn around moving machinery or other areas where they may become entangled. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work. Where appropriate, lockout/tagout procedures shall be used. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail. Air hoses shall not be disconnected at compressors until the hose line has been bled. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill and that no one is in or near the excavation while backfilling. Excavating equipment shall not be operated near tops of cuts, banks or cliffs if employees are working below. Tractors, bulldozers, scrapers and carryalls shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

It is up to each contractor/employer to know and understand the environmental, health and safety requirements for the work site. A safe attitude among all employees on the job site is extremely critical. Employees should be instructed to report all injuries when they occur, so proper medical treatment can be provided if necessary and all incidences can be properly investigated. Each contractor/employer and each employee is responsible for job safety and health.

The Town's project management may utilize a progressive discipline plan involving monetary penalties imposed on the contractor/employer for instances of serious, intentional, or repeated

non-compliance with all applicable environmental, health, safety and regulatory rules, regulations, standards or procedures, including housekeeping activities. Instances of non-compliance by a contractor/employer's employees (including inappropriate actions and/or a lack of appropriate actions) shall result in:

- A. First occurrence - verbal warning
- B. Second occurrence - documented non-compliance observation notice
- C. Third occurrence - monetary penalty and/or removal from work site of the offending employee and/or field supervision

Monetary Penalty:

- a. Non-Compliance - \$50 to \$150 per occurrence
- b. Serious - \$150 to \$500 per occurrence
- c. Potential for life threatening or serious bodily injury or property damage - \$ 500 to \$1,500 per occurrence

\* ( Non-compliance represents an instance of regulatory and/or safety rules non-compliance that does not appear to immediately pose a threat to the health and safety of an individual, including failure to follow instructions and procedures.

Serious represents an instance of non-compliance that could pose a threat to the health and safety of an individual.

Potential for life threatening or serious bodily injury or property damage, including exposing the public to hazards, represents an instance that appears to pose imminent danger for serious bodily injury, up to and including death or permanent injury and/or substantial property damage.)

The Town's project management team will make the determination of the classification of non-compliance incidents - non-serious, serious and/or potential life threatening.

In cases of repeat monetary penalty, for the same or similar non-compliance issues, the assigned monetary penalty may be multiplied by a factor equal to the number of times the non-compliance issue has been identified and monetary penalties previously assessed to a contractor/employer.

*The Town's management and supervision may exercise discretion when administering this*

*progressive discipline policy. Management/supervision **may bypass both verbal and written categories and utilize employee suspension, employee removal from the project and/or monetary penalties if the non-compliance issue is viewed as life threatening, serious, flagrant, willful or intentional.***

The following written information is required of the contractor/employer associated with this project and with the work, upon request of the town's management personnel:

1. Each contractor/employer will provide evidence of a environmental, health and safety program, which includes its site specific Hazard Communication Program (including, but not limited to, its chemical inventory list, providing applicable Material Safety Data Sheets (MSDS), means of communicating with other contractor/employers on site, and of potential exposure(s)). Also included, should be the company's Drug, Alcohol and Contraband Policy (Substance Abuse Policy) and the means and methods of enforcement.
2. Each contractor/employer will describe how its work will proceed and what measures will be taken to insure that hazards associated with the work and hazardous conditions will be controlled to protect all individuals, property and equipment.
3. Each contractor/employer will describe how it intends to comply with OSHA regulations for such work activities as:
  - a. Respirators, their selection, training, and usage;
    - i. Exposure (air and personnel) monitoring;
  - b. Trenching and excavation, including designated competent person;
  - c. Scaffolding, including designated competent person;
  - d. Fall protection, including training and designated competent person;
  - e. Electrical ground assurance program or GFCI's;
  - f. Confined space, including training, monitoring, rescue, inspection, permits and designated competent person;
  - g. Equipment inspection and certification;
  - h. Operator training and certification;
  - i. Selection and use of additional personal protective equipment;
  - j. OSHA mandated employee training;
  - k. Document identification of OSHA defined competent person for such activities as,

but not limited to:

- i. Lead
- ii. Rigging
- iii. Welding and cutting
- iv. Scaffolds (erection, dismantling, and use)
- v. Fall protection
- vi. Trenching and excavation
- vii. Cranes and derricks
- viii. Material hoists, personnel hoists and elevators
- ix. Suspended personnel platforms
- x. Lift-slab operations
- xi. Bolting, riveting and fitting up
- xii. Mechanical demolition
- xiii. Blasting and the use of explosives
- xiv. Stairways and ladders
- xv. Asbestos (and other hazardous materials)

4. Each contractor/employer will describe its disciplinary action plan to be utilized in the event of employee non-compliance with the rules of conduct, and/or serious, intentional, or repeated disregard for established rules, regulations, and procedures including the proper utilization of personal protective equipment and the practices required to protect the safety and health of all individuals associated with or adjacent to the work.

5. Each contractor/employer will identify the corporate/company individual responsible for the company's environmental, health, and safety program at this work site – its development, program utilization, continuous monitoring, and program enforcement. The most effective and efficient means of communication shall be documented.

## **ENVIRONMENTAL, HEALTH AND SAFETY RULES, REGULATIONS and PROCEDURES**

All environmental, health and safety work rules, procedures, regulations and standards of regulatory agencies (i.e. Federal, State, local, etc.), including those of the owner and/or his designated representative, are incorporated into the Environmental, Health and Safety Program of the City Industries. Additional rules, procedures and regulations may be developed and incorporated at the

discretion of The Company without prior notice in response to accident experience(s), the work, the work environment, adjacent areas or newly enacted regulatory standards. The Town's Environmental, Health and Safety Program will undergo continuous review and evaluation and will experience continuous modification and/or expansion when appropriate.

## **RULES OF CONDUCT**

In order to protect workers, property, equipment/vehicles and the project site and to provide a work environment conducive to efficient and productive work, free from unnecessary hazards and/or distractions, the following rules are established. These rules supplement regulatory compliance requirements. These rules represent the minimum "CODE OF CONDUCT" for all workers and other individuals associated with the work or the work site. Worker actions contrary to these rules will subject the individual to progressive disciplinary action, up to and including termination. In all cases where rules, policies, standards or procedures have not been adhered to, the facts and merits of the case will be given serious consideration by Management before disciplinary action is taken.

### **RULES of CONDUCT and BEHAVIOR:**

It is not intended that these rules cover all causes for disciplinary action: they are intended, however, to cover infractions, which are obviously contrary to the best interest of all concerned. The "Code of Conduct" is not intended to be all inclusive but to serve as a guide and represent minimal requirements for acceptable behavior... This "Code of Conduct" is subject to modification, enhancement, and/or additions at the discretion of the Company.

**Any one of the following act(s) is cause for disciplinary action, which could lead up to and include removal of personnel from job site:**

1. Repeated, intentional, or serious violations of Company and/or General Environmental, Health, Safety, or Security Rules, Regulations, Procedures and/or Standards.
2. Deliberate, flagrant or negligent acts that endanger the safety, health or lives of others or the damage or destruction of tools, equipment or property.
3. Repeated or intentional failure to utilize designated personal protective equipment and/or to utilize such protective equipment in the prescribed manner and for its intended use.

4. Outburst of “uncontrollable” rage, anger or emotional displays that are disruptive to the work and/or individuals associated with the work.
5. Acts of “horseplay.”
6. Threatened or actual physical violence at the work site. Threat to do bodily harm to a fellow worker or other individuals associated with the work site, including members of the public. Engaging in fighting, or in activity that could provoke fighting, and/or carrying weapons, i.e. firearms, explosives, flammable or other dangerous instruments.
7. Conduct, which violates common decency or morality. Behaving disorderly, immorally or in a manner offensive or disruptive to others.
8. Failure to use assigned toilets.
9. Unauthorized, inappropriate or abusive use of radio transceivers or other communications devices.
10. The intentional or repeated use of obscene, vulgar, degrading or otherwise inappropriate language or physical gestures, including the inappropriate display pictures, signs, flags, emblems, etc.
11. Harassment (i.e., sexual - verbal or physical, etc.) or discrimination (i.e., age, race, sex, gender, religious, national origin, etc.) actions or activities (verbal, physical or otherwise) towards any individual or group of persons is strictly prohibited. (Any individual who contributes to or condones such behavior or is aware of such behavior and does not report it to the Project Management Team will be held accountable to the same degree as the perpetrator(s).)
12. Acts of sabotage and/or bomb threats.
13. Possession or use of weapons, ammunition, explosives, intoxicants, illicit drugs, narcotics, contraband or other unauthorized items on work site property. Reporting to work under the influence of or being in possession of drugs or intoxicants or otherwise being in violation of the Town Drug Free Workplace Policy.



14. Bringing "strike anywhere" matches to the work site or have any type of match, cigarette lighter or flame producing device in restricted areas. (Where such items are restricted.)
15. Smoking in unauthorized areas.
16. Gambling on the work site property or bringing illegal gambling and/or not authorized paraphernalia onto the work site property.
17. Abuse, theft or the unauthorized removal of work site ---- property belonging to the work site, other workers, contractors, vendors or the owner.
18. Creating and/or contributing to unsanitary or poor housekeeping conditions.
19. Operating equipment or vehicles without valid licenses and certificates, where applicable. Every worker is required to notify his supervisor when the required license or certification is restricted, expired, invalid, revoked, is not for the specific equipment or vehicle, or is not in the worker's possession.

If an individual's job duties require the operation of a motor vehicle or equipment the individual is required to notify supervision if his/her driver's license is revoked, restricted, altered, suspended, expired, etc. in any manner.
20. Operating equipment or vehicles in an abusive, reckless, careless manner and/or at excessive speeds.
21. Violation of penal laws.
22. The removal, circumvention, altering, or by-passing any guard or safety devise, warning device, barricade or indicator.
23. Disregard of warning signs, including crossing or violating any restricted access signs, barricades, or other designated "no-access" areas without specific authorization.
24. Removal of a barricade, hole cover, or warning system without specific authorization and/or

not providing adequate safety protection to avoid creating a “hazard trap” for other individuals.

25. The use of tools, equipment, vehicles, etc., with identifiable unauthorized modifications, defects, malfunctions or missing safety appliances.
26. Unauthorized modification(s) of tools, equipment, vehicles, etc., and/or the utilization of same in a manner for which they were not designed.

The City’s management and supervision may exercise discretion when administering this policy. Management/Supervision **may bypass both verbal and written categories and utilize removal from jobsite for a worker if the violation is viewed as life threatening, serious, flagrant, willful or intentional.**

#### **REPORTING ACCIDENTS, INJURIES, & PROPERTY DAMAGE**

1. Near miss incidents, accidents (even though there may be no injuries or property damage known), injuries and/or occupational illnesses (no matter how slight), must be reported to the City immediately. *All incidents involving bodily injury, property damage, of any kind, property loss, or loss of services are also to be reported to the Town in a timely manner.*
2. All accidents, injuries, equipment damage, and hazardous conditions, no matter how insignificant they may seem, are to be immediately reported to your supervisor. If you are injured, you are to report it immediately to your immediate supervisor, or other project management personnel. If you are aware of any property damage and/or potential injury/illness to other individuals, you are to report immediately to your immediate supervisor and/or the project management. Each individual with knowledge of an incident or alleged incident will be required to thoroughly document their knowledge of the facts and participate in a fact finding investigation.

#### **PERSONAL SAFETY**

**ANY CONDITION OR PRACTICE YOU THINK MAY CAUSE PERSONAL INJURY TO A WORKER OR DAMAGE TO EQUIPMENT OR PROPERTY SHOULD BE REPORTED TO YOUR FOREMAN OR SUPERVISOR IMMEDIATELY.**

27. Loose clothing, dangling neckties, jewelry, etc. must not be worn around moving machinery or equipment.
28. Long hair (head and face) must be contained at all times while working at or near moving machinery and must not interfere with the proper fitting of personal protective equipment.
29. No free hanging or dangling earrings (extending below the ear lobe) or earrings that extend away from the ear shall be allowed.
30. Hair shall be cut short, no longer than shoulder length. Any one with hair longer than shoulder length must wear an approved hair net while on duty and it must not interfere with the proper fit of personal protective equipment.
31. Facial hair shall be kept neatly trimmed, not over one inch in length. Facial hair is not permissible if respiratory protection is to be utilized.
32. Approved hard hats, in good condition and without holes, cracks or other defects, will be worn by all personnel and visitors at all times on all job sites, specific location exemptions shall be determined by the project superintendent. Hard hats must be worn according to the manufacturer's recommendation. "Bump" caps are not acceptable. Hard hats shall not be worn over baseball caps. Metal hard hats are not permitted where there is a potential electrical exposure.
33. Eye protection is required at all times at all job and/or project sites. Industrial grade, ANSI approved, safety glasses shall serve as the minimum eye protection for all workers at a work site. Additional eye and face protection will be required for any person working with or around work that produces sparks, splashes, flying objects, chemical exposure, and/or Ultra-violet or Infra-red radiation.

(Material Safety Data Sheets (MSDS's) may dictate additional personal protective equipment that is required when performing some task(s) or being around or handling some products, such as chemicals.)

1. Welder's shields and lens / cutting goggles, with shading appropriate to the type of welding/cutting performed are required for all welding and burning operations.
2. Full-face shields over safety glasses may be required, as a minimum for any

- power chipping, grinding or sawing.
  - 3. Full-face shields over safety glasses (and/or appropriate goggles) may be required, as a minimum, when handling molten materials such as tar or roofing materials.
  - 4. Special purpose protection is required when handling acids, caustics, carcinogens and chemicals that can be readily absorbed through the skin in toxic amounts.
  - 5. Special purpose protection is required when sandblasting and high pressure scarifying of building surfaces.
  - 6. Sunglasses, dark lens or transitional dark lens inside of buildings, low light areas or at night will not be permitted.
8. Heavy duty work shoes, with substantial soles, are required. Open-toed or open-heeled shoes, moccasins, casual footwear, sandals, sneakers, soft-toed shoes, shoes with high soles or heels, cloth and/or synthetic fabric covered footwear (tennis shoes, jogging shoes, athletic shoes, walking shoes, etc.) and/or shoes with holes are forbidden for all individuals assigned work tasks at the project/operations site. In some work areas or work situations, shoes equipped with steel toes or metatarsal protection or other protective footwear may be required. Ask your foreman as to the proper foot protection for the assigned work.
34. Sleeved shirts, with minimum 6 inch sleeves, that cover the shoulders and extend down the arm must be worn at all times. Shirt tails are to be tucked in at all times. No tank tops, mesh shirts, or shirts with holes will be allowed. "Button down shirts" shall be buttoned to within the last two buttons of the shirt, near the neck. Shirts should be presentable, clean and free of significant holes, rips or tears.
35. Long pants, which fully cover the legs, free of substantial holes, rips or tears, shall be worn at all times. No shorts or cut-offs will be permitted. Clothing should be clean and presentable.
36. Hearing protection, ear muffs or ear plugs, will be properly worn when working around or are performing high noise level jobs.
37. Reflective vests, properly and fully fastened, must be worn by all workers, including subcontractors and/or visitors, when directing and/or working in the vicinity of traffic and/or

moving equipment and when designated as a project requirement (i.e. bridge and road projects). All drivers, operators and delivery personnel making deliveries shall properly utilize personal reflective vests when at a project site designated as “reflective vests required” and/or when exposed to traffic and/or moving equipment. The condition, coloring and reflective quality of the garment must be maintained.

