

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
ROOFING STUDY FOR GLASTONBURY SCHOOLS
RPGL-2019-25**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide a complete roofing study and cost estimates for Glastonbury Schools. Interested individuals and firms should request the instructions for submitting a Qualifications Statement from the Office of the Purchasing Agent, Mary F. Visone, 2155 Main Street, Glastonbury, CT 06033 or via the Town's website at www.glastonbury-ct.gov.

There will be an optional pre-proposal meeting held on January 22, 2019 at 10:00 AM at the Gideon Welles School, Faculty Lounge, 1029 Neipsic Rd, Glastonbury, CT 06033.

Proposals must be submitted to the Purchasing Agent no later than February 6, 2019 at 11:00AM. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

The selected firm must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices. The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Mary F. Visone
Purchasing Agent

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SECTION I – GENERAL INFORMATION

BACKGROUND INFORMATION

The Town of Glastonbury (Town) has a total of 10 schools with roofs of varying age and type. Some are under warranty while the warranties on others have elapsed. Additionally, four schools have solar photovoltaic (PV) systems installed. The condition of the roofs is generally good with no areas of immediate concern. The Glastonbury, East Hartford Elementary Magnet School (GEHEMS) is excluded from this study. (See Attachment A for more details.)

GENERAL INTENT

It is the general intent of the Town to retain a consultant to provide a complete roofing study and cost estimate for schools in Glastonbury. The schools include: Eastbury, Naubuc Elementary School, Hebron Avenue Elementary School, Buttonball Lane Elementary School, Hopewell Elementary School, Nayaug Elementary School, Gideon Welles School, Smith Middle School, and Glastonbury High School. The study and cost estimating effort would include evaluating the effective useful remaining life for the roofs for each school, prioritizing replacement and associated capital and operating costs associated with each. Also included for consideration are ancillary tasks required to enhance current life of the roofs including but not limited to structural, architectural, insulation, flashing, trim, penetrations, joints and similar work. Capital costs and offsets shall be identified including life cycle costs of the options and yearly operating costs. These projects may be submitted to the State of Connecticut School Facilities Unit for reimbursement. The result of the study effort will be a prioritized list of projects including capital costs and life cycle considerations. Subsequent design and construction may take place as funding becomes available including additional PV systems. It is expected that the selected firm's scope will include all necessary work through report generations and acceptance of work by the Town. The Town reserves the right to contract with more than one firm for these services.

SPECIAL CONSIDERATIONS

- Consideration will be given to the type of roof and delivery system proposed, the associated cost, the impacts of construction, sustainability and energy efficiency.
- The successful Consultant shall ensure the roofing systems and components will comply with all applicable codes.

GENERAL SCOPE OF WORK

- The study will include evaluating different systems and associated costs and benefits; and also include but not be limited to:
 - Evaluations of current conditions: sustainability, efficiency, maintainability as applicable to each to facility.
 - System cost, project delivery including prioritization/scheduling of roof repairs for each school and/or replacements.
 - Cost estimates for the Town's Capital Improvement Program (CIP) funding requirements.

- Preliminary information shall be provided by April 30, 2019. The study and cost estimates need to be complete by June 1, 2019.

SECTION II – CONSULTANT’S SERVICES

- The Consultant shall perform professional services as stated and according to instructions received from the Town. The Consultant’s services shall include all study phase and design related incidental services.
- All drawings, reports, data, and other documents prepared by the Consultant according to this Agreement shall be submitted to the Town for review and approval. Resulting work products of the Consultant pursuant to this solicitation shall become property of the Town of Glastonbury.
- No such approval shall in any way be construed to relieve the Consultant of responsibility for technical adequacy or operate as a waiver of any of the Town’s rights under this Agreement. The Consultant shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Consultant’s negligent performance of any of the services furnished under this Agreement.
- The Consultant shall conduct regular meetings as necessary with the project team, at a location established by the Town to review progress. The Consultant will provide written notes of each meeting to all attending parties before the next meeting. The Consultant will be responsible to attend public meetings associated with this project.
- The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work.
- The Town does not guarantee future design or construction phase work; however, reserves the right to contract for future work upon mutual agreement between the Town and the awarded Consultant.

PROJECT SUBMITTALS

- Proposals shall demonstrate that the firm has the resources and capabilities necessary to meet all project requirements. Firms will be responsible for budget and construction costs estimates including escalation, architectural/engineering fees, contingency, administrative costs, and grant reimbursement assistance for each type of system considered for all schools in the time frame required. This shall include sub-consultants, estimators and other resources as proposed.
- A proposed schedule, including milestones and critical path tasks.

The Consultant shall be expected to be present at meetings which may need to be conducted with user groups, either at the Town or Board of Education offices, on site, or elsewhere. Specifics will be identified prior to start of work in conjunction with the selected Consultant.

The Consultant shall be expected to submit the following materials, at a minimum:

Text:

- Printed material shall be 8-1/2 x 11. General text within the document shall be no smaller than a 12 point font;
- Fold-out pages shall be 11" x 17";
- Text will be bound in a manner acceptable to the Town;
- Text will be provided with printed or colored covers.

Drawings:

- All drawings shall be 24" x 36" or 30" x 42" in size, unless approved by the Town;
- Drawings shall be no smaller than 40 scale for engineering documents and 1/8" scale for architectural documents, unless approved by the Town;
- Each sheet of drawings shall be numbered as a part of a set;
- One set of reproducible Mylar record drawings and five sets of prints shall be provided;
- One copy of the final report, in MS Office format, and one set of final drawings in AutoCAD format, compatible with the Town's system, must be provided on a compact disk, unless otherwise directed.

PROJECT COORDINATION

The Respondent will work closely with the project team through all phases of the project. The Town/Board of Education will provide access to the property, all available plans and drawings.

SECTION III - SUBMISSION OF QUALIFICATIONS STATEMENT

MINIMUM REQUIREMENTS

- Respondent shall be licensed by the State of Connecticut to perform the required work.
- Respondent shall have an assigned project manager to oversee this work and act as liaison to the Town.
- Respondent shall have demonstrated staff resources sufficient to perform the work within the required time frame.
- Respondent shall have demonstrated experience designing systems with similar scope, complexity and schedule within the past five (5) years.
- Respondent shall have demonstrated experience with State of Connecticut reimbursement process.

TERM OF SERVICE / TIME FOR COMPLETION

The selected firm will be expected to commence services within 15 days of contract execution or on such other schedule as may be agreed to with the Town. The Town anticipates allocating up to two (2) months of overall time for the study described herein including but not limited to data collection, meetings, agency approval, consultant coordination, etc. The intent is to have a fully developed plan with associated costs ready for inclusion in the Fall 2019 CIP process.

SITE INSPECTION

An optional **pre-proposal meeting** is scheduled for **January 22, 2019 at 10:00 AM** at the Gideon Welles School, Faculty Lounge, 1029 Neipsic Rd, Glastonbury, CT 06033.

PROPOSAL INSTRUCTIONS

- By submitting a Qualifications Statement, Respondent represents that they have thoroughly examined and become familiar with the Scope of Services outlined in this RFQ and are capable of performing the work to achieve the Town's objectives.
- All firms are required to submit a **clearly marked original** and seven (7) copies of their Qualifications Statement to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by the date and time listed in the proposal response page. All Qualifications Statements will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of proposals. Qualifications Statements received later than the time and date specified will not be considered. The Qualifications Statement must be submitted in a sealed envelope or package and the outside shall be clearly marked with the Respondent's name and address as well as the following:

**SEALED REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES PROCUREMENT NOTICE
ROOFING STUDY FOR GLASTONBURY SCHOOLS
RPGL-2019-25
FEBRUARY 6, 2019
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.
1. Table of Contents to include clear identification of the material provided by section and number.
 2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
 3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
 4. Copy of State of Connecticut license to perform the work required and involved if required.
 5. Respondent shall identify and submit detailed resumes for any proposed Roofing Design Consultant assigned as project manager to oversee this work and act as liaison to the Town as well as a list of any other staff members of the design team (including sub-consultants) with their assigned roles and a description of their background and experience.

6. A background statement including a description of relevant experience of the firm/individual submitting the proposal; including experience with State of Connecticut reimbursement process.
7. The roof Consultant must be an independent, impartial, 3rd party Consultant and shall not be directly or indirectly employed or otherwise on a retainer for the promotion, sale or installation of any roofing product(s). The roof Consultant may recommend a roof type or types based on their knowledge and experience in the industry with roof systems.
8. Respondent shall provide a list of 3-5 references and examples of previous similar projects successfully completed within the last five years with the contact name, address and telephone number of the owners' representative in each project.
9. General description of professional fee structure, actual fee proposal is not required. Respondents shall include the following hourly rates in actual fee proposal upon request:
 - IR roof scan per square foot
 - Aerial Photography per square foot
 - Roof Inspection per square foot
 - % mark up on Materials
 - % mark up on Sub Consultants
 - Cost per core sample
 - Cost per report
9. Schedule. Must be able to accommodate schedule.
10. Technical Solution/Approach to Project: Sustainability, types, capabilities, efficiency, applicability, efficient use of resources.
11. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
12. Proposal Response Form (**ATTACHMENT B**). Description of any exceptions taken to this RFQ. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
13. 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 8, 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 Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on **Bids & Proposals 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.
14. Statement of Non-Collusion (**ATTACHMENT C**).
15. 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 RFQ responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFQ 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.

16. Any technical questions regarding this RFQ shall be made in writing and directed to David Sacchitella, Building Superintendent, 2143 Main Street Glastonbury, CT 06033 or by email at Dave.sacchitella@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, by email at 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 (Upon entering the website click on Bids & Proposals Icon, click on the Bid Title to view all proposal details and document links). **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 RFQ 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

- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this Request for Qualifications. The Selection Committee will then short list the specific firms whose proposals best meet all criteria required.
- The following factors will be considered by the Town when evaluating the proposals:
 - Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
 - The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the project. Including proof of license by the State of Connecticut to perform the required work.
 - Successful performance of similar work within the past five (5) years and satisfactory references.
 - Technical Solution/Approach to Project: Sustainability, types, capabilities, efficiency, applicability, efficient use of resources.
 - Demonstrated ability to meet schedule.
 - Experience with State of Connecticut reimbursement process.
 - The number, scope, and significance of conditions or exceptions attached or contained in the proposal.

SELECTION PROCESS

- This request for qualifications 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 an additional services, or to cancel in part or in its entirety the request for qualifications, and to waive any informality if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent’s ability to meet all requirements as outlined in this RFQ. The Committee will then short list the specific firms whose statements best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager, a list of firms recommended for further consideration.
- Top rated firms will be asked to submit a specific Scope of Services and associated fee proposal along with any exceptions taken to the Town’s form of agreement. The Town Manager shall review said proposals and negotiate an agreement based on those discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original qualification statement submitted.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	January 14, 2019
Pre-Proposal Meeting	January 22, 2019 @ 10:00 A.M.
RFQ Due Date	February 6, 2019 @ 11:00 A.M.
Shortlist of Proposals Received	February 11, 2019
Interviews with Top Respondents	Week of February 11th
Fee Proposal and Scope of Services	TBD
Contract Effective Date	TBD

INSURANCE REQUIREMENTS

INSURANCE

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and the Board of Education its employees and agents as an**

Additional Insured on a primary and non-contributory basis to the Respondent's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

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, Board of Education and their 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 Building 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, Board of Education and their employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town, Board of Education and their employees and agents.

4) Errors and Omissions Liability or Professional Services Liability Policy

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.
- The respondent agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written

notice to the Owner 30 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The respondent shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the Town and Board of Education their 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 Consultant'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 Consultant, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Consultant to perform or furnish either of the services, or anyone for whose acts the Consultant may be liable.

The above insurance requirements are the Towns' general requirement. Insurance requirements with the awarded Consultant are subject to final negotiations.

ATTACHMENT A

SCHOOL ROOF SUMMARY

<u>School</u>	<u>s.f</u>	<u>Type</u>	<u>Year Installed</u>	<u>Warranty</u>	<u>Photovoltaic</u>
Eastbury	46,000	EPDM	1994	Expired	No
Naubuc Elementary	82,000	Built up	1990	Expired	No
		Shingle	1996	N/A	
		EPDM	1996	Expired	
Hebron Avenue Elementary	55,000	Mod Bit	2015	25 yr	Yes
Buttonball Lane Elementary	56,000	EPDM	1996	Expired	No
Hopewell Elementary	52,000	EPDM	1996	Expired	No
Nayaug Elementary	48,000	Various	2008	Varies 20+	Yes
Gideon Welles Elementary	119,000	Built up	1991	25 yr, exp	No
Smith Middle School	178,000	Built up	2000	25 yr	Yes
		Shingle	2000	30 yr	
		Built up	1991	25 yr	Yes
Glastonbury High School (GHS)	352,000	mod bit	2005	25 yr	
		EPDM	1998	20 yr	
		Various	2011	20-25 yr	No
Glastonbury East Hartford Elementary Magnet School (GEHEMS)	45,000	Various	2011	20-25 yr	No

**ATTACHMENT B
PROPOSAL RESPONSE PAGE**

BID / PROPOSAL NO: RPGL-2019-25 **DATE DUE:** 02-06-19
DATE ADVERTISED: 01-14-19 **TIME DUE:** 11:00 AM
NAME OF PROJECT: Roofing Study for Glastonbury Schools

The Respondent acknowledges receipt of the following Addenda:

Addendum #1 _____ (Initial/Date) **Addendum #2** _____ (Initial/Date) **Addendum #3** _____ (Initial/Date)

It is the responsibility of the respondent to check the Town’s website for any Addenda before submitting the 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 proposal where the respondent has not agreed to the above statement.**

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

(Seal – If proposal is by a Corporation)
Attest

ATTACHMENT C

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
ROOFING STUDY FOR GLASTONBURY SCHOOLS
RPGL- 2019-25**

NON-COLLUSION STATEMENT

The company submitting this proposal 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.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

SCHOOL YEAR AT A GLANCE



2018

2019

SCHOOL BEGINS: AUG 29 Grs. 7-12
SCHOOL BEGINS: AUG 30 Grs. K-6

M	T	W	T	F
AUGUST 2018				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER 2018					17 DAYS
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

OCTOBER 2018					22 DAYS
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

NOVEMBER 2018					19 DAYS
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

DECEMBER 2018					15 DAYS
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

JANUARY 2019					Gr 7-12 20 DAYS	Gr. K-6 21 DAYS
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

AUG 27	Teacher Work Day-Convocation
AUG 28	Teacher Professional Development
<input type="checkbox"/> AUG 29	FIRST DAY OF SCHOOL, GRADES 7-12 Teacher Work Day, Grades K-6
<input type="checkbox"/> AUG 30	FIRST DAY OF SCHOOL, GRADES K-6 FULL DAY
SEPT 3	Labor Day
SEPT 10	Rosh Hashanah
SEPT 19	Yom Kippur
OCT 8	Columbus Day
NOV 6	Election Day - No School for Students
NOV 21	Early Dismissal
NOV 22-23	Thanksgiving Recess
DEC 