

**TOWN OF GLASTONBURY  
REQUEST FOR PROPOSAL  
INSTALLATION OF WEATHERMATIC SMARTLINK IRRIGATION CONTROLS  
RPGL-2017-38**

The Town of Glastonbury will be accepting proposals from qualified irrigation contractors to install Weathermatic Smartlink Wireless Irrigation Controllers throughout the park system. Interested individuals or firms may obtain proposal documents and project details from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 or via the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov).

An optional pre-proposal meeting will be held on June 28, 2017 at 10:00 a.m. at the Parks & Recreation Department, 2143 Main Street, Glastonbury, Connecticut.

Proposals must be submitted to the office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut, no later than 11:00 a.m. on July 11, 2017.

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town. All sealed proposals must be submitted to the Office of the Purchasing Agent no later than the time and date indicated.

An Affirmative Action/Equal Opportunity Employer. Minority/Women /Disadvantaged Business Enterprises are encouraged to submit.

Mary F. Visone  
Purchasing Agent

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**SECTION 1: GENERAL INTRODUCTION**

The Town of Glastonbury will be accepting proposals from irrigation contractors to install Weathermatic Smartlink Wireless Irrigation Controls on existing underground irrigation systems located on Town-owned properties.

**Background**

The Town of Glastonbury has approximately thirty-five (35) existing irrigation controllers located on various park, school, and municipal properties throughout town. It is the intention of the Town to remove the existing controllers and replace them with Weathermatic Smartlink Wireless Controllers. The Town intends to select a qualified irrigation contractor to furnish all labor, incidental materials, and equipment needed to replace the equipment.

**SECTION II: CONSIDERATIONS, RESTRICTIONS AND OTHER REQUIREMENTS**

- A. The selected irrigation contractor must meet the minimum requirements specified in Section III of this request for proposal.
- B. Installation of the new controls will be phased in gradually over time to the extent that funding will allow. The project schedule will be coordinated closely with the Town and may be affected by a variety of factors including weather, facility use, technical questions, etc. Work will be initiated in 2017, but could continue into 2018.
- C. All work under this contract shall be in compliance with the Town's General Construction Specifications in Attachment A.
- D. Work is not subject to State of Connecticut Prevailing Wage Rates.
- E. The selected contractor is required to complete and secure a Contractor Compliance Permit Application from the Glastonbury Public Schools before any work on school grounds can be initiated. A copy of the form is provided in Attachment C.
- F. The contractor covenants not to assign this contract in whole or part to a third party or subcontractor at any time without the express written consent of the Town.

**Scope of Services**

The selected irrigation contractor will furnish all labor, equipment, and incidental materials needed to remove existing irrigation controllers and replace them with Weathermatic Smartlink Wireless Irrigation Controllers. The Town will furnish to the contractor the controllers, flow sensors, air cards, and pump relays provided by Weathermatic. The contractor will furnish all labor, incidental materials (wire, pipe, fittings, etc.) needed to complete the installation. The contractor will be responsible for programming the new controllers to ensure their complete functionality. The contractor will provide training to Town staff with regards to operation of the controller including monitoring, reprogramming, etc. The contractor will be responsible for all excavation and restoration of disturbed areas including topsoiling and seeding. An inventory of existing irrigation system controllers by location is provided on Attachment D. Contractor will also assist the Town with the design of the controller retrofit by reviewing the Town's materials order with Weathermatic for each location to ensure that the proper Smartlink Controller, aircard, flow sensor, cabinet, service plan and cellular network are specified. Wherever practical, Smartlink bundles will be used. After review and concurrence on the materials needed to complete an installation, the Town will order and provide the materials to the contractor for installation.

**SECTION III – SUBMISSION OF PROPOSAL**

**Minimum Requirements**

In order to qualify for consideration in the award of the contract, a respondent must meet the following minimum requirements.

- A. Contractor must have demonstrated experience with the installation of a minimum of five (5) Weathermatic Smartlink Wireless Control Systems (non-residential) within the last five years.
- B. Contractor must be licensed and have a minimum of five years of experience installing commercial underground automatic irrigation systems.
- C. Contractor must have sufficient labor, materials, and equipment needed to complete the project.
- D. The irrigation installer must be licensed by the State of Connecticut, Department of Consumer Protection, and possess either the J-3 Limited Lawn Sprinkler Contractor or J-4 Limited Lawn Sprinkler Journeyman license. Proof of licensure shall be submitted with the proposal.
- E. Contractor must be able to meet the Town's insurance requirements, as specified herein.

**Optional Pre-Proposal Meeting**

Town of Glastonbury encourages proposal participants to attend an optional pre-proposal meeting to be held on June 28, 2017 at 10:00 a.m. The meeting will take place at Parks & Recreation Department, 2143 Main Street, Glastonbury, CT.

Representatives of the Town will be available to receive questions.

**Proposal Instructions**

- All respondents are required to submit one (1) clearly marked original and two (2) copies of their proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked with the respondent's name and address and as follows:

**SEALED REQUEST FOR PROPOSAL  
INSTALLATION OF WEATHERMATIC SMARTLINK IRRIGATION CONTROLS  
RPGL-2017-38  
DATE: July 11, 2017  
TIME – 11:00 A.M.**

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein. By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFP and you are capable of performing the work to achieve the Town's objectives.

- A. Table of Contents to include clear identification of the response provided by section and number.
- B. A brief synopsis of the highlights of the respondent's proposal which should not exceed one page in length is easily understood, and which summarizes the overall benefits of the proposal to the Town.
- C. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
- D. Copy of State of Connecticut licenses and either the J-3 Limited Lawn Sprinkler Contractor or J-4 Limited Lawn Sprinkler Journeyman license to perform the work required and involved.
- E. Statement of Qualifications including any unique expertise. Include years in business and relevant past experience. List available personnel, vehicles, and equipment.
- F. List of a minimum of five (5) Weathermatic Smartlink Wireless Control System installations (non-residential) completed within the last five (5) years. Please include client name, address, phone number and email.
- G. Upon award the selected respondent shall provide a Certificate of Insurance that meets the Town's requirements.
- H. References: A minimum of three (3) references giving names, addresses, telephone numbers, and the nature and length of time of the association in each instance. These references must be persons or firms with whom you have conducted business relevant to the proposal during the past five (5) years.
- I. Project Approach and Cost: The contractor will specify the approach to be used to review the Town's intent, overall plan, and initial design concept. The method used to review the Weathermatic materials ordered shall be specified. A concept for pricing the contractor's work shall be specified. An approach that is based on the Town compensating the contractor for time and materials used is envisioned. The contractor is asked to present an approach that considers all cost for labor, materials, equipment needed to complete the installation of each location. The approach will be one factor considered in the selection of a contractor but will not be the sole determining factor. The final fee arrangement will be subject to negotiation between the Town and selected contractor.
- J. Respondent shall disclose any other commitments that may result in any conflict of interest or dilution of commitment to the Town.
- K. Proposal Response Form (**ATTACHMENT B**).
- L. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
- M. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on **ATTACHMENT B**. The selected respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Upon entering the website click on Bids & Proposal Icon which will bring you to the links for the Code of Ethics and the Acknowledgement Form. If the respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this proposal.

N. Statement of Non-Collusion (**ATTACHMENT B**).

O. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFP for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.

P. Any technical questions regarding this RFP shall be made in writing and directed to Raymond E. Purtell, Director of Parks & Recreation, 2143 Main Street, Glastonbury, CT 06033 or by email at [ray.purtell@glastonbury-ct.gov](mailto:ray.purtell@glastonbury-ct.gov). For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588, or by email at [purchasing@glastonbury-ct.gov](mailto:purchasing@glastonbury-ct.gov).

All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) (upon entering the website click on Bids & RFPs). It is the respondent's responsibility to check the website for addenda prior to submission of any proposal. Note: Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

**Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.**

### **Evaluation Criteria**

- The Town of Glastonbury shall select the Proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this Request for Proposal. The Town expressly reserves the right to negotiate with the selected firm prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of the following factors.
  - Overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
  - Proof of competency: The required statement of qualifications and demonstrated experience of the respondent. Must have a minimum of five (5) years of experience installing commercial underground irrigation systems. Must also have demonstrated experience with the installation of a minimum of five (5) Weathermatic Smartlink Wireless Control Systems (non-residential) within the last five (5) years.
  - Sufficient qualified trained labor, materials and equipment needed to complete the work.
  - Successful performance and positive working relationships with other clients to be determined by the references provided.
  - Ability to satisfy the Town's insurance requirements.
  - Required licenses.

- Proposed Approach to the Project.
- Cost.
- Involvement in any other commitments that may result in any conflict of interest or dilution of commitment.

**Selection Process**

- This request for quotation does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for additional services, or to cancel in part or in its entirety the request for quotation, and to waive any informality if it is in the best interests of the Town to do so.
- The Director of Parks and Recreation will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this RFP. Interviews may be conducted with firms that best meet all criteria required.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original quotation submitted.

**Timeline**

It is the Town's intention to have the successful respondent begin work by August 1, 2017.

Below is the Town's anticipated schedule for the project. The Town intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	06-20-17
Pre-Proposal Meeting	06-28-17 at 10:00AM
RFP Due Date	07-11-17 at 11:00AM
Interviews with Top Respondents	Week of July 17, 2017 *
Contract Effective Date	August 1, 2017

**\* Any firms selected for an interview must be available for a personal interview during the week of July 17, 2017. The Town will advise of the time if selected for an interview.**

**INSURANCE REQUIREMENTS**

The respondent shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the Town of Glastonbury as an Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation in favor of the Town of Glastonbury. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of A-VIII. In addition, all Carriers are subject to approval by the Town of Glastonbury.

- 1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee.
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage Each Occurrence \$1,000,000  
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage: Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

The Respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Respondent shall be responsible to notify the Town 60 days in advance with written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Auto Liability policies. The Respondent shall provide the Town copies of any such insurance policies upon request.

**INDEMNIFICATION**

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

**ATTACHMENT A**  
**GENERAL CONSTRUCTION SPECIFICATIONS**

**01.00 WORKMANSHIP, MATERIALS AND EMPLOYEES**

01.01 Wherever in this contract the word “Engineer” is used, it shall be understood as referring to the Director of Parks & Recreation acting through any assistants duly authorized.

01.02 The entire work described herein shall be completed in accordance with the plans and specifications to the full intent and meaning of the same. Unless otherwise specified, all materials incorporated in the permanent work shall be new, and both workmanship and material shall be of good quality. The contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials.

01.03 The wording “furnish”, “install”, “construct”, “furnish and install”, or any similar terms, unless specifically noted to the contrary, shall include all labor, materials, water, tools, equipment, light, power, transportation, and any other services required for the completion of the work.

01.04 The contractor shall at all times enforce strict discipline and good order among his employees, and shall seek to avoid employing on the work any unfit person or anyone not skilled in the work assigned to him.

**02.00 SUPERINTENDENT**

02.01 The contractor shall keep on the work during its progress, in the absence of the contractor, a competent Superintendent. The Superintendent shall be acceptable to the Engineer and shall fully represent the contractor. All directions given to the Superintendent shall be binding as if given to the contractor.

**03.00 PRECONSTRUCTION MEETING**

03.01 A Preconstruction Meeting will be held with the Engineer, contractor, and any private utility company prior to commencing any work. The Engineer shall arrange the meeting based on a mutually convenient time.

**04.00 PERMITS**

04.01 Other than local permits, all permits, licenses, and fees required for the performance of the Contract work shall be secured and paid for by the contractor.

**05.00 PROPERTY ACCESS**

05.01 The contractor shall take all proper precautions to protect from injury or unnecessary interference, and provide proper means of access to abutting property where the existing access is cut off by the contractor.

05.02 The contractor shall take all proper precautions to protect persons from injury or unnecessary inconvenience and leave an unobstructed way along the public and private places for travelers, vehicles, and access to hydrants.

05.03 The contractor shall make arrangements with the adjacent property owners for such trespass as he may reasonably anticipate in the performance of the work. All such arrangements shall be reported, in writing, to the Engineer.

**06.00 PROTECTION OF THE PUBLIC AND OF WORK AND PROPERTY**

06.01 The contractor shall continuously maintain adequate protection of all work from damage, and shall take all reasonable precautions to protect the Town from injury or loss arising in connection with the Contract.

06.02 The contractor shall adequately protect adjacent private and public property as provided by law and the Contract Documents.

06.03 The contractor shall make good any damage, injury, or loss of his work and to the property of the Town resulting from lack of reasonable protective precautions.

**07.00 EXISTING IMPROVEMENTS**

07.01 The contractor shall conduct his work so as to minimize damage to existing improvements. Except where specifically stated otherwise in the specifications, drawings, or as directed by the Engineer, it will be the responsibility of the contractor to restore to their original condition, as near as practical, all improvements on public or private property. This shall include:

- a. Property within and adjacent to the side of installation such as shrubs, walks, driveways, fences, etc.
- b. Utility mains, ducts, poles, and services. The contractor is hereby notified that utilities, if/where shown on the plans, are at approximate locations. These locations are subject to possible errors in the source of information and errors in transcription. The contractor shall make certain of the exact location of all mains, ducts, poles, and services prior to excavation.

**08.00 SEPARATE CONTRACTS**

08.01 The Engineer reserves the right to let other contracts in connection with this work. The contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work, and shall properly connect and coordinate his work with theirs. Wherever work being done by the Town of Glastonbury forces or by other contractors is contiguous to work covered by this Contract, the respective rights of the various interests involved shall be established by the Engineer to secure the completion of the various portions of the work.

**09.00 INSPECTION OF WORK**

09.01 The Town shall provide sufficient personnel for the inspection of the work.

09.02 The Engineer shall at all times have access to the work whenever it is in preparation or progress, and the contractor shall provide proper facilities for such access and for inspection.

09.03 If the specifications or the Engineer's instructions require any work to be specially tested or approved, the contractor shall give the Engineer timely notice of its readiness for inspection and, if the inspection is by another authority other than the Engineer, of the date fixed for such inspection. Inspections by the Engineer shall be made promptly. If any work should be covered up without approval or consent of the Engineer, it must, if required by the Engineer, be uncovered for examination and properly restored at the contractor's expense.

09.04 Re-inspection of any work may be ordered by the Engineer. If such work is found to be in accordance with the Contract Documents, the Town shall pay the cost of reinspection and replacement. If such work is not in accordance with the Contract Documents, the contractor shall pay such cost.

**10.00 RIGHT TO INCREASE OR DECREASE WORK**

10.01 The Town shall have the right to increase or decrease the amount of work herein specified as may be required.

**11.00 RIGHT OF ENGINEER TO STOP WORK FOR WEATHER CONDITIONS**

11.01 Should the work, in the opinion of the Engineer, be in danger by reason of inclemency of weather, or could not be finished in time to prevent such danger, the contractor shall cease operations upon order of the Engineer, and shall not resume them until ordered to do so by the Engineer when the weather conditions are favorable. The contractor shall, upon such orders, discontinue work, remove all materials or appliances for or in use upon the work, and place the streets in proper condition for use by the public during the time the work is suspended as herein provided, without cost to the Town.

**12.00 CONTRACTOR TO BE RESPONSIBLE FOR IMPERFECT WORK OR MATERIALS**

12.01 Any faithful work or imperfect material that may be discovered before the acceptance and the payment of the work shall be corrected upon the order of the Engineer. The acceptance and payment of the work does not in any manner relieve the contractor of his obligation to construct work in the proper manner and the use of materials herein specified.

**13.00 TOWN MAY NOTIFY CONTRACTOR IF WORK IS NOT CARRIED ON SATISFACTORILY**

13.01 If, in the opinion of the Engineer, the contractor is not proceeding with the work at a sufficient rate of progress so as to finish in the time specified, or has abandoned said work, or is not complying with the terms and stipulations or the Contract and

specifications, the Engineer may serve notice on the contractor to adopt such methods as will ensure the completion of the work in the time specified.

- 13.02 If, within five days after the Engineer has notified the contractor that his work is not being carried on satisfactorily as before mentioned, the Engineer shall have the right to annul the Contract and manage the work under the direction of the Engineer, or re-let, for the very best interest of the Town as a new contract, the work under said new Contract shall be considered the responsibility of the defaulting contractor.

**14.00 DEDUCTIONS FOR UNCORRECTED WORK**

- 14.01 If the Engineer deems it inexpedient to correct work that has been damaged or that was not done in accordance with the Contract, an equitable deduction from the Contract price shall be made therefor.

- 14.02 The contractor shall promptly remove from the premises all materials condemned by the Engineer as failing to meet Contract requirements, whether incorporated in the work or not, and the contractor shall promptly replace and re-execute his own work in accordance with the Contract and without expense to the Town, and shall bear the expense of making good all work by other contractors destroyed or damaged by such removal or replacement.

- 14.03 If the contractor does not remove such condemned work and materials as promptly as possible after written notice, the Engineer may remove them and store the materials at the expense of the contractor.

**15.00 CLEANING UP**

- 15.01 The contractor must remove all debris of every description as the work progresses and leave the surroundings in a neat and orderly condition to the satisfaction of the Engineer.

- 15.02 Upon completion, and before acceptance and final payment, the contractor shall remove from the site all equipment, forms, surplus material, rubbish and miscellaneous debris and leave the site in a neat and presentable condition.

**16.00 ROYALTIES AND PATENTS**

- 16.01 The contractor shall pay all royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and shall save the Town of Glastonbury harmless from loss on account thereof, except that the Town of Glastonbury shall be responsible for all such loss when a particular manufacturer, product, or process is specified by the Town of Glastonbury.

**ATTACHMENT B**  
**PROPOSAL RESPONSE FORM**

**BID / PROPOSAL NO:** RPGL-2017-38                      **DATE DUE:** 07-11-17

**DATE ADVERTISED:** 06-20-17                      **TIME DUE:** 11:00 AM

**NAME OF PROJECT:** Installation of Weathermatic Smartlink Irrigation Controls

**The Respondent acknowledges receipt of the following Addenda:**

Addendum #1 \_\_\_\_\_ (Initial/Date) Addendum #2 \_\_\_\_\_ (Initial/Date) Addendum #3 \_\_\_\_\_ (Initial/Date)

**NON-COLLUSION AFFIDAVIT:**

By submission of this proposal, the Respondent certifies that it is being submitted without any collusion, communication, or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

**CODE OF ETHICS:**

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes \_\_\_\_\_ No \_\_\_\_\_\*

\*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.

_____	_____
<b>Type or Print Name of Individual</b>	<b>Doing Business as (Trade Name)</b>
_____	_____
<b>Signature of Individual</b>	<b>Street Address</b>
_____	_____
<b>Title</b>	<b>City, State, Zip Code</b>
_____	_____
<b>Date</b>	<b>Telephone Number / Fax Number</b>
_____	_____
<b>E:mail Address</b>	<b>SS # or TIN#</b>

**ATTENTION CONTRACTOR**

- APPROVED FORM FOR YOUR FILES-NOTE ANY COMMENTS BOTTOM OF PAGE 2 - APPROVAL REQUIREMENTS  
 APPLICATION DENIED-SEE BOTTOM PAGE 2

**GLASTONBURY PUBLIC SCHOOLS**OFFICES OF DISTRICT SAFETY OFFICERS

Dr. Jill Carey  
 Safety Compliance Officer  
 Director of Safety Compliance  
 Email: careyj@glastonburyus.org

Dr. Kenneth Roy  
 Safety Compliance Officer  
 Director of Environ. Health & Chem. Safety  
 Email: royk@glastonburyus.org

Glastonbury High School  
 330 Hubbard Street  
 Glastonbury, CT 06033  
 Phone: (860) 652-7200 Ext. 2002  
 Fax: (860) 652-7275

**CONTRACTOR COMPLIANCE PERMIT APPLICATION**

Notice to Contractors:

In concert with, but not limited to, all OSHA General Industry and Construction standards, EPA, NFPA, AHERA, and building codes, contractors conducting work activities at/on any Glastonbury Public Schools District property are required to provide the following information to Lori Pacifici (pacificil@glastonburyus.org).

**NOTICE: THIS FORM MUST BE COMPLETED AND APPROVED 3 DAYS PRIOR TO COMMENCING ANY OPERATIONS. ALL CONTRACTORS AND SUB CONTRACTORS MUST SUBMIT THEIR OWN PERMIT APPLICATION.**

Once approved, the form will be returned to the originator. Approval is conditional relative to noted specifications by GPS Safety Compliance Officers.

1. Project Information:

**Project Description:**

**Location:**

**Start Date:**

**Completion Date:**

**Contractor Safety Officer**

**Phone:**

**Fax:**

**Email:**

**Permit Prepared By:**

**Date Prepared:**

Project Scope	Yes	No	Comments
Confined Spaces*	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Work**	<input type="checkbox"/>	<input type="checkbox"/>	
Forklift	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders/Scaffolds	<input type="checkbox"/>	<input type="checkbox"/>	
Respirators	<input type="checkbox"/>	<input type="checkbox"/>	
Rigging/Lifting*****	<input type="checkbox"/>	<input type="checkbox"/>	
Welding***	<input type="checkbox"/>	<input type="checkbox"/>	
Asbestos Management****	<input type="checkbox"/>	<input type="checkbox"/>	
Polychlorinated Biphenyls (PCBs) Management – Gideon Welles School only *****	<input type="checkbox"/>	<input type="checkbox"/>	

- \* Contractors need to secure, complete and submit a "Confined Space Permit" from a GPS safety compliance officer for approval **3 days PRIOR** to doing any work in a Permit Required Confined Space Area.
- \*\* Contractors need to secure, complete and submit an "Energized Electrical Work Permit" from a GPS safety compliance officer for approval **3 days PRIOR** to doing any energized electrical work.
- \*\*\* Contractors are required to secure, complete and submit a "Hot Work Permit" from a GPS safety compliance officer for approval **3 days PRIOR** to doing any hot work (e.g., welding, etc.).
- \*\*\*\* Contractors need to secure the Asbestos Management Plan from the Director of Environmental Health & Chemical Safety prior to all construction/demolition work.
- \*\*\*\*\* A safety plan must be submitted and approved for use of cranes. Copies of current completion documents or certifications of training/operation must be provided.
- \*\*\*\*\* Contractors need to secure the PCB Management Plan from the Director of Environmental Health & Chemical Safety prior to all construction/demolition work at Gideon Welles.

2. A copy of the "Completion Document" for 10 Hour OSHA training within the last five years for contractor employees working on-site must be provided. Additional training certificates may be required.
3. Provide district safety officer with Safety Data Sheets (SDS) for all materials used on-site.

LIST EITHER CHEMICAL OR TRADE NAME OF EACH ATTACHED SDS SHEET BELOW	

4. In cases of hazardous waste production, a written disposal plan must be provided to and approved by the district safety officers, 5 days prior to initiation of work for those materials disposed of on site.
5. All contractors and/or their personnel are required to be in compliance with all EPA, NFPA, AHERA and OSHA and other appropriate safety standards when working on site (under the direction of a contractor's project supervisor).
6. All on-site activities carried out by contractors, and/or their employees, must be done in such a manner as to maintain a safer working environment for all Glastonbury Public Schools' employees, students and visitors.
7. Contractor employees found to be in non-compliance may be removed from the District worksite by the District Safety Officer.
8. Contractors found to be in non-compliance will be subject to forfeiture of payment and/or contract termination.
9. The district reserves the right to inspect the worksite at any time for safety compliance.
10. The district may require review of a contractors OSHA 200/300 log for a period of three (3) previous years.

**Please type company name and address below**

	<p><b>RETURN TO:</b>  Lori Pacifici  Secretary – Safety Compliance Office  E-mail: pacificil@glastonburyus.org</p>
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By signature, the contractor agrees to adhere to all components and the spirit of this document.		
Signature of Contractor	Title	Date

**INTERNAL USE ONLY**  
**APPROVAL STATUS:**

Dr. Jill Carey  
Director of Safety Compliance

\_\_\_\_\_ Date:

Signature

- YES
- NO

Dr. Kenneth Roy  
Director of Environmental Health & Chemical Safety

\_\_\_\_\_ Date:

Signature

- YES
- NO

- cc:  Building Principal/Supervisor  
 Contractor  
 Maintenance Office File  
 Director of Environmental Health & Chemical  
Safety  
 Director of Safety Compliance  
 Other

**Revised: 3/31/17**

**NOTE TO CONTRACTOR: APPROVAL CONTINGENT ON  
THE FOLLOWING ITEMS:**

## IRRIGATION CONTROLLER INVENTORY 2016

SITE	ADDRESS	CONTROLLER TYPE	WATER SERVICE/ BACKFLOW SIZE	DATE INSTALLED	WATER SOURCE	PUMP	# OF ZONES (AVAIL. vs. USED)	AVAILABILITY: WIFI; CELL PHONE; HARD WIRED; BATTERY CONTROLLED
ACADEMY BUILDING	2143 Main Street	CUSTOM COMMAND	2"	2004	MDC		8	WIFI ON CAMPUS
ADDISON PARK C1	415 Addison Road	CUSTOM COMMAND	2"	2004	MDC	#1	12 (11)	CELLULAR
ADDISON PARK C2	415 Addison Road	CUSTOM COMMAND	2"	2004	MDC	#1	24 (21)	CELLULAR
ADDISON PARK PLAYSCAPE	415 Addison Road	VISION	2"		MDC	#1		CELLULAR
ADDISON POOL IRRIGATION	415 Addison Road	HUNTER PRO-C PC400i	2"	2014	MDC	#1	3	CELLULAR
BUCKINGHAM PARK & FIREHOUSE #4	1285 Manchester Road	CUSTOM COMMAND	2"	2004	MANCHESTER WATER		24 (14)	CELLULAR (WIFI AT CO. 4?)
BUTLER FIELD C1	225 Forest Lane	CUSTOM COMMAND	2"	1997	WELL	#2 may need replace	12 (11)	CELLULAR
BUTLER FIELD C2	225 Forest Lane	CUSTOM COMMAND	2"	1997	WELL	#3 may need replace	12 (10)	CELLULAR
BUTTONBALL SCHOOL	376 Buttonball Lane	HUNTER	3"	2014	MDC		10?	WIFI ON CAMPUS - CONTROLLER ON WALL OF BUILDING
CENTER GREEN	2340 Main Street	CUSTOM COMMAND	2"	2004	MDC		12 (11)	WIFI
EASTBURY SCHOOL C1	1389 Neipsic Road	CUSTOM COMMAND	2"	1998	WELL		24 (23)	WIFI ON CAMPUS - CONTROLLERS ARE REMOTE
EASTBURY SCHOOL C2	1389 Neipsic Road	CUSTOM COMMAND	2"	1998	WELL		15	WIFI ON CAMPUS - CONTROLLERS ARE REMOTE
EASTBURY SCHOOL C3	1389 Neipsic Road	CUSTOM COMMAND	2"	1999	WELL		15	WIFI ON CAMPUS - CONTROLLERS ARE REMOTE
FIREHOUSE CO. #2	905 Main Street		1.5"		MDC			
GEHMS MAGNET	95 Oak Street	CUSTOM COMMAND	2"	2012	MDC	#7	24 (12)	WIFI ON CAMPUS - CONTROLLERS ARE REMOTE
GHS #2, 3, 4 (VARSITY SOCCER)	330 Hubbard Street	CUSTOM COMMAND	2"	2013	MDC		15 (9)	WIFI ON CAMPUS - CONTROLLERS ARE REMOTE
GHS #3 PRACTICE	330 Hubbard Street		2"	2015?	MDC		6	WIFI ON CAMPUS - CONTROLLERS ARE REMOTE
GHS #11, 12, 13, 14	330 Hubbard Street	LTC	2"	1999	MDC		40	WIFI ON CAMPUS - CONTROLLERS ARE REMOTE
GHS COURTYARD	330 Hubbard Street	CUSTOM COMMAND	1"	2010?	MDC		4	WIFI

## IRRIGATION CONTROLLER INVENTORY 2016 (CONT.)

SITE	ADDRESS	CONTROLLER TYPE	WATER SERVICE/ BACKFLOW SIZE	DATE INSTALLED	WATER SOURCE	PUMP	# OF ZONES (AVAIL. vs. USED)	AVAILABILITY: WIFI; CELL PHONE; HARD WIRED; BATTERY CONTROLLED
HEBRON AVE. SCHOOL	1363 Hebron Avenue	LTC	2"	2001?	MDC	#4	9 (6)	WIFI ON CAMPUS - CONTROLLERS ARE REMOTE
HUBBARD GREEN	1946 Main Street	CUSTOM COMMAND	2"	2004	MDC		15	CELLULAR - (ANY WIFI ON GREEN?)
LIBRARY	2407 Main Street	CUSTOM COMMAND	1"	1998	MDC		48 (33)	WIFI
NAYAUG SCHOOL	222 Old Maids Lane	CUSTOM COMMAND	2.5"	2009?	MDC		4 (1)	WIFI
NAYAUG COURTYARD	222 Old Maids Lane	CUSTOM COMMAND	1"	2009?	MDC		4	WIFI
PARKS & RECREATION	1086 New London Tpke.	HUNTER	1"	2014	MDC		4 (1)	WIFI
PAUL LOVE GARDENS	2327-33 Main Street		1"	2012	MDC		4	BATTERY DC POWERED
RCC/COMMUNITY CENTER	300 Welles Street	CUSTOM COMMAND	2"	2004?	MDC		24 (20)	WIFI
RIVERFRONT PARK C1	252/200 Welles Street	CUSTOM COMMAND	3"	2007?	MDC		24 (24)	WIFI AT BOATHOUSE - WILL IT REACH THE FIELD?
RIVERFRONT PARK C2	252/200 Welles Street	CUSTOM COMMAND	3"	2007?	MDC		15 (15)	WIFI AT BOATHOUSE - WILL IT REACH THE FIELD?
RIVERFRONT PARK C3	252/200 Welles Street	CUSTOM COMMAND	3"	2007?	MDC		15 (11)	WIFI AT BOATHOUSE - WILL IT REACH THE FIELD?
RIVERFRONT PHASE 2	252/200 Welles Street	TORO?	3"	2014	MDC			WIFI
ROSS FIELD BUILDING	45 Canione Road	CUSTOM COMMAND	2"	2004	MDC		6	WIFI
ROTARY FIELDS	358 Olde Stage Road	CUSTOM COMMAND	2"	2004	MDC	#5	18	CELLULAR
SMITH SCHOOL C1	216 Addison Road	CUSTOM COMMAND	2"	2000	MDC	#6	24 (22)	WIFI
SMITH SCHOOL C2	216 Addison Road	CUSTOM COMMAND	2"	2000	MDC	#6	12 (11)	WIFI
SMITH SCHOOL C3	216 Addison Road	CUSTOM COMMAND	2"	2000	MDC	#6	24 (20)	WIFI
SMITH SCHOOL C4 COURTYARD	216 Addison Road	HUNTER	2"	2014	MDC		4	WIFI
WELLES PARK	185 Griswold Street	CUSTOM COMMAND	2"	2004	MDC		18 (17)	CELLULAR