38. Personal floatation devices, properly and fully fastened, must be worn by all personnel when working on water vessels and when working over or near water, when standard handrails and/or other acceptable fall protection are not provided as fall protection.
39. Approved respirators will be continuously utilized in conditions where the work environment may be contaminated with dust, fumes, mists, vapors or substances that are harmful to the workers’ health. Ask your foreman for the proper mask for the specific hazard.
40. Gloves may be necessary for some operations, depending on the nature of the work and/or hazards involved. The gloves should be designed for the specific work and potential job hazards.
41. When using unfamiliar materials, read manufacturers instructions and labels completely, as some materials may be considered hazardous under certain conditions. Appropriate personal protective equipment and work precautions may be required. Additional information may be obtained by reviewing the appropriate Material Safety Data Sheet (MSDS).
42. Make sure you have all the necessary personal protective equipment required by any particular job prior to beginning work.
43. Drinking or the possession of intoxicating liquors on the job or working under the influence of liquor (intoxicants) will not be permitted and shall be grounds for permanent removal from the job site. Non-prescribed, unauthorized and illegal drugs (substances that have the effect of altering the mood, reactions, emotions, feelings, bodily functions, perceptions, etc.) are never permitted on the job. Anyone known to be under the influence, in the presence of, or have in their possession any illegal drugs or other banned products shall not be allowed on the job and will be subject to permanent removal from the job site.

44. Obey all posted rules, signs, instructions and barricades.
45. Workers should use normal walkways when coming or going to the job. Do not take short cuts through work, storage, or disposal areas.
46. The use of gasoline, or other flammables or solvents not specifically designed for that purpose, is prohibited for the cleaning of personnel, clothing, equipment or tools or for the starting of fires. Small quantities of gasoline must be transported only in approved safety containers with appropriate labeling (temporary containers). Gasoline engines must be shut off when refueling. When refueling equipment, appropriate fire extinguishers are to be immediately available.
47. NO SMOKING rules must be observed in posted or restricted areas.
48. Compressed gas cylinders must be secured in an upright position. When in storage an appropriate separation between Oxygen and combustible/flammable substances must be maintained. Regulators are to be removed and safety caps secured when cylinders are moved, transported or stored.
49. Do not attempt to operate any machinery, equipment or tools unless you are authorized, trained and qualified to do so and have been assigned to operate by the project supervision.
50. The air supply to pneumatic tools must be shut off and “bled down” before disconnecting and/or attempting any modifications, adjustments or repairs. Safety tie wires or whip checks must be used on all hose connections. Only individuals authorized and trained are to attempt any repairs or modifications.
51. Electric power sources must be disconnected before any adjustments, modifications or repairs can be made to electrical equipment. Repairs and modifications are to be effected only by qualified, trained individuals.
52. Proper manufacturer’s safety guards, switches and shields must be in place and fully functional on all power equipment, tools and equipment.

53. Machines must be shut down and energy sources isolated before any adjustments, servicing or repairing to prevent accidental starting. This requires the disconnecting of all power sources and/or following lockout - tagout procedures. Before start up, all guards must be replaced, and all cranks, keys or wrenches used in the service work must be removed. Replacement parts must meet minimum tool specifications (e.g. grinder wheels must be approved for maximum RPM of the machine; wood cutting bits must be approved for wood working; blades must have proper arbor shape, etc.).  
Machines and equipment are to be shut off at the end of work shifts or when left unattended.
54. Machines must be shut off, brought to a complete stop and disconnected from the power source before removing waste materials or making repairs and/or adjustments...
55. Tools and equipment, including cords and hoses and their connections, must be inspected daily before use by the individual utilizing such tools and equipment. (This includes temporary power sources -- electrical extension cords.)
56. All equipment and machine guards shall be kept in place and functional while the equipment is in operation. Tampering with, modifying, altering, or by-passing a safety guard is prohibited. All guards are to be promptly replaced after repair by qualified individuals after the repair work that necessitated their removal has been completed. No worker is to leave unguarded equipment and machinery un-attended unless appropriate barricades and/or prohibitive information is conspicuously posted.
57. Do not remove, alter, by-pass or tamper with any lock-out / tag-out lock or device unless it is yours.
58. No worker shall work or pass under lifted loads; this includes any portion of their body. Equipment operators shall not carry loads over any personnel. Any exceptions shall be specifically authorized by the project management and any individuals with potential exposure to overhead loads shall be alerted by the equipment operator on each and every occasion of exposure.
59. Equipment operators are responsible for the load weights, rigging, determining equipment load capacity and lifting of loads, including the movement of equipment and loads. Load chart

capacity for each piece of equipment shall not be exceeded. If questionable, lift plans shall be developed and discussed with the project management.

60. The workplace shall be kept clean, clutter free and obstruction free. Dispose of all debris in proper receptacles. No work area shall be left obstructed by any construction materials and/or construction debris and exits and walkways shall be kept clear of obstructions, including cords, hoses, pipe parts, lumber, etc. Construction debris, including trash, dust, mud, lunch debris, scraps, etc., shall not be allowed to accumulate in any workarea.

All walking - working surfaces shall be kept clean and uncluttered. Contractors shall not leave the work area without performing appropriate house keeping to maintain a clutter free work area.

61. Radios, TV's or other personal "noise" producing items shall not be allowed in the work area.
62. Cords, hoses, construction materials, construction debris, or stored materials shall not obstruct a walkway or work surface or present a tripping hazard in those areas, including pipe sections or other objects subject to rolling or causing a tripping hazard. All materials, tools and equipment shall be stored in a stable position (tied, stacked, or chocked) to prevent rolling or falling. A safe access to all work areas and exits must be maintained at all times.
63. Tools, equipment, machinery, vehicles and work areas are to be maintained in a clean and safe manner. Defects, malfunctions and unsafe conditions shall be reported to your foreman immediately. Only authorized personnel should attempt to make adjustment, alterations, modifications or repairs to any equipment, machinery or tools. Daily inspections, prior to use each work shift, are the responsibility of each worker.
64. Nails are to be immediately removed from disassembled lumber or bent flush so as not to present a potential hazard to other individuals. Discarded or loose nails shall not be allowed to accumulate on the walking surface.
65. No worker shall expose himself/herself, for any length of time, to a fall greater than 6 feet to a lower level, at any time, without utilizing one of the various forms of approved fall protection. Fall protection shall likewise be provided when hazards are at a lower level, such as exposed vertical rebar, operating equipment, heat sources, chemicals, water, etc., regardless of the



height. Fall protection plans shall be developed prior to starting the work when a potential fall hazard may be present.

66. When a hazard is created by contractor's work, the contractor is responsible for protecting the hazard and for protecting other workers or individuals that may encounter the hazard, during the work period or when left unattended. No "traps" are to be left for individuals entering the work area at a later time. (A created hazard shall not be left un-attended for any period of time by the employee of the contractor assigned the work task.) Individuals in adjacent areas to the work, above or below the work shall be alerted and/or protected by the contractor(s) performing the work, including individuals with exposure to migrating fumes, mists, dusts, gases, odors, etc..
67. All barricades, warning and informational signs and other warning systems are to be observed and strictly complied with. No worker shall cross a barricade or enter a restricted area without specific authorization from the project supervision.
68. Any barricades, signs or warning systems that are moved, removed or altered shall remain the responsibility of the worker(s) in the immediate area and other forms of personal and area protection shall be developed and maintained. Any worker temporarily altering or removing a barricade in order to accomplish the assigned work shall develop other forms of personal protection and/or personnel protection until such time as the barricades, guards or warning systems are restored.
69. No worker shall remove a hole cover or guardrail from any floor opening, wall opening, open sided floor, or scaffolding without specific authorization by the project supervision.
70. No worker shall enter a trench or excavation greater than 5 feet in depth unless a trench shield is used, the trench is properly shored or the slopes are laid back to the appropriate angle for the specific type of soil being excavated and appropriate access is provided. No worker shall enter a trench without another employee present on the surface. **A competent person is required to inspect the work area daily prior to workers' entry.**
71. Electrical power tools and temporary power sources shall be properly grounded before operation. Ground Fault Circuit Interrupters (GFCI) shall be utilized when temporary power sources, including extension cord sets, are in use. Do not use any tool with frayed or damaged insulation or plugs and missing grounding pins. Each worker is obligated to inspect

their tools and equipment prior to use, including the temporary power source.

72. Use tools only for the purpose for which they were designed:
  - a. Damaged tools should not be used until repairs are affected by authorized personnel.
  - b. Do not use pipe extensions or tools for added leverage.
  - c. Do not use tools or equipment with mushroomed heads such as chisels, bullpoints, hammers, etc.
73. Workers shall ensure that appropriate fire extinguishing equipment is immediately available when utilizing any tools or equipment or performing any work that produces flame, heat and/or sparks. Adjacent areas and individuals shall be protected from heat, flying sparks or objects and/or radiations.
74. Individuals in adjacent areas shall be protected when workers are utilizing tools or equipment or performing work that produces ultra-violet and/or infra-red radiation.
75. High pressure compressed air should be used only on designated jobs. Never use high pressure compressed air to blow off clothing.
76. Use proper lifting techniques. Bend your knees, grab the load firmly and then raise the load keeping your back as straight as possible. Keep the load close to your body. Obtain help to lift heavy loads, loads of unusual shape and loads to unusual size.
77. Personal vehicles are not to be brought into or parked in a work location or yard. Park only in designated parking areas. (Never stop, stand or park around or behind construction vehicles/equipment that appear to be parked.) Company vehicles are to be parked in designated areas and/or protected areas, not exposed to moving vehicular/equipment traffic or other adjacent hazards.
78. Drivers/operators are responsible for the safe movement of their vehicle/equipment. Backing accidents are considered to be PREVENTABLE accidents. Make sure that you are aware of any and all obstacles that may be present around and behind a vehicle/equipment and that safe clearance is available, while maintaining a clear field of vision. If assistance is required, it is the driver/operator's responsibility to secure such assistance prior to moving

any vehicle/equipment.

79. Maintain a safety conscious attitude at all times. If a work practice seems unsafe to you, discuss it with your foreman and/or project management before proceeding. With a little forethought a safer way of doing the job can be found.

Workers are expected to be aware of any and all hazards of the work and the work environment and to take appropriate action to protect themselves and others from the hazard, such as establishing guard rail systems, utilizing appropriate personal protective equipment and establishing warning systems to protect others.

It is the worker's responsibility to take appropriate actions if a hazard is encountered and to protect others if a hazard is created during the course of the work. Each individual will be held accountable if he/she continues to work in environments with exposure to unprotected hazards, whether they are located above, adjacent to or below the workarea.

Each worker will be held accountable for his/her actions and/or inactions – including the identification of work place hazards, avoiding the potential hazard, initiating appropriate protective measures, and protecting other individuals associated with the work place and/or the work.

Maintaining continuous Regulatory Compliance and the continuous utilization of Healthy and Safe Work Habits is a condition of employment.

## **Hazardous Substances**

As required by the OSHA Hazard Communication Standard, workers have the right to know about hazardous substances that are used daily or are present at the work site. In order to be in compliance, workers must be familiar with the Hazard Communication Standard, potential chemical(s) and other hazards in the workplace, Material Safety Data Sheets (MSDS's), labels and required personal protective equipment.

The main components of the Hazard Communication Standard to be implemented on the work projects are as follows:

1. A written Hazard Communication Program on each work site.
2. Both a general and a specific employee training program, which will include a review of the required personal protective equipment to be utilized.
3. Maintenance of Material Safety Data Sheets (MSDS's) and a list of hazardous substances used on the work site.
4. Labeling of hazardous substances and containers used on the work site.

Requests for Material Safety Data Sheets must be in writing and must be coordinated through your immediate supervisor/foreman or the project superintendent.

Hazardous materials must be transported, stored, applied, handled and identified in accordance with Federal Regulations.

## **Scaffolding**

At a minimum, shall comply with OSHA regulations, including but not limited to:

1. Guardrails, midrails and toeboards must be installed on all open sides of scaffolds with an exposure of 10 feet or greater to a lower level.
2. Scaffold planks must be at least 2 x 10 inch full-thickness lumber, scaffold grade, or the equivalent.
3. Scaffold planks must be cleated or secured from movement or must extend over the end supports by at least 6 inches, but not more than 12 inches.
4. Work platforms shall be fully planked.
5. Scaffold platforms shall be kept clean and clear of construction tools, equipment, materials and/or debris.
6. All scaffold members must be visually inspected before each use. Damaged scaffold members must be removed from service immediately.
7. Access ladders must be provided for each scaffold. Climbing off the end frames is prohibited unless their design incorporated an approved ladder.

8. Scaffolds must be tied off to the building or structure at intervals that do not exceed 30 feet horizontally and 26 feet vertically.
9. Scaffolds should not be overloaded. Materials should be brought up as needed. Excess materials and scrap should be removed from the scaffold when work is completed at the end of each shift.
10. Barrels, boxes, kegs, blocks, and similar unstable objects or surfaces must never be used as work platforms or to support scaffold components.
11. Where persons are required to work or pass under a scaffold, a screen of 18 gauge, ½ inch wire mesh or equivalent protection is required between the toeboards and the guardrail. Individuals at lower levels are to be protected from exposure to falling objects.
12. Overhead protection is required if personnel working on scaffolds are exposed to overhead hazards. Such protection must be 2 x 10 inch planks or the equivalent.
13. Scaffolds or work platforms must not be moved or altered by unauthorized personnel.
14. A competent person shall inspect the scaffolding and its components on each shift prior to use and during erection and dismantling.
15. Scaffolds must be on sound, rigid, solid footing capable of carrying the maximum intended loads without settling. Base plates shall be utilized on the scaffold frames.
16. Each person working from a 2-point suspended scaffold must be tied off to an independent approved safety line.

### **Rolling Scaffolds**

1. No one is allowed to ride rolling scaffolds, except as permitted by OSHA regulations, in specific circumstances.
2. Rolling scaffolds shall only be used on firm, level surfaces, without holes or obstructions.

3. Caster brakes must be locked when the scaffold is not in motion.
4. Casters must be secured to the scaffold frames by pins or equivalent means.
5. Get help when moving rolling scaffolds. Make certain that the route is clear. Watch for holes and overhead obstructions.
6. Secure or remove all loose materials and equipment before moving scaffold.
7. Platforms must be tightly planked for the full width of the rolling scaffold.
8. Guardrails, midrails and toeboards must be installed on all sides of the work platform that are 10 feet or greater above a lower surface.

## **Ladders**

As a minimum, shall comply with OSHA regulations, including but not limited to:

All types of ladders are available on the job site for your use. There is no excuse for using a makeshift means of access to a work area or for utilizing ladders of inadequate length and strength.

1. Manufactured ladders must be rated for industrial or heavy duty work.
2. Ladders must be inspected by a qualified person and approved for use before being put into service.
3. Painted ladders CANNOT be used.
4. Job-made ladders must be constructed to conform with the established OSHA/MSHA standards.
5. Broken or damaged ladders must not be used. They are to be tagged "DO NOT USE" and promptly removed from service. Ladders to be repaired must be reported to your supervisor.
6. Do not splice together short ladders to make a longer ladder.

7. All straight and extension ladders must be equipped with safety feet or be secured at the bottom.
8. All straight ladders must be tied off at the top or otherwise secured to prevent movement.
9. Ladders must not be placed against movable objects.
10. The base of the ladder must be set back a safe distance from the vertical –approximately one-fourth of the working length of the ladder and anti-slip measures instituted.
11. Ladders used for access to a floor or platform must extend at least 36 inches above such floor or landing platform.
12. The areas around the top and base of ladders must be free of tripping hazards such as loose materials, trash, electrical cords and construction materials.
13. Ladders that project into passageways or doorways where they could be struck by personnel, moving equipment, swinging doors, or materials being handled must be protected by barricades or guards.
14. Workers must face the ladder at all times when ascending or descending.
15. Be sure that your shoes are free of mud, grease, or other substances that could cause a slip or fall.
16. Do not carry heavy, unwieldy, awkward or large materials up or down ladders. You should use both hands to go up or down a ladder. Use a rope or other means of hoisting materials after you reach the work location.
17. Only one individual is allowed on a ladder at one time, unless a two-man stepladder is in use.
18. Always move the ladder to avoid overreaching.
19. Stepladders must be set level on all four feet, with the spreaders fully engaged and locked in place. Stepladders must never be used as straight ladders.

20. Workers must never stand on the top two steps of a stepladder.
21. Metal ladders must not be used for electrical work or in areas where they could contact energized wiring or equipment.
22. Job made ladders must comply with OSHA/MSHA standards including being constructed of 2"x4" material, at a minimum, for side rails and rungs and 16 penny nails should be utilized. Ladder spacers are to be placed between rungs.
23. Personal fall arrest systems must be utilized when personnel are working from a ladder if their belt buckle goes beyond the ladder side rails.

## **Housekeeping**

At a minimum, shall comply with OSHA regulations, including but not limited to:

Good housekeeping is an important part of any safety program. It is the responsibility of all employees – supervision and workers alike – to keep the job site clean. The individual employee generating construction debris, trash, scraps, etc. is responsible to clean their work area, with proper debris disposal in designated containers/areas, prior to leaving the work site. The individual worker is also responsible for ensuring that construction materials do not represent an obstruction or tripping hazard and do not obstruct exits, access routes, doorways, aisle ways, etc.

1. Scrap materials and rubbish are accident and fire hazards. If an excess of these materials exists in your work area, ask your supervisor to arrange for their removal, prior to you starting work.
2. Combustibles and flammables shall not be allowed to accumulate at a project site.
3. Trash containers should be located in all work areas. If you need one in your immediate work area, notify your supervisor.
4. All trash, waste and scrap must be placed in proper containers.
5. All hazardous wastes that may be generated, including solvent soaked rags or debris must be



place in appropriate containers, properly labeled, and dated.

6. Tools and materials must be placed where they will not create a hazard for others or will not create an obstruction.
7. Spilled liquids can cause safety or health hazards and should be protected and cleaned up immediately. For hazardous materials, read the Material Safety Data Sheet for proper spill cleanup and disposal procedures.
8. Keep change areas clean and orderly. Do not let soiled clothes, food scraps, and drink containers accumulate. Drinking cups, sandwich wrappers, food containers, paper bags, and other trash must be placed in the disposal containers provided.
9. Toilets, wash up facilities, drinking fountains, and water cans are provided for your convenience and comfort. You are expected to help keep them clean and sanitary. Never remove the top from a drink container, unless authorized by project management, and the use of other than single use drinking containers is prohibited. Properly dispose of all single use drinking containers in assigned receptacles.
10. Remove all protruding nails, staples, screws, or other objects that present a hazard to workers or vehicles.
11. All stairways, corridors, ladders, catwalks, ramps and passageways must be kept clear of construction materials, construction debris, loose materials and trash.
12. Combustible material must be kept away from steam lines, heaters and heat producing processes and equipment, any flame work or other heat sources. All combustibles must be cleared at least 35 feet away from areas in which welding is going on, and below job level.
13. Workers that have completed their assigned task(s) are expected to initiate housekeeping activities in their work area until the project supervision assigns additional work task(s). Operators and drivers not actively working are expected to initiate housekeeping and cleaning activities on their equipment or vehicle until they are required to resume their active task(s) with the equipment/vehicle.

## **Material Handling, Storage and Disposal**

At a minimum, shall comply with OSHA regulations, including but not limited to:

All materials must be properly stacked and secured to prevent sliding, rolling, falling, or collapse. Aisles, stairs, and passageways must be kept clear to provide for the safe movement of personnel and equipment and to provide access in emergencies.

1. Use proper lifting techniques when handling materials:
  1. Know the weight of the load you are going to move.
  2. Know the path of movement and the placement location and ensure that they are clear and not obstructed, before you begin to move the load.  
PLAN YOUR LIFT.
  3. Keep your back straight. Do not bend over.
  4. Bend your knees, get close to the load.
  5. Lift gradually, using your legs. Do not jerk or twist as you lift or begin moving the load.
  6. Get help for bulky, odd shaped or heavy loads.
  7. On multiple-individual lifts, communicate all moves prior to initiating a move or maneuver.
  8. Whenever possible, try to use mechanical aids to reduce the amount of lifting that you are required to do.
80. All weights to be handled must be known before handling. Those who rig a lift must know the capacity and proper use of the handling device (crane, forklift, chainfall, come-a-long, clamps, chokers, chains, shackles and lifting pens) before proceeding.
81. The quantity of materials stored on scaffolds, platforms, or walkways must not exceed the rated capacity of the platform and must not exceed that required for one day's operation.
82. Protruding nails and wires must be bent over flush or pulled when forms or materials are stripped, uncrated or moved.
83. All protruding nails and wires must be removed or bent over flush, and ragged metal edges protected before the material is handled.

84. Materials must not be stored in such a way that they may block access to fire fighting equipment, fire exits, or emergency equipment.
85. Materials or equipment must never be thrown or dropped except in a controlled situation. Check with your supervisor or the Safety Department before setting up a controlled situation. The landing area must be barricaded to protect other individuals.

### **Electrical Safety Precautions**

At a minimum, shall comply with OSHA regulations, including but not limited to:

Each worker is responsible for the inspection of all equipment and temporary power sources before each work shift and before each use.

1. All electrical tools and equipment must be grounded or double insulated and all temporary power sources protected by Ground Fault Circuit Interrupters (GFCI's).
2. Damaged or defective electrical tools, including power cords, must be tagged "out of service" and immediately removed from the work area.
3. Tampering with or the unauthorized repair of electrical tools or equipment is prohibited.
4. Temporary lighting used in damp and/or hazardous locations must be operated at a maximum of 12 volts.
5. Personnel must not work on or in proximity to energized circuits or any voltage unless adequate safety measures have been taken and the work operation has been reviewed and approved by the project superintendent and the Safety Department.
6. Machinery or equipment CANNOT be operated within 15 feet of electric power lines except where the electrical distribution or transmission lines have been de-energized at the point of work, or where insulating barriers not part of, or an attached attachment to machinery or equipment have been erected to prevent physical contact with the lines.
7. Temporary lighting must have guards over the bulbs. Broken and burned-out lamps must

be replaced immediately. Bulbs must not extend beyond the protective guards. Do not attempt to remove broken bulbs until the circuit has been verified to be de-energized.

8. Energized wiring in junction boxes, circuit breaker panels, and similar locations must be labeled and covered at all times, and when appropriate, locked.
9. Hazardous areas must be tagged, barricaded, and appropriate warning signs posted.

### **Electrical Hazards – extension cords**

Flexible cords may not be:

1. Used as a substitute for fixed wiring.
2. Run through doors, windows, sharp edges, etc. without adequate protection.
3. Attached to building surfaces.
4. Have connections wired or taped to prevent easy disconnect.

Flexible cords must be:

1. Continuous lengths without splices or taps.
2. Fastened so that there is no pull on joints or terminal screws.
3. Replaced when frayed or the insulation has been damaged or deteriorated.

### **Fall Prevention**

At a minimum, shall comply with OSHA regulations, including but not limited to:

Fall protection must be provided and utilized by each person on a working/walking surface with floor openings or holes, hoist areas, open shafts, unprotected floor and roof sides, or ramps, runways or walkways with unprotected sides or edges 6 feet or more above a lower level or when there are hazards at lower levels such as exposed vertical rebar, operating equipment or machinery, heat sources, chemicals, water, etc., regardless of the height.

1. Floor openings or holes must be protected by guardrails or covers in compliance with OSHA regulations. If covers are used, they must be strong enough to support the loads to be imposed upon them and must be secured to prevent accidental displacement.

2. Do not remove covers on floor openings without approval of your supervisor. When a cover has been removed to bring in equipment or materials, the area must not be left unprotected at any time and the cover or other adequate protection replaced immediately upon completion of the work.
3. Floor openings must be barricaded or covered, secured, and clearly labeled with bright letters "Floor Opening – Do Not Remove" when the floor opening is created.
4. When it is necessary to work inside the barricade around a floor opening, you must utilize personal fall arrest systems per OSHA regulations.
5. For **ANY** work performed beyond a fall protection system consisting of a barricade, the involved workers must utilize an approved Personal Fall Arrest System that is compliant with OSHA/MSHA regulations.
6. Personal Fall Arrest Systems consisting of a Body Harness, lanyard and secure attachment point shall be utilized by ALL personnel accessing an area 6 feet or greater above a lower level not protected by standard guard rails and/or safety nets. Body belts are not accepted as part of a personal fall arrest system. (Body belts may be utilized as part of an approved positioning system.)
7. Jumping from elevated platforms, machines, scaffolds or ladders is prohibited.
8. Use provided safe access and extreme caution when climbing on or off heavy equipment, vehicles, scaffolds, etc.
9. Appropriate guard rails complying with OSHA standards should be provided, regularly inspected and maintained as necessary.
10. Legible warning signs or caution tape should be placed on barricades, stands, posts, or other suitable stanchions before work starts and must be removed upon completion.
11. Barricades and Warning Lines shall be inspected and maintained before work begins in the immediate area.

12. A safe access must be provided to any and every work area, no matter how seldom it is utilized.

## Cranes, Hoists, Motor Vehicles, Earth Moving and Heavy Equipment

At a minimum, shall comply with OSHA regulations, including but not limited to: Our

equipment is built for safe operation, but it is only as safe as the operator.

NO worker is to use, move or operate any of this equipment unless he is qualified, adequately trained and assigned to do so by his supervision or the project superintendent.

NO equipment is to be utilized unless a formal inspection is conducted by the operator prior to use.

All hoists must comply with Federal regulations. Material hoists are to be operated by "authorized operators" only. Material hoists may not ever be used for lifting personnel.

The driver and/or operator is responsible for the safety of all passengers, where permitted, and the stability of materials being hauled or handled by his equipment.

**DO NOT** attempt to repair, alter, modify or adjust any vehicle or equipment without the specific authorization of the repair facility manager.

Any serious defects and/or malfunctions are to be reported immediately to the project superintendent, any project assigned maintenance/repair personnel and the repair facility manager. Tag the equipment "**DO NOT USE**" until repair personnel can effect appropriate inspection and repairs.

If a vehicle or equipment becomes stuck or is malfunctioning, **DO NOT** attempt to resolve the situation without first contacting the repair facility manager and/or the repair personnel assigned to the project site and receiving specific instructions.

In the event of an accident involving equipment, the repair facility manager should be immediately notified in addition to the Safety Department and Insurance Department.

The use of personal cellular phones is prohibited while any vehicle and/or equipment is in motion.

## General

1. Operators must take signals from only one person; in an emergency, however, a **“STOP SIGNAL”** can be given by anyone.
2. Only standard hand signals will be acknowledged.
3. Routine maintenance, fueling, or repairs must not be performed while the equipment is in use or the power is on.
4. Do not operate any equipment unless the operator is familiar with the equipment operator's manual and the equipment's load chart is readily available and the operator has demonstrated knowledge, experience and skill to do so.
5. All loads and lights should be properly secured prior to any movement of the vehicle and/or equipment. When pulling, pushing or towing any load, ensure that all attachments are properly secured and safety chains and pens are properly positioned.
6. The weight of the material and capacity of the equipment or hoist must be known by the operator prior to beginning the lift. Material should be positioned so it cannot shift.
7. Loads must be guided and prevented from swinging by attaching a tag line to the load.
8. Exposure of hands and bodies shall be prevented at all landings and openings with the use of proper barricades.
9. A designated worker must observe clearance of the equipment and give a timely warning for all operations when the operator's vision is obstructed.
10. Any overhead line must be considered energized unless it has been verified that the line has been de-energized. Never operate a crane where any part of the crane or its load will come within 10 feet of an energized power line.

11. Loads must not be suspended on unattended lifting equipment.
12. All personnel are prohibited from riding the hook, ball or load. Personnel may not ride on any moving equipment except in designated seats.
13. Seat belts shall be provided and utilized for all equipment provided with Roll Over Protection (ROP).
14. Do not ride in the bed of a truck containing any unsecured materials. Do not sit on the side rails or tailgate of a moving vehicle. The driver is responsible for the placement and proper seating of all passengers, including the use of seat belts.
15. Workers are prohibited from riding on loads, fenders, running boards, side rails, tailgates or vehicles with unsecured loads.
16. Workers shall not ride on or work from lifting platforms, baskets, lifting forks, buckets, etc. without engineered safe platforms being provided and authorized by the project superintendent.
17. Drivers must observe all traffic regulations and posted speed limits and must adjust his operation and speed according to the conditions, traffic and other hazards apparent in the area.
18. Drivers must not move any vehicles until riders comply with all safety procedures.
19. Do not back up any equipment or vehicle when the view to the rear is obstructed unless:
  1. The equipment or vehicle is equipped with an operating backup alarm, which is audible above the surrounding noise for a distance of 200 feet.
  2. The driver or operator has a clear, unobstructed view of the area he is backing into.
  3. An observer signals that it is safe to back up.

The driver/operator is responsible for the safe movement of the vehicle/equipment, both moving forward and backward as well as parking the vehicle/equipment in a safe location. If fields of vision are obstructed, get



assistance.

20. Do not operate any vehicle or equipment that you feel is unsafe. Report any unsafe vehicle or equipment to your supervisor, the project superintendent, or the Safety Department. All defects are to be recorded and reported to maintenance.
21. Unattended motorized equipment must not be left running.
22. The parking brake must be set whenever the vehicle is parked. If chocks are provided, they must also be used when the vehicle is left unattended.
23. At the end of the work shift, the last driver/operator is responsible for securing the vehicle/equipment by removing any loose tools and equipment and by removing the ignition keys to a location designated by the project superintendent. Windows are to be rolled up.
24. Pelican hooks must only be used for sorting and handling sheeting and H piles. Slings must never be rigged on or with pelican hooks.
25. All lifting equipment is to be inspected prior to use with the load capacity known. Defective equipment is to be immediately removed from the work area and tagged "Do Not Use."
26. Lifts shall not be attempted unless the load is accurately known prior to the lift. Any lift that involves a lift that exceeds 85% of the equipments load chart capacity shall require that a formal lift plan be developed and reviewed by all individuals involved in the lift.
27. The operator is responsible for the lift and for the safety of all individuals assisting with the lift and individuals in adjacent areas. The operator should not attempt or continue a lift if he feels that workers are exposed to hazards or if there is any question about the lift and/or the lift procedures.
28. The operator shall ensure that all lifting equipment has the annual inspection documentation, appropriate load charts, and owner's manual. The operator shall be familiar with these manuals prior to operating the equipment.

29. Industrial lift trucks shall be operated only by personnel that have been trained in compliance with OSHA regulations.
30. Equipment and work vehicles should be kept clean and uncluttered. Magazines, books, newspapers, etc. are prohibited in the cabs of equipment and vehicles.

### **Summary of Worker Responsibilities**

1. Each worker is expected to be knowledgeable of and to continuously utilize the safe work rules, regulations and procedures that are appropriate to their work as described by Federal, State and local Regulatory Agencies and by the City safe work rules and procedures.
2. Work according to good safety practices as posted, instructed, and discussed.
3. Refrain from any unsafe act that might endanger yourself or others.
4. Use all safety devices and personal protective equipment provided for your protection.
5. Report any unsafe act or unsafe condition immediately to your supervisor, foreman or project superintendent.
6. Assume your share of responsibility for thoughtless or deliberate acts that can create hazards, cause accidents and cause injury to yourself or other individuals.
7. In the event of any accident or injury, report it to your supervision and project superintendent and report to the designated area for treatment. In all cases, you are required to immediately report and document all accidents and injuries in a timely and thorough manner.
8. Maintain a clean, unobstructed, safe work area.
9. Maintain a high level of safety awareness at all times.
10. THINK BEFORE YOU ACT! IF YOU ARE UNSURE OR NOT TRAINED, ASK FOR ASSISTANCE BEFORE YOU BEGIN WORKING.

**RIDER "B"**  
**TRADE CONTRACTOR ACKNOWLEDGMENT OF THE CITY'S GENERAL SAFETY &  
PROCEDURAL REGULATIONS AND  
ENVIRONMENTAL, HEALTH AND SAFETY RULES, REGULATIONS AND PROCEDURES**

JOB TITLE: \_\_\_\_\_

TRADE

CONTRACTOR: \_\_\_\_\_

I acknowledge my responsibility to read and understand the contents of the City's General Safety & Procedural Regulations and the City's Environmental, Health and Safety Rules, Regulations and Procedures. I further acknowledge and agree that it is my responsibility to distribute these documents to all employees and subcontractors of \_\_\_\_\_

(Company Name)

who will be working on the \_\_\_\_\_ project. While working on  
(Project Name)

this project that is being managed by the City, all employees and subcontractors of

\_\_\_\_\_ will comply with the General Safety & Procedural  
(Company Name)

Regulations and the Environmental Health and Safety Rules, Regulations and Procedures which  
have been issued as part of the bidding documents for the \_\_\_\_\_

(Project Name)

project. I understand that these represent only minimal safe work rules and procedures. I further understand that failure to comply with these rules and regulations may result in disciplinary action, including but not limited to, fines and/or removal of personnel from the jobsite who have violated the rules and regulations.

Name

Title

Company Name

Date

SECTION 01700 CLOSEOUT  
PROCEDURES

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes:
  - 1. General Procedures to be used in administering Final Completion of work.

1.3 FINAL COMPLETION

- A. Procedures:
  - 1. Prior to submitting final payment, all outstanding punch items must be completed and accepted by the Owner.
  - 2. Submit specific warranties & maintenance agreement information
  - 3. Deliver tools, spare parts, extra stock and similar items.
  - 4. Submit a final invoice to the Town of Fairfield, Purchasing Authority, 725 Old Post Road Independence Hall Fairfield, CT 06824

**END OF SECTION**

**SECTION 00900**  
**MODIFICATIONS**

**1.1 DEFINITIONS**

**A. Addenda:**

- 1) An addendum is a document that is added to the original Contract documents before the signing of the Owner/Construction Manager agreement to clarify, revise, add to, or delete from the Contract Documents or previous addenda.
- 2) The primary purpose of an addendum is to clarify the drawings and Project Manual and respond to questions raised by Trade Contractors, or issue new requirements, including decisions to decrease or increase the scope of certain work.

**B. Construction Change Directives:**

- 1) A Construction Change Directive is a document that is added to the Contract Documents and issued after the signing of the Owner/Construction Manager agreement to clarify, revise, add to, or delete from the Contract Documents or previous changes.
- 2) The primary purpose of a Construction Change Directive is to clarify the Drawings and Project Manual and respond to questions raised by the Trade Contractor, or issue new requirements, including decisions to decrease or increase the scope of certain work.
- 3) Construction Change Directive altering the amount of the Contract Price shall result in Change Orders issued by the Trade Contractor and must be reviewed by the Owner, Architect, prior to Construction Manager implementation.

**C. Request for Information: (Clarifications) Minor changes in the work not affecting the Contract Price or date of completion to clarify the Drawings and/or Project Manual or respond to questions raised by the Trade Contractor shall be issued by the Architect.**

**1.2 FORMAT**

- A. Changes will follow a consistent format and will initially be filed after this page in the Project Manual. Replace revised pages of the Project Manual as applicable and discard obsolete pages.**

**END OF SECTION**

**FURNITURE**  
**SECTION 12500**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this section.
- B. Refer to other Divisions of these specifications to determine the type and extent of work therein effecting the work of this trade, whether or not such work is specifically mentioned in the Section.

**1.2 SUMMARY**

- A. Work of this Section consists of furnishing all labor, materials, equipment and services necessary to complete the work indicated:
  - 1. Chairs, task chairs, upholstered seating, exterior benches, misc seating.
  - 2. Tables, student tables, storage and activities furniture, misc classroom furniture, teacher desks, filing cabinets.
  - 3. Equipment including and not limited to choral risers

**1.3 SUBMITTALS**

- A. Submit the following in accordance with Division 1- General Requirements:
  - a. Provide product data for each item specified.
  - b. Include manufacturer's proposed warranty; defining all terms, conditions and time periods for warranty coverage.
- 2. Shop Drawings: Shop drawings indicating item sizes and any items that are being questioned for installation issues.
  - a. To ensure proper attachment of FF&E items, be advised where "items" are attached to wall, ceiling, and/or floor, specifications require Contractor to provide information adequate for architect to verify that fixtures, furnishings and equipment attached to wall, ceiling, and/or floor are attached securely. Contractor to submit installation method proposed for secure attachment.
- 3. Selection Samples: Samples indicating proposed finish selections from Manufacturers full range of selections including but not limited to: upholstery fabrics, plastic laminates, baked enamel finishes, aluminum finishes, metal finishes, chrome finishes, wood and plywood materials and finishes, molded plastic.
- 4. Maintenance data for tables and chairs, and files to include in the "Operating and maintenance manual".
  - a. Manufacturers contact information

- b. Methods for maintaining the furniture
  - c. Ordering spare parts and accessories
  - d. Installer contact information and requests for on-site repair services.
  - e. Precautions for cleaning materials and methods that could be detrimental to the finishes and performance of items.
- B. Certificate of Compliance: Manufacturer shall submit notarized certificate of compliance indicating compliance with requirements of specifications; including statement that specified warranty will be provided without restriction. Manufacturer shall certify that materials proposed for use comply with applicable building code and environmental regulations.
  - 1. Alternates: Bidder must provide bid on specified items. Bidder providing or requesting consideration of alternate products shall be fully liable for all costs attributable to acceptance of the change from the architects, engineers, general contractors and subcontractors effected by the change. Further, bidder shall clearly indicate reasons for the consideration of the alternate product. Such description shall include, but not be limited to, cost, performance, construction, installation and operation or advantages of proposed system.

#### 1.4 QUALITY ASSURANCE

- A. Obtain products specified in this Section by category from a single manufacturer.
- B. Installer Qualifications: Minimum 3 years documented experience; demonstrating previously successful work of the type specified herein; approved by window shade manufacturer.
- C. Take field measurements before preparation of shop drawings and fabrication, where possible, to ensure proper fitting of window shade system.
- D. Fire Performance characteristics: Provide all furniture, fixtures and equipment products and materials that meet the following fire testing performance requirements according to test method indicated by UL, BIFMA, ANSI, UFAS,, and other testing criteria and inspecting agency acceptable, and to the authorities having jurisdiction.
  - 1. Surface Burning characteristics as follows:
    - a. Flame Spread, not more than 25
    - b. Smoke development: Not more than 50
    - c. Flame resistance Ratings: Passes NFPA 701
  - 2. Test Method: California Technical Bulletin 117.

#### 1.5 PROJECT DELIVERY, STORAGE AND HANDLING

- A. Do not deliver and install furniture until ambient temperature and humidity conditions are continuously maintained at final occupancy levels and / or values.
- B. Store products off ground, under cover, protected from elements and construction activities. Schedule delivery to prevent delays, but minimize on-site storage. Refer to bidding instructions for break down/ phasing of deliveries required.

## 1.6 WARRANTY

- A. Manual Operating Components: Provide warranty under provisions of Division 1 - General Requirements. Warranty period vary by manufacturer but have a minimum of 10 years from Date of Substantial Completion. Warranty shall contain provisions that installation shall remain operational, without fault, for the warranty period.

## PART 2 PRODUCTS

### 2.1 CHAIRS, TASK SEATING, UPHOLSTERED SEATING, MISCELLANEOUS SEATING

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each seating product data sheets enclosed in this project manual.
- B. Products: Subject to compliance with requirements, provide one of each of the products specified in each furniture data sheet.
- C. Special product Warranty: Submit a written warranty, executed by the manufacturer agreeing to repair or replace furniture that fails in materials or workmanship within the specified warranty period. This warranty shall be in addition to and not a limitation or, other rights the owner may have against the contractor under the Contract Documents and this Project Manual.
  - 1. Warranty period is at least three (3) years after the acceptance (in writing) of substantial completion by the Architect.

### 2.2 TABLES, CLASSROOM FURNITURE, FILING, DESKS AND STORAGE UNITS

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each seating product data sheets enclosed in this project manual.
- B. Products: Subject to compliance with requirements, provide one of each of the products specified in each furniture data sheet.
- C. Special product Warranty: Submit a written warranty, executed by the manufacturer agreeing to repair or replace furniture that fails in materials or workmanship within the specified warranty period. This warranty shall be in addition to and not a limitation or, other rights the owner may have against the contractor under the Contract Documents and this Project Manual.
  - 1. Warranty period is at least three (3) years after the acceptance (in writing) of substantial completion by the Architect.

## PART 3 EXECUTION

### 3.1 INSPECTION

- A. Examine site conditions affecting performance of all products listed in this section.
- B. Report unsatisfactory conditions to architect in writing.



- C. Do not proceed with installation until unsatisfactory conditions have been corrected.

### 3.2 INSTALLATION

- A. Follow manufacturers printed instructions for installation.
- B. Verify all moving components operate smoothly and quietly.

### 3.3 ADJUST AND CLEAN

- A. All packaging and debris to be moved off site by the furniture subcontractor.

END OF SECTION

# PRODUCT DATA SHEETS

Holland Hill Elementary School

FF&E

105 Meadowcroft Road

Fairfield, CT

SDE # 051-046 EA

May 22, 2018

**KENNETH BOROSON**  
A R C H I T E C T S

315 Peck Street • New Haven, CT  
p.203.624.0662 • f.203.562.1732

[WWW.KBARCH.COM](http://WWW.KBARCH.COM)



# FF ROOM INVENTORY LIST (RIL)

HOLLAND HILL ELEMENTARY SCHOOL  
TOWN OF FAIRFIELD  
SDE 051-0146 EA

MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
F-105	105	SPANISH								2895
			D-01	1	DESK	30X 60		750	750	
			C-07	1	TASK CHAIRS			350	350	
			F-03	1	FILE CABINETS	4 DRW		350	350	
			F-04	1	MOBILE PEDS			245	245	
			B-03	2	BOOKCASES			350	700	
			ST-03	1	WARDROBE UNIT			500	500	
F-106B	106B	NURSE								1780
			D-01	1	DESK 30X60	30X60		750	750	
			F-04	1	MOBILE PED			245	245	
			C-07	1	TASK CHAIR			350	350	
			F-03	1	FILE - 4 DRW	4 DRW		350	350	
			C-01	1	STUDENT CHAIR	15"H SEAT		85	85	
F-106A	106A	HEALTH SUITE								2225
			EQ-4	2	RECOVERY COTS			750	1500	

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HOLLAND HILL ELEMENTARY SCHOOL  
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SDE 051-0146 EA

MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
			C-02	5	STUDENT WAITING CHAIRS	18" SEAT HT		85	425	
			B-01	1	BOOKCASE	3 SHELF		300	300	
F-107	107	PRINCIPAL								2400
			T-05	1	CONF TABLE	HON PRESIDE		1100		
			ST-03	1	WARDROBE			500		
			C-03	1	EXECUTIVE TASK CHAIR			800		
F-110	110	MAIN OFFICE								11835
			C-07	3	TASK CHAIRS			350	1050	
			C-05	2	BENCH			1500	3000	
			F-01	4	LATERAL FILE	3 DRW		350	3150	
			D-01	2	DESKS			750	1500	
			F-04	3	MOBILE PEDS			245	735	

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TOWN OF FAIRFIELD  
SDE 051-0146 EA

MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
			EQ-03	2	LITERATURE RACK			350	700	
			F-05	2	LATERAL FILES	5 DRW		600	1200	
			ST-04	1	COPIER STORAGE CART			500	500	
F-117	117	SPEECH/ LAS								5370
			D-01	1	DESK 30X60	30X60		750	750	
			F-04	2	MOBILE PED			245	490	
			C-07	2	TASK			350	700	
			C-02	8	STUDENT CHAIRS			85	680	
			F-03	3	4 DRW FILE			350	1050	
			B-02	2	BOOKCASE			350	700	
			T-05	2	RECTANGULAR TABLES			250	500	
			ST-03	1	WARDROBE			500	500	
F-118	118	ELL/LAS								5370
			T-05	2	RECTANGULAR TABLE			250	500	

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MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
			C-01	8	STUDENT CHAIRS			85	680	
			B-02	2	BOOKCASE			350	700	
			D-01	1	TEACHER DESK			750	750	
			C-07	2	TASK CHAIR			350	700	
			F-04	2	MOBILE PED			245	490	
			F-03	3	4 DRW FILE			350	1050	
			ST-03	1	WARDROBE			500	500	
F-119	119	MATH-SCI								6340
			D-01	1	DESK 30X60			750	750	
			F-04	2	MOBILE PEDS			245	490	
			C-07	2	TASK			350	700	
			C-02	8	STUDENT CHAIRS			250	2000	
			F-03	2	4 DRW FILE			350	700	
			B-02	2	BOOKCASE			350	700	
			T-05	2	RECTANGULAR TABLES			250	500	

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MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
			ST-03	1	WARDROBE			500	500	
	120	MULTIPURPOSE ROOM								25500
			T-04	17	12' CAFETERIA TABLE			1500	25500	
F-133	133	PT/OT								4255
			D-01	1	DESK			750	750	
			C-01	2	TASK CHAIR			350	700	
			F-04	1	MOBILE PED			245	245	
			F-03	1	4 DRW FILE			350	350	
			B-02	1	BOOKCASE			350	350	
			T-01	1	KIDNEY TABLE			400	400	
			C-01	6	STUDENT CHAIRS			85	510	
			ST-01	1	STORAGE CABINET			500	500	
			EQ-2	1	FLOOR MATS			250	250	
			EQ-01	1	CEILING SWIVEL FOR SWING			200	200	



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MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
F-135	135	SPEC ED								4835
			D-01	1	DESK			750	750	
			C-07	2	TASK CHAIR			350	700	
			F-04	2	MOBILE PED			245	490	
			F-03	1	4 DRW FILE			350	350	
			B-02	3	BOOKCASES			350	1050	
			T-01	1	KIDNEY TABLE			400	400	
			C-02	7	STUDENT CHAIRS	18"H		85	595	
			ST-03	1	WARDROBE UNIT			500	500	
F-137	137	SPEC ED								4750
			D-01	1	DESK			750	750	
			C-07	2	TASK CHAIR			350	700	
			F-04	2	MOBILE PED			245	490	

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MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
			F-03	1	4 DRW FILE			350	350	
			B-02	3	BOOKCASES			350	1050	
			T-01	1	KIDNEY TABLE			400	400	
			C-01	6	STUDENT CHAIRS	15"H SEATS		85	510	
			ST-03	1	WARDROBE			500	500	
F-138	138	FIFTH GR CLASSROOM								9205
			T-02	4	RECTANGULAR TABLES	30X60		200	800	
			T-05	4	RECTANGULAR TABLES	30X72		250	1000	
			C2	36	STUDENT CHAIRS	18" SEAT HTS		85	3060	
			T-01	1	KIDNEY TABLE			400	400	
			B-01	6	BOOKCASES			300	1800	
			D-01	1	TEACHER DESK			750	750	
			F-04	1	MOBILE PED			245	245	
			F-2	1	FILING CABINET			350	350	
			C-07	1	TASK CHAIR			350	350	
			ST-01	1	STORAGE CABINET			450	450	

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SDE 051-0146 EA

MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
F139	139	FIFTH GR CLASSROOM								9205
			T-02	4	RECTANGULAR TABLES	30X60		200	800	
			T-05	4	RECTANGULAR TABLES	30X72		250	1000	
			C2	36	STUDENT CHAIRS	18" SEAT HTS		85	3060	
			T-01	1	KIDNEY TABLE			400	400	
			B-01	6	BOOKCASES			300	1800	
			D-01	1	TEACHER DESK			750	750	
			F-04	1	MOBILE PED			245	245	
			F-2	1	FILING CABINET			350	350	
			C-07	1	TASK CHAIR			350	350	
			ST-01	1	STORAGE CABINET			450	450	
F140	140	FIFTH GR CLASSROOM								9205
			T-02	4	RECTANGULAR TABLES	30X60		200	800	
			T-05	4	RECTANGULAR TABLES	30X72		250	1000	

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MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
			C2	36	STUDENT CHAIRS	18" SEAT HTS		85	3060	
			T-01	1	KIDNEY TABLE			400	400	
			B-01	6	BOOKCASES			300	1800	
			D-01	1	TEACHER DESK			750	750	
			F-04	1	MOBILE PED			245	245	
			F-2	1	FILING CABINET			350	350	
			C-07	1	TASK CHAIR			350	350	
			ST-01	1	STORAGE CABINET			450	450	
F-141	141	FIFTH GR CLASSROOM								9205
			T-02	4	RECTANGULAR TABLES	30X60		200	800	
			T-05	4	RECTANGULAR TABLES	30X72		250	1000	
			C2	36	STUDENT CHAIRS	18" SEAT HTS		85	3060	
			T-01	1	KIDNEY TABLE			400	400	
			B-01	6	BOOKCASES			300	1800	
			D-01	1	TEACHER DESK			750	750	
			F-04	1	MOBILE PED			245	245	
			F-2	1	FILING CABINET			350	350	

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MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
			C-07	1	TASK CHAIR			350	350	
			ST-01	1	STORAGE CABINET			450	450	
F-142	142	FOURTH GR CLASSROOM								9405
			T-03	4	RECTANGULAR TABLES	36X60		250	1000	
			T-06	4	RECTANGULAR TABLES	36X72		250	1000	
			C2	36	STUDENT CHAIRS	18" SEAT HTS		85	3060	
			T-01	1	KIDNEY TABLE			400	400	
			B-01	6	BOOKCASES			300	1800	
			D-01	1	TEACHER DESK			750	750	
			F-04	1	MOBILE PED			245	245	
			F-2	1	FILING CABINET			350	350	
			C-07	1	TASK CHAIR			350	350	
			ST-01	1	STORAGE CABINET			450	450	
F-147	147	GIFTED								5100
			D-01	1	TEACHER DESK			750	750	
			F-04	1	MOBILE PED			245	245	

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MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
			C-01	1	TASK CHAIR			350	350	
			D-02	6	SIT / STAND DESKS			250	1500	
			C-02	6	STUDENT CHAIRS			85	510	
			BC-02	2	BOOKCASES	4 SHELF		350	700	
			F-03	1	FILE CABINET	4 DRW		350	350	
			ST-01	1	STORAGE UNIT	METAL CABINET		450	450	
F-148	148	GENERAL MUSIC								8795
			C-01	30	STUDENT CHAIRS	15" H		85	2550	
			T-03	4	STUDENT TABLES	36X60		250	1000	
			T-06	4	STUDENT TABLES	36X72		250	1000	
			B-01	7	BOOKCASES	3 SHELF		300	2100	
			D-01	1	TEACHER DESK	30X60		750	750	
			F-04	1	MOBILE PED			245	245	
			C-01	1	TASK CHAIR			350	350	
			F-02	1	FILE CABINET	2 DRW VERTICAL		350	350	
			ST-01	1	STORAGE CABINET	METAL		450	450	

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HOLLAND HILL ELEMENTARY SCHOOL  
TOWN OF FAIRFIELD  
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MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
F-149A	149A	INSTRUMENT STORAGE								3000
			ST--02	5	SHELVING UNITS			600	3000	
F-153B	153B	PERFORM. PLATFORM								9600
			C-08	28	STUDENT MUSIC CHAIRS			250	7000	
			C-08A	2	CHAIR STORAGE CART			250	500	
			EQ-5	28	MUSIC STANDS			75	2100	
F-153	153	MULTIPURPOSE ROOM								19170
			C-04	504	FOLDING CHAIRS			30	15120	
			C-04A	9	DOLLIES FOR CHAIRS			450	4050	
	11	SECOND GR	B-01	80	BOOKCASES			300	24000	33000
	10	SECOND GR	ST-01	20	STORAGE CABINET			450	9000	
	8	FIRST GR								
	6	KINDER- GARTEN								
	4	ART								
	K2	KINDER- GARTEN								

HOLLAND HILL ELEMENTARY SCHOOL  
TOWN OF FAIRFIELD  
SDE 051-0146 EA

MAY 22, 2018

	ROOM	ROOM NAME	KEY ITEM #	QTY	ITEM	DESCRIPTION	INELIGIBLE COST	ELIGIBLE COST	TOTAL	PER ROOM
	K1	KINDERGARTEN			NOTE: TWO TYPES OF ITEMS ARE FOR EACH ROOM LISTED AT THE LEFT					
	3	KINDER-GARTEN								
	5	FIRST GR								
	7	FIRST GR								
	9	FIRST GR								
	13	THIRD GR								
	15	THIRD GR								
	17	THIRD GR								
	19	THIRD GR								
	12	SECOND GR								
	14	SECOND GR								
	16	THIRD GR								
	18	FOURTH GR								
	20	FOURTH GR								
							PROJECT TOTAL:		202445	202445



## (IDS) ITEM DESCRIPTION SHEET

CATEGORY: B  
 ITEM # B-01  
 TOTAL QTY: 111

PRODUCT BOOKCASE  
 MANUFACTURER SPEC KORNER'S FOR KIDS  
 MODEL # # 272167  
 FINISHES: OAK- STANDARD  
 DIMENSIONS: 36"W X 14.25"D X 36"H  
 NOTES:



## SUBSTITUTIONS:

1. COMMUNITY PLAYTHINGS
2. JONTICRAFT

NOTE: CONTRACTOR TO SECURE ITEM TO WALL AND TO ADJACENT UNIT. REFERENCE SPECIFICATIONS 12500 1.3 2a

## PHASE 1

ROOM NAME	ROOM #	QTY	
HEALTH SUITE	106A	1	
5TH GR CLASS	138	6	
5TH GR CLASS	139	6	
5TH GR CLASS	140	6	
5TH GR CLASS	141	6	
5TH GR CLASS	142	6	
KINDERGARTEN	3	4	
ART	4	4	
FIRST GR	5	4	
KINDERGARTEN	6	4	
FIRST GR	7	4	
FIRST GR	8	4	
FIRST GR	9	4	

ROOM NAME	ROOM #	QTY	
SECOND GR	10	4	
SECOND GR	11	4	
SECOND GR	12	4	
THIRD GR	13	4	
SECOND GR	14	4	
THIRD GR	15	4	
THIRD GR	16	4	
THIRD GR	17	4	
FOURTH	18	4	
FOURTH	19	4	
FOURTH	20	4	
KINDERGARTEN	K1	4	
KINDERGARTEN	K2	4	

HOLLAND HILL ELEMENTARY SCHOOL

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KENNETH BOROSON ARCHITECTS

PHASE 2 OF 3

SECTION 12500

# (IDS) ITEM DESCRIPTION SHEET

CATEGORY: B  
ITEM # B-02  
TOTAL QTY: 15

PRODUCT BOOKCASES  
MANUFACTURER SPEC KORNER'S FOR KIDS  
MODEL # SS # 204970  
FINISHES: OAK  
DIMENSIONS: 35 3/4" X 14 1/2"D X 48"H  
NOTES:  
USE AGAINST A WALL-  
SECURE UNIT



## SUBSTITUTIONS:

1. Jonticraft
2. Community Playthings

NOTE: CONTRACTOR TO SECURE ITEM TO WALL AND TO ADJACENT UNIT. REFERENCE SPECIFICATIONS 12500 1.3 2a

## PHASE 1

ROOM NAME	ROOM #	QTY	
SPEECH/ LAS	117	2	
ELL/ LAS	118	2	
MATH/SCI	119	2	
PT/ OT	133	1	
SPEC ED	135	3	
SPEC ED	137	3	
GIFTED	147	2	

HOLLAND HILL ELEMENTARY SCHOOL  
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PHASE 2 OF 3

KENNETH BOROSON ARCHITECTS

SECTION 12500

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: B  
ITEM # B-03  
TOTAL QTY: 2

PRODUCT TALL BOOKCASE  
MANUFACTURER HON 10700  
MODEL # # H10775  
FINISHES: OAK  
DIMENSIONS: 36"W X 69"H X 13.5"D  
NOTES:



SUBSTITUTIONS:  
1. National  
2

NOTE: CONTRACTOR TO SECURE ITEM TO WALL AND TO ADJACENT UNIT. REFERENCE SPECIFICATIONS 12500 1.3 2a

PHASE 1

ROOM NAME	ROOM #	QTY	
SPANISH	105	2	

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: C  
ITEM # C-01  
TOTAL QTY: 51

PRODUCT STUDENT SEATING ARMLESS  
MANUFACTURER HON  
MODEL # ACCOMPLISH #  
FINISHES: NAVY ON TITANIUM  
DIMENSIONS: 15" H SEAT  
NOTES:



SUBSTITUTIONS:  
1. VIRCO  
2. KI

PHASE 1

ROOM NAME	ROOM #	QTY	
NURSE	106B	1	
ELL/LAS	118	8	
PT/OT	133	6	
SPEC ED	137	6	
GENERAL MUSIC	148	30	

# (IDS) ITEM DESCRIPTION SHEET

CATEGORY: C  
ITEM # C-02  
TOTAL QTY: 213

PRODUCT STUDENT SEATING ARMLESS

MANUFACTURER HON

MODEL # ACCOMPLISH #

FINISHES: NAVY ON TITANIUM

DIMENSIONS: 15" H SEAT

NOTES:



SUBSTITUTIONS:

1. VIRCO
2. KI

## PHASE 1

ROOM NAME	ROOM #	QTY	
HEALTH SUITE	106A	5	
SPEECH/ LAS	117	8	
MATH/ SCI	119	8	
SPEC ED	135	6	
5TH GR CLASS	138	36	
5TH GR CLASS	139	36	
5TH GR CLASS	140	36	
5TH GR CLASS	141	36	

4TH GR CLASS	142	36	
GIFTED	147	6	

HOLLAND HILL ELEMENTARY SCHOOL

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KENNETH BOROSON ARCHITECTS

PHASE 2 OF 3

SECTION 12500

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: C  
ITEM # C-03  
TOTAL QTY: 1

PRODUCT EXECUTIVE DESK CHAIR

MANUFACTURER

HON CERES

MODEL #

HCWI

FINISHES:

TBD

DIMENSIONS:

NOTES:



SUBSTITUTIONS:

- 1. ALLSTEEL
- 2 PAOLI

PHASE 1

ROOM NAME	ROOM #	QTY	
PRINCIPAL	110	1	


(IDS) ITEM DESCRIPTION SHEET

CATEGORY: C  
ITEM # C-04  
TOTAL QTY: 504

PRODUCT FOLDING CHAIRS  
MANUFACTURER HON  
MODEL # FC-01  
FINISHES: POWDERCOAT STEEL  
COLOR:TBD FROM MFG COLORS  
DIMENSIONS:  
NOTES:  
PROVIDE RUBBERIZED  
NON-SKID FEET



SUBSTITUTIONS:  
1. NATIONAL PUBLIC SEATING  
2. MIDWEST

ROOM NAME	ROOM #	QTY	
MULTIPURPOSE ROOM	153	504	

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: C  
ITEM # C4A  
TOTAL QTY: 9

PRODUCT CHAIR DOLLY

MANUFACTURER HON

MODEL # HON

FINISHES:

DIMENSIONS: TBD

NOTES: VERTICAL CHAIR DOLLY  
HOLDS 84 CHAIRS



- SUBSTITUTIONS:
- 1. NATIONAL PUBLIC SEATING
  - 2. MIDWEST

PHASE 1

ROOM NAME	ROOM #	QTY	
CHAIR STORAGE	135A	9	



(IDS) ITEM DESCRIPTION SHEET

CATEGORY: C  
ITEM # C-05  
TOTAL QTY: 2

PRODUCT VESTIBULE/ FOYER

MANUFACTURER

KI-CURVE

MODEL # 578W/XXXX/ NATURAL ON

BEECH/PWTR

FINISHES: FABRIC- TBD, PENTER LEGS

DIMENSIONS: 78"W X 22"D

NOTES:



SUBSTITUTIONS:

1. AGI
2. COALESSE

PHASE 1

ROOM NAME	ROOM #	QTY	
MAINFOFFICE	100	1	
VESTIBULE		1	

HOLLAND HILL ELEMENTARY SCHOOL

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PHASE 2 OF 3

SECTION 12500

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: C  
ITEM # C-06  
TOTAL QTY:           

PRODUCT

MANUFACTURER

MODEL #

FINISHES:

DIMENSIONS:

NOTES:

NOT USED

SUBSTITUTIONS:

- 1.KI
- 2.Allsteel

PHASE 1

ROOM NAME	ROOM #	QTY	

ROOM NAME	ROOM #	QTY	

# (IDS) ITEM DESCRIPTION SHEET

CATEGORY: C  
ITEM # C-07  
TOTAL QTY: 24

PRODUCT TASK CHAIR

MANUFACTURER HON

MODEL # # 5903AB90T

FINISHES: BLACK FRAME/ FABRIC TBD

DIMENSIONS:

NOTES:



SUBSTITUTIONS:

1. SIT ON IT
- 2

## PHASE 1

ROOM NAME	ROOM #	QTY	
SPANISH	105	1	
NURSE	106B	1	
MAIN OFFICE	110	3	
SPEECH/ LAS	117	2	
ELL/ LAS	118	2	
MATH/ SCI	119	2	
OT/PT	133	2	
SPEC ED	135	2	
SPEC ED	137	2	
5TH GR CLASS	138	1	
5TH GR CLASS	139	1	
5TH GR CLASS	140	1	
5TH GR CLASS	141	1	
GIFTED	147	1	
GENERAL MUSIC	148	1	
4TH GR CLASS	142	1	

HOLLAND HILL ELEMENTARY SCHOOL  
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PHASE 2 OF 3

KENNETH BOROSON ARCHITECTS

SECTION 12500

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: C  
ITEM # C-08  
TOTAL QTY:           

PRODUCT        MUSIC CHAIRS

MANUFACTURER    WENGER

MODEL #        POSTURE #0935121

FINISHES:        BLACK FRAME

DIMENSIONS:     16" H SEAT

NOTES:



SUBSTITUTIONS:

1

2

PHASE 1

ROOM NAME	ROOM #	QTY	
PLATFORM	153B	28	

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: C  
ITEM # C-08A  
TOTAL QTY:           

PRODUCT        MUSIC CHAIR DOLLY

MANUFACTURER    WENGER

MODEL #        127A261

FINISHES:        BLACK FRAME

DIMENSIONS:

NOTES:         \$36 LIST



SUBSTITUTIONS:

1.KI

2.Allsteel

PHASE 1

ROOM NAME	ROOM #	QTY	
PLATFORM	153B	2	

# (IDS) ITEM DESCRIPTION SHEET

CATEGORY: D  
ITEM # D-01  
TOTAL QTY: 17

PRODUCT SINGLE PED DESK  
MANUFACTURER HON  
MODEL # # H33870  
FINISHES: TBD  
DIMENSIONS: 30 X 66  
NOTES: 3/4 modesty panel



## SUBSTITUTION:

1. ALLSTEEL
2. NATIONAL

## PHASE 1

ROOM NAME	ROOM #	QTY	
SPANISH	105	1	
NURSE	106B	1	
MAIN OFFICE	110	2	
SPEECH/ LAS	117	1	
ELL/ LAS	118	1	
MATH/ SCI	119	1	
OT/PT	133	1	
SPEC ED	135	1	
SPEC ED	137	1	
5TH GR CLASS	138	1	
5TH GR CLASS	139	1	
5TH GR CLASS	140	1	
5TH GR CLASS	141	1	
GIFTED	147	1	
GENERAL MUSIC	148	1	
4TH GR CLASS	142	1	

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: D  
ITEM # D2  
TOTAL QTY: 6

PRODUCT      SIT/ STAND DESK

MANUFACTURER    SAFCO

MODEL #        1201BE ALPHABETTER  
                     STAND UP DESK

FINISHES:        BLACK FRAME / BEIGE  
                     TOP

DIMENSIONS:    28"H X 20"

NOTES:



SUBSTITUTIONS:

1

2

PHASE 1

ROOM NAME	ROOM #	QTY	
GIFTED	147	6	

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: EQ  
ITEM # EQ-01  
TOTAL QTY: 1

PRODUCT HEAVY DUTY TIRE SWIVEL

MANUFACTURER E SPECIAL NEEDS

MODEL #  
E03914

FINISHES:

DIMENSIONS: 5.5"W X 5.5 WITH 4 9/16"  
HOLES 3.5 CENTER TO  
CENTER

NOTES: SUPPORTS UP TO 500 LBS

MOUNTING HARDWARE  
AND BOARD  
INSTALLATION BY GC



SUBSTITUTIONS:

- 1
- 2

PHASE 1

ROOM NAME	ROOM #	QTY	
PT/OT	133	1	

HOLLAND HILL ELEMENTARY SCHOOL  
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KENNETH BOROSON ARCHITECTS

SECTION 12500



(IDS) ITEM DESCRIPTION SHEET

CATEGORY: EQ  
ITEM # EQ-02  
TOTAL QTY: 1

PRODUCT FLOOR MATS

MANUFACTURER CHILDRENS FACTORY (  
SCHOOL SPECIALTY)

MODEL # 5E+05

FINISHES: MULTICOLORED

DIMENSIONS:

1 1/2" THICK 4'X 8'

NOTES:

DOUBLE FOLDED SEAMS  
AND HEMS HOOK AND LOOP  
AT BOTH ENDS. FOLDS  
EVERY 2 FT, 40 LBS



SUBSTITUTIONS:

1  
2

PHASE 1

ROOM NAME	ROOM #	QTY	
PT/OT	133	1	

HOLLAND HILL ELEMENTARY SCHOOL  
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KENNETH BOROSON ARCHITECTS

SECTION 12500

# (IDS) ITEM DESCRIPTION SHEET

CATEGORY: EQ  
ITEM # EQ-03  
TOTAL QTY: 2

PRODUCT MAGAZINE/ LITERATURE RACK

MANUFACTURER PETER PEPPER

MODEL #

#605

FINISHES: SOLID WOOD ( MAPLE) WITH  
METAL BACK, PAINTED AND  
CLEAR FRONT

DIMENSIONS:

29"W X 3"D X 38"H

NOTES:

9 POCKETS VENDOR TO  
SECURE TO WALL PER MFG



SUBSTITUTIONS:

1 DISPLAYS TO GO

2 SAFECO

PHASE 1

ROOM NAME	ROOM #	QTY	
MAIN OFFICE	110	2	

HOLLAND HILL ELEMENTARY SCHOOL

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SECTION 12500

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: E  
ITEM # EQ-4  
TOTAL QTY: 2

PRODUCT      RECOVERY COTS

MANUFACTURER    MOORE MEDICAL

MODEL #  
                      #82087

FINISHES:        VINYL UPHOLSTERY TBD  
                      MAPLE WOOD FRAME

DIMENSIONS:     72"W X 27"D X 18"H

NOTES:            300 LB CAPACITY  
                      3 YEAR WARRANTY  
                      STAIN RESISTANT



SUBSTITUTIONS:  
1. HAUSMAN  
2 CLINTON INDUSTRIES

PHASE 1

ROOM NAME	ROOM #	QTY	
HEALTH SUITE	106A	2	

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: EQ  
ITEM # EQ-5  
TOTAL QTY: 28

PRODUCT MUSIC STAND  
MANUFACTURER WENGER  
MODEL # # ROUGHNECK  
FINISHES: BLACK  
DIMENSIONS:  
NOTES:



SUBSTITUTIONS:  
1  
2

PHASE 1

ROOM NAME	ROOM #	QTY	
PLATFORM	153B	28	

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: F  
ITEM # F-01  
TOTAL QTY: 9

PRODUCT FILING CABINET- 3 DRW  
LATERAL  
MANUFACTURER ALLSTEEL

MODEL #  
ESSENTIALS # ELF336N

FINISHES:  
TBD

DIMENSIONS: 36"WX 18"D X 39 1/4"H

NOTES:  
LOCKABLE  
NOTE: 4 IN CENTER OF  
OFFICE SHALL HAVE A  
COMMON LAMINATE TOP



SUBSTITUTIONS:  
1. KI 700 SERIES  
2. HON

PHASE 1

ROOM NAME	ROOM #	QTY	
MAIN OFFICE	110	9	

# (IDS) ITEM DESCRIPTION SHEET

CATEGORY: F  
ITEM # F-02  
TOTAL QTY: 6

PRODUCT FILING CABINET - 2 DRW  
MANUFACTURER HON  
MODEL # 212P  
FINISHES: BLACK  
DIMENSIONS: 15"W X 28.5 "D  
NOTES:  
LOCKABLE



SUBSTITUTIONS:  
1. KI 700 SERIES  
2. ALLSTEEL

## PHASE1

ROOM NAME	ROOM #	QTY	
5TH GR CLASS	138	1	
5TH GR CLASS	139	1	
5TH GR CLASS	140	1	
5TH GR CLASS	141	1	
FOURTH GR	142	1	
GENERAL MUSIC	143	1	

HOLLAND HILL ELEMENTARY SCHOOL  
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KENNETH BOROSON ARCHITECTS

SECTION 12500

# (IDS) ITEM DESCRIPTION SHEET

CATEGORY: F  
ITEM # F-03  
TOTAL QTY: 12

PRODUCT FILING CABINET- 4 DRAWER

MANUFACTURER HON

MODEL # #214P

FINISHES: TBD

DIMENSIONS:

NOTES:



SUBSTITUTIONS:

1. KI 700 SERIES
2. ALLSTEEL

PHASE 1

ROOM NAME	ROOM #	QTY	
SPANISH	105	1	
NURSE	106B	1	
SPEECH	117	3	
ELL/ LAS	118	3	
MATH- SCI	119	2	
PT/OT	133	1	
	135	1	

HOLLAND HILL ELEMENTARY SCHOOL  
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KENNETH BOROSON ARCHITECTS

SECTION 12500

# (IDS) ITEM DESCRIPTION SHEET

CATEGORY: F  
ITEM # F4  
TOTAL QTY: 24

PRODUCT MOBILE FILE PED  
MANUFACTURER HON  
MODEL # H18823AL  
FINISHES: TBD  
DIMENSIONS: 18"W X 20"H  
NOTES:



## SUBSTITUTIONS:

- 1
- 2

## PHASE 1

ROOM NAME	ROOM #	QTY	
SPANISH	105	1	
NURSE	106B	1	
MAIN OFFICE	110	3	
SPEECH/ LAS	117	2	
ELL/ LAS	118	2	
MATH/ SCI	119	2	
OT/PT	133	2	
SPEC ED	135	2	
SPEC ED	137	2	
5TH GR CLASS	138	1	
5TH GR CLASS	139	1	

ROOM NAME	ROOM #	QTY	
5TH GR CLASS	140	1	
5TH GR CLASS	141	1	
GIFTED	147	1	
GENERAL MUSIC	148	1	
4TH GR CLASS	142	1	



(IDS) ITEM DESCRIPTION SHEET

CATEGORY: F  
ITEM # F-05  
TOTAL QTY: 2

PRODUCT LATERAL FILE- FIVE  
DRAWER  
MANUFACTURER HON  
MODEL # TBD  
FINISHES: TBD

DIMENSIONS:

NOTES:



SUBSTITUTIONS:  
1. Allsteel  
2. Steelcase

PHASE 1

ROOM NAME	ROOM #	QTY	
MAIN OFFICE	110	2	

## (IDS) ITEM DESCRIPTION SHEET

CATEGORY: ST  
 ITEM # ST-01  
 TOTAL QTY: 28

PRODUCT STORAGE CABINET

MANUFACTURER HON

MODEL # BASYX

FINISHES: TBD

DIMENSIONS: 36"W X 18"D X 72"H

NOTES LOCKABLE  
PREASSEMBLED

NOTE: CONTRACTOR TO SECURE ITEM TO WALL AND TO A UNIT. REFERENCE SPECIFICATIONS 12500 1.3 2a

SUBSTITUTIONS:  
 1. KI 700 SERIES  
 2. PENCO



## PHASE 1

ROOM NAME	ROOM #	QTY	
PT/OT	133	1	
5TH GR CLASS	138	1	
5TH GR CLASS	139	1	
5TH GR CLASS	140	1	
5TH GR CLASS	141	1	
4TH GR CLASS	142	1	
GIFTED	147	1	
GENERAL MUSIC	148	1	
KINDERGARTEN	K1	1	
KINDERGARTEN	K2	1	
KINDERGARTEN	3	1	
ART	4	1	
FIRST GR CLASS	5	1	
KINDERGARTEN	6	1	
FIRST GR CLASS	7	1	
FIRST GR CLASS	8	1	
FIRST GR CLASS	9	1	
SECOND GR CLASS	10	1	

ROOM NAME	ROOM #	QTY	
SECOND GR CLASS	11	1	
SECOND GR CLASS	12	1	
THIRD GR CLASS	13	1	
SECOND GR CLASS	14	1	
THIRD GR CLASS	15	1	
THIRD GR CLASS	16	1	
THIRD GR CLASS	17	1	
FOURTH GR	18	1	
THIRD GR CLASS	19	1	
FOURTH GR	20	1	

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PHASE 2 OF 3

SECTION 12500

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: ST  
ITEM # ST-02  
TOTAL QTY: 5

PRODUCT        STORAGE SHELVING

MANUFACTURER   EDSAL

MODEL #        # 9002435

FINISHES:        TBD

DIMENSIONS:     36" W 24"D X 85"H

NOTES:            QUIK CLIP, 22"GUAGE STEEL



NOTE: CONTRACTOR TO SECURE ITEM TO WALL AND TO ADJACENT UNIT. REFERENCE SPECIFICATIONS 12500 1.3 2a

- SUBSTITUTIONS:
- 1. Penco
  - 2. SAFCO

(shelves included in spec, not shown in picture)

NOTE: CONTRACTOR TO SECURE ITEM TO WALL AND TO ADJACENT UNIT. REFERENCE SPECIFICATIONS12500 1.3 2a

PHASE 1

ROOM NAME	ROOM #	QTY	
MUSIC STORAGE	149A	5	

# (IDS) ITEM DESCRIPTION SHEET

CATEGORY: ST  
ITEM # ST-03  
TOTAL QTY: 8

PRODUCT WARDROBE

MANUFACTURER ALLSTEEL

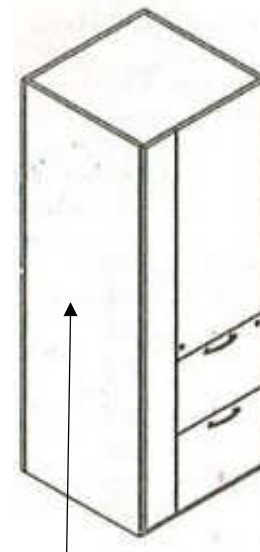
MODEL # ESSENTIALS # ET524225LFF

FINISHES: TBD

DIMENSIONS: 24"W X 24"D X 65"H

NOTE: ADA ROD MOUNTING  
HT- SPECIAL

NOTES



COAT ROD  
MOUNTED AT  
48" AFF TO CL

SUBSTITUTIONS:

1. HON

NOTE: CONTRACTOR TO SECURE ITEM TO WALL AND TO ADJACENT UNIT. REFERENCE SPECIFICATIONS 12500 1.3 2a

## PHASE 1

ROOM NAME	ROOM #	QTY	
SPANISH	105	1	
PRINCIPAL	107	1	
SPEECH/ LAS	117	1	
ELL/ LAS	118	1	
MATH/SCI	119	1	
PT/ OT	133	1	
SPEC ED	135	1	
SPEC ED	137	1	

HOLLAND HILL ELEMENTARY SCHOOL

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KENNETH BOROSON ARCHITECTS

PHASE 2 OF 3

SECTION 12500

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: ST  
ITEM # ST-04  
TOTAL QTY: 1

PRODUCT      COPIER STAND

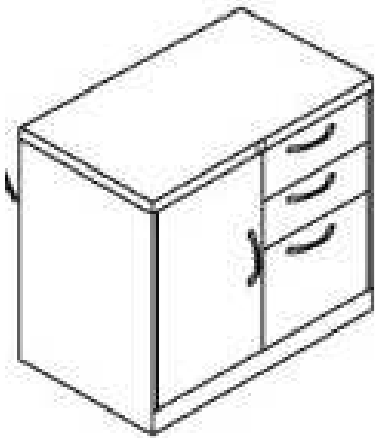
MANUFACTURER    ALLSTEEL

MODEL #        ESENTIALS #EPF23018DBBFA

FINISHES:        TBD

DIMENSIONS:    30"W X 18"D X 28"H

NOTES:



SUBSTITUTIONS:

1

2

PHASE 1

ROOM NAME	ROOM #	QTY	
MAIN OFFICE	110	1	

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: T  
ITEM # T-01  
TOTAL QTY: 8

PRODUCT STUDENT KIDNEY TABLE

MANUFACTURER ARTCO BELL

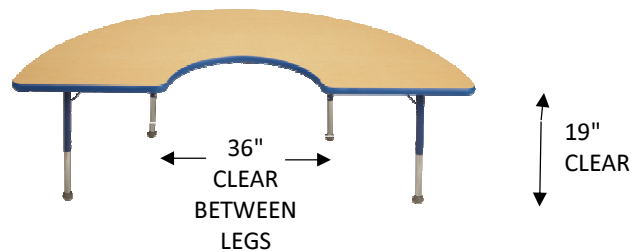
MODEL # FOR EACH TABLE:  
# DTT-KD4872F  
# DTLK-6AYP

FINISHES: PLAM TOP: TBD EDGE: BLACK

DIMENSIONS: 48" X 72" ADJUSTABLE LEGS  
22"-30"

NOTES:

3 mm t-mold edge, kidney  
table top with adjustable  
Discovery series legs  
with nylon lgldes



SUBSTITUTIONS:

- 1.. KI
2. VIRCO

PHASE 1

ROOM NAME	ROOM #	QTY	
PT/OT	133	1	
SPEC ED	135	1	
SPEC ED	137	1	
5TH GR CLASS	138	1	
5TH GR CLASS	139	1	
5TH GR CLASS	140	1	
5TH GR CLASS	141	1	
FOURTH GR CLASS	142	1	

HOLLAND HILL ELEMENTARY SCHOOL

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PHASE 2 OF 3

SECTION 12500

# (IDS) ITEM DESCRIPTION SHEET

CATEGORY: T  
ITEM # T-02  
TOTAL QTY: 16

PRODUCT RECTANGULAR CLASSROOM  
ACTIVITY TABLE  
MANUFACTURER ARTCO- BELL  
MODEL # # 1250  
FINISHES: Oak top with chrome legs/ black edging

DIMENSIONS: 30 X 60

NOTES:



## SUBSTITUTIONS:

1. KI
2. VIRCO

## PHASE 1

ROOM NAME	ROOM #	QTY	
5TH GR CLASS	138	4	
5TH GR CLASS	139	4	
5TH GR CLASS	140	4	
5TH GR CLASS	141	4	

HOLLAND HILL ELEMENTARY SCHOOL  
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KENNETH BOROSON ARCHITECTS

SECTION 12500

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: T  
ITEM # T-03  
TOTAL QTY: 8

PRODUCT CLASSROOM TABLE  
MANUFACTURER ARTCO BELL  
MODEL # # TBD  
FINISHES: OAK FLAM TOP/ BL EDGE  
DIMENSIONS: 36" X 60"  
NOTES:



ADJ 21-29-  
19"H  
CLEAR

SUBSTITUTIONS:  
1. KI  
2. VIRCO

PHASE 1

ROOM NAME	ROOM #	QTY	
4TH GR CLASS	142	4	
GENERAL MUSIC	148	4	



(IDS) ITEM DESCRIPTION SHEET

CATEGORY: T  
ITEM # T-04  
TOTAL QUAN 17

PRODUCT CAFETERIA TABLE

MANUFACTURER SICO

MODEL # #TC-65 TTN51F??02CS  
ADA President

FINISHES: GREY NEBULA TOP, BLACK  
BULLNOSE TRIM, LIGHT  
GREY STOOLS

DIMENSIONS: 12'

NOTES: REMOVABLE LEGS/ SEATS  
FOR ADA ACCESSIBILITY



SUBSTITUTIONS:

1. KI
2. National

PHASE 1

ROOM NAME	ROOM #	QTY	
MULTIPURPOSE	120	17	

# (IDS) ITEM DESCRIPTION SHEET

CATEGORY: T  
ITEM # T-05  
TOTAL QTY: 22

PRODUCT CLASSROOM TABLE

MANUFACTURER ARTCO BELL

MODEL # # TBD

FINISHES: OAK FLAM TOP/ BL EDGE

DIMENSIONS: 30" X 72"

NOTES:



## SUBSTITUTIONS:

1. KI
2. VIRCO

## PHASE 1

ROOM NAME	ROOM #	QTY	
SPEECH/ LAS	117	2	
ELL/ LAS	118	2	
MATH/ SCI	119	2	
5TH GR CLASS	138	4	
5TH GR CLASS	139	4	
5TH GR CLASS	140	4	
5TH GR CLASS	141	4	

HOLLAND HILL ELEMENTARY SCHOOL

STATE PROJECT # 051-046 EA

KENNETH BOROSON ARCHITECTS

PHASE 2 OF 3

SECTION 12500

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: T  
ITEM # T-06  
TOTAL QTY: 8

PRODUCT CLASSROOM TABLE

MANUFACTURER ARTCO BELL

MODEL # # TBD

FINISHES: OAK PLAM TOP/ BL EDGE

DIMENSIONS: 36" X 72"

NOTES:



SUBSTITUTIONS:

1. KI
2. VIRCO

PHASE 1

ROOM NAME	ROOM #	QTY	
4TH GR CLASS	142	4	
GENERAL MUSIC	143	4	

HOLLAND HILL ELEMENTARY SCHOOL

STATE PROJECT # 051-046 EA

KENNETH BOROSON ARCHITECTS

PHASE 2 OF 3

SECTION 12500

(IDS) ITEM DESCRIPTION SHEET

CATEGORY: T  
ITEM # T-07  
TOTAL QTY: 1

MANUFACTURER HON PRESIDE  
  
MODEL # HTLD42T TOP AND HTLX-42 BASE  
  
FINISHES: TBD  
  
DIMENSIONS: 42" DIAMETER X 29"H  
  
NOTES:



SUBSTITUTIONS:  
1  
2

PHASE 1

ROOM NAME	ROOM #	QTY	
PRINCIPAL OFFICE	107	1	

**Executive Session Notes  
Fairfield BoE; June 7, 2018**

**Call to order and Roll Call**

Chairman Philip Dwyer called the meeting to order at 6:33PM. Present were members Trisha Pytko, Jennifer Leeper, Christine Vitale, Jessica Gerber, Philip Dwyer, Jennifer Jacobsen (arrived 6:42PM), Jennifer Maxon-Kennelly and Jeff Peterson. Nick Aysseh was not present. Others present were Dr. Toni Jones, attorney Ms. Colleen Deasy, attorney Mr. Stephen Sedor, Board of Finance members Tom Flynn, Jim Brown, Mary LeClerc (arrived 6:39PM), Elizabeth Zezima, Sheila Marmion (arrived 6:49PM), David Becker (arrived 6:40PM), Chris Dewitt and Jim Walsh (arrived 6:39PM).

**Convene to Executive Session**

Ms. Pytko moved/Mr. Peterson seconded the recommended motion, "that the Board of Education move into Executive Session to discuss records, reports and statements of strategy or negotiations with respect to collective bargaining and invite Attorney Sedor, Attorney Deasy, and members of the Board of Selectmen and Finance in accordance with Connecticut General Statutes CGS 1-210(b)(9)."

Motion passed 7-0 (Mrs. Jacobsen was not present at this time). The Board went into Executive Session at 6:36PM.

The Board came out of Executive Session at 7:39PM.

**Adjournment**

Mrs. Gerber moved/Mr. Peterson seconded the recommended motion "that this Special Meeting of the Board of Education adjourn." Motion passed 8-0. Meeting adjourned at 7:40PM.

**Special Meeting Notes  
Fairfield BoE; June 12, 2018**

**Call to order of the Special Meeting of the Board of Education and Roll Call**

Chairman Philip Dwyer called the Special meeting to order at 6:35PM. Present were members Trisha Pytko, Jennifer Leeper, Christine Vitale, Jessica Gerber, Philip Dwyer, Jennifer Jacobsen, Jennifer Maxon-Kennelly, Nick Aysseh and Jeff Peterson. Others present were Superintendent Dr. Toni Jones, Colleen Deasy and Steven Sedor.

***Board Discussion, Collective Bargaining***

Mr. Aysseh moved/Ms. Leeper seconded the recommended motion "that the Board of Education hereby moves to enter into Executive Session to discuss records, reports and statements of strategy or negotiations with respect to collective bargaining and to invite Attorney Sedor and Attorney Deasy, in accordance with Connecticut General Statutes CGS 1-210(b)(9)" Motion passed 9-0.

The Board came out of Executive Session at 7:37PM

**Adjournment**

Mr. Peterson moved/Mr. Aysseh seconded the recommended motion "that this Regular Meeting of the Board of Education adjourn." Motion passed 9-0. Meeting adjourned at 7:37PM.

**Regular Meeting Minutes  
Fairfield BoE, June 12, 2018**

**NOTICE:** A full meeting recording can be obtained from Fairfield Public Schools. Please call 203-255-8371 for more information and/or see the FPS website (under Board Meeting Minutes) for a link to FAIRTV.

## **Voting Summary**

### **Call to order of the Regular Meeting of the Board of Education and Roll Call**

Chairman Philip Dwyer called the Regular meeting to order at 7:45PM. Present were members Trisha Pytko, Jennifer Leeper, Christine Vitale, Jessica Gerber, Philip Dwyer, Jennifer Jacobsen, Nick Aysseh, Jennifer Maxon-Kennelly and Jeff Peterson. Others present were Superintendent Dr. Toni Jones, members of the central office leadership team, and approximately 10 members of the public.

### **New Business**

#### **Food Services Program and Financial Summary**

##### **Approval of Participation in the Healthy Food Certification Program**

Ms. Leeper moved/Mr. Peterson seconded the recommended motion “that the Board of Education approve participation in the Healthy Food Certification Program for the school year 2018-19 with the exclusion of the sale of food and the sale of beverages not listed in section 10-221q of the Connecticut General Statutes: (1) sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store”

Motion passed 9-0.

### **Approval of Minutes**

#### **Approval of Regular Minutes of May 22**

Mrs. Vitale moved/Ms. Leeper seconded the recommended motion “that the Board of Education approve the BOE Regular Minutes of May 22” Motion passed 8-0-1 (*Mrs. Maxon-Kennelly abstained*)

Mrs. Gerber moved/Mrs. Jacobsen seconded to suspend the rules and extend the meeting indefinitely. Motion passed 9-0.

### **Board Discussion: Superintendent Evaluation**

Mrs. Gerber moved/Mr. Aysseh seconded the recommended motion “that the Board of Education hereby moves to enter into Executive Session to discuss superintendent evaluation in accordance with Connecticut General Statute CGS 1-210-(b)(9)” Motion passed 9-0.

The Board came out of executive session at 1:23AM

### **Adjournment**

Mrs. Maxon-Kennelly moved/Mr. Aysseh seconded the recommended motion “that this Regular Meeting of the Board of Education adjourn.” Motion passed 9-0. Meeting adjourned at 1:23AM.

## Detailed Minutes

### Public Comment

*Ethan Larkin*, FLHS student: Disappointed in the reduced class time for AP Studio Art next year.

*Fran Larkin*, FLHS parent: Interested in providing grant information to the district.

### Vision of a Graduate

Dr. Jones introduced the *Vision of a Graduate* as a yearlong development process that included a CAPSS sponsored workshop series and staff and community input. The *Vision* answers the question, “What do we want our students to know and be able to do when they graduate from Fairfield Public Schools?” The team of presenters included Mr. Cummings, Mr. Hatzis and Mr. Ebling. The group thanked many staff members for the amount of work involved.

Mr. Ebling said students will meet the FPS Vision of a Graduate through Academic, Social and Civic Expectations. All students will be Innovators, Communicators, Collaborators, Critical Thinkers, Responsible Citizens and Goal-Directed Resilient Learners. Mr. Hatzis reviewed the Academic Expectations that reflect 21<sup>st</sup> century skills, guide instruction and assessment, and are met through successful implementation of curriculum and strong instructional practice.

Mr. Cummings detailed the initiatives and supports designed for both teachers and students, to accomplish the FPS *Vision of a Graduate*. Goals and Key Implementations were reviewed, followed by a short video presentation. Dr. Jones added that the resulting draft work plan is tied to the key implementations and will be formally presented to the Board in August.

Several Board members had questions and needed clarification on the Academic Expectations Chart. The team responded:

- Mrs. Gerber heard that several parents were a little confused about this information. Mr. Hatzis said parents have received and will continue to receive communication about this chart. The requirement is a .5 credit for mastery of Academic Expectations over the 4 years, and does not affect GPA.
- Ms. Leeper expressed some concern that the skills are extrovert-heavy. Mr. Hatzis said PD will help teachers choose the right methodology to reach students who are more introverted or shy. Ms. Pytko suggested that students might benefit from a self-assessment.
- Feedback will occur over time; some assessments may not be related to Academic Expectations. Normally, all 6 indicators will not be measured at the same time. Skills apply to cross-curricular areas and there will be multiple opportunities for feedback.

The Board discussed the draft work plan for the *Vision of a Graduate*. Mr. Dwyer said the plan is an early version of what will be presented for a first read in August. The District Improvement Plan data has changed and some sections may no longer apply. Several Board members requested a comparison or a crosswalk of this document with the District Improvement Plan to help outline all the changes and updates. The presenters addressed several Board questions:

- For consistency, the addition of 2 Educational Goals highlighted on page 1, might also be addressed by the Policy Committee.



- Task parameters and content might change year to year for an assured experience, but the level of learning will remain the same.
- PD for innovative learning may include environmental classroom design, such as a change from the traditional desk-style design to a free-flow workspace.
- Mr. Peterson expressed some concern over the video at the end of the presentation; it appeared to be tech-heavy. Students are also preparing to be artists and writers.

The timing of the *Vision of a Graduate* coincided with the new policy on graduation requirements. The *Vision* work is much broader and is supported within the policy.

## **New Business**

### *Food Services and Financial Summary*

Ms. Leeper moved, Mr. Peterson seconded that the Board of Education approve participation in the Healthy Food Certification Program for the school year 2018-19 with the exclusion of the sale of food and the sale of beverages not listed in section 10-221q of the Connecticut General Statutes: (1) sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Ms. Munsell reviewed the Food Services income statement and lunch meal comparison. At year-end, there is a guaranteed minimum profit of \$77,776 per the Whitsons contract. No change was recommended for lunch pricing. The low average daily enrollment numbers at FLHS and FWHS for 17-18 as currently listed on the chart, will be verified.

The Whitsons team included District Manager Mr. Emery, Food Services Director Ms. O'Malley and Registered Dietician Ms. O'Brien. The focus right now is on elementary, expanding the search for clean labels and exposing students to different sources of protein. A recent survey was only able to elicit a 4% participation rate, and work has begun on improving that. Whitsons will help prepare a specialty menu for any student referral from a doctor or school nurse. An interactive menu for students with allergies is also available on the website. It is important for all students to have the ability to participate in the lunch program. Whitsons also works together with Ms. Mediate to develop nutrition education plans. One recent example was a lesson plan on the importance of breakfast.

Mrs. Gerber suggested the survey design might have something to do with the low participation rate; the survey ended abruptly for those whose children did not get hot lunch.

## **Motion Passed: 9-0**

### *First Reading of Teacher Evaluation Revisions*

Dr. Jones said the revisions to the Teacher Evaluation Plan have been reviewed by the Instructional and Human Resources departments. The state denied FPS' waiver request, requiring the revisions to be approved by the Board. Mr. Cummings added that the district had several goals in the revision: focus on quality observations, include a Yearly Review of Practice, support teacher development in multiple settings, and encourage greater alignment in professional development. The idea is to move from mere

compliance to professional learning. Much of the language is tied to federal grant monies such as ESSA. It is difficult to quantify the cost of implementing this state mandate, but what is known is that it takes a tremendous amount of time. The following points were made:

- State mastery data cannot be used to measure an educator's SLO.
- Legislation language dictates that parent feedback goals are by school (not grade level).
- The Marzano framework is used as an internal rating system. A common video is shared and rated during the August advance.
- Due to the amount of time spent on PPT and formal evaluations, secondary administrators don't have much time for informal drop-in observations. Hopefully, next year's improved PPT process will allow more time.

Mr. Dwyer said any Board changes to this document would require a return to committee for re-approval.

#### *First Reading of Graduation Policy # 6146*

Mrs. Maxon-Kennelly introduced the policy and requested feedback comments within the week. The policy has been reviewed by staff. Mr. Peterson thanked Mrs. Maxon-Kennelly for her leadership during the much-debated process. Mrs. Jacobsen added that Fairfield is one of the first districts to create policy with the new state mandated requirements, so there weren't many examples for comparison. The statute does not specifically name which mastery test should be used.

Mr. Aysseh, Mr. Dwyer, and Ms. Vitale supported a community service option. Mr. Cummings said this would have a staff impact; students would need to be mentored individually which would require more staff.

Mr. Aysseh, Ms. Vitale and Ms. Pytko voiced their objections to including SAT and PSAT scores; Mrs. Gerber expressed some concern. Mrs. Jacobsen suggested using College Board's 11<sup>th</sup> grade SAT scores as a benchmark, rather than the state's benchmark. Mrs. Maxon-Kennelly mentioned that all students take SAT and PSAT, which can provide definitive measures. The policy would still meet state statute without the SAT, but there is the notion that it can drive mediation work. Students with special needs will be accommodated through the PPT process. Dr. Rasmussen added that approximately 65% of 2017 SAT and PSAT results would meet this requirement in math; the 16-17 percentage will be provided. Mr. Cummings said that this is the 3<sup>rd</sup> year of the new SAT and College Board cautions against drawing conclusions from 3 years of data. Whether in policy or not, the district has an obligation to ensure that junior year students master SAT content.

Ms. Pytko felt that some students are on a career path and questioned whether World Language is a state requirement. Mrs. Maxon-Kennelly said yes; the district is already planning for how this requirement will impact students with special needs.

Ms. Leeper said the Capstone could be a meaningful and enriching requirement; advocated for the inclusion of a Personal Finance course requirement; and said there should be more creativity with meeting the PE requirement. Mrs. Maxon-Kennelly said that athletic coaches are not typically certified PE teachers, so credit could not be granted for varsity sports. Some of the ideas for Capstone are captured in the other .5; those same ideas offer creative ways of demonstrating certain skills.

*Discussion: Board Goals*

Mr. Dwyer requested and received unanimous consent to defer this item.

**Approval of Regular Minutes of May 22**

Mrs. Vitale moved, Ms. Leeper seconded that the Board of Education approve the BOE Regular Minutes of May 22.

**Motion Passed: 8-0-1**

*Abstain: Mrs. Maxon-Kennelly*

**Superintendent Report**

- Dr. Jones said the political policy administrative regulations are complete and will be posted shortly.
- The draft BOE Meeting Schedule was reviewed for 2018-2019 with the idea that some of the larger topics would be addressed by an informal subset of the Board. This would allow options and ideas to be streamlined prior to Regular Board meetings.

Mr. Dwyer said the draft meeting schedule allows Board members time for review. In the past, efforts to address some of the larger issues have failed, such as the Adhoc Committee for Operational Effectiveness. This is a new proposal for the Board's consideration and up to 4 Board members may meet informally since they do not constitute a quorum.

The Board discussed the schedule and the various ways to address topics that might require multiple meetings. There was disagreement over whether meetings on some of the larger issues would have an initial discussion through adhoc, informal or special meetings. Mr. Dwyer agreed that more discussion on the schedule is warranted.

**Committee/Liaison Reports**

Ms. Pytko reported for SEPTA: The SEPTA year-end meeting will be held at Taco Loco.

Ms. Pytko reported for the Board of Health: A regional preparedness health emergency plan is in the works; the mental health component in response to emergencies is being addressed; a plan to address the handling of monetary donations is being prepared; the Epi-Penn supply has been re-stocked; the 'Stop the Bleed' campaign has ordered 1 tourniquet for each school in town; there is a need for substitute nurses; water quality testing is occurring; Lake Mohegan has a resident beaver; a new blood test can detect concussions.

Ms. Leeper reported for the Finance Committee: A discussion on going paperless also included the Board's use of E-Board software and a demo for the full Board will be scheduled. Grade reconfiguration was discussed. Corporate sponsorship is possible and both Athletic Directors are on board with the concept.

Mr. Aysseh reported for the Holland Hill Building Committee: No major issues.

Mrs. Vitale reported for the PTAC: The budget was approved; a new website will be designed; PTA awards will take place Thursday at RLMS.

DRAFT

Mrs. Gerber reported for the FLHSBC: The window project will begin as soon as school is out.

Mr. Peterson reported for the BOF: A discussion regarding unspent monies dealt with paving, but there is nothing to report affecting BOE.

**Open Board Comment**

Mrs. Jacobsen wished all students a happy graduation.

Mrs. Maxon-Kennelly recognized and congratulated Mrs. Vitale and Ms. Pytko for their PTA Awards. It is a tribute to the amount of hours that each one has dedicated to volunteering.

Mrs. Gerber moved, Mrs. Jacobsen seconded to suspend the rules and extend the meeting indefinitely.

**Motion Passed: 9-0**

**Board Discussion: Superintendent Evaluation**

Mrs. Gerber moved, Mr. Aysseh seconded that the Board of Education hereby moves to enter into Executive Session to discuss superintendent evaluation in accordance with Connecticut General Statute CGS 1-210-(b)(9).

**Motion Passed: 9-0**

The Board came out of executive session at 1:23AM.

**Adjournment**

Mrs. Maxon-Kennelly moved, Mr. Aysseh seconded that this Regular Meeting of the Board of Education adjourn.

**Motion Passed: 9-0.**

Meeting adjourned at 1:23AM.

*Respectfully Submitted by  
Jessica Gerber  
Fairfield Board of Education  
Secretary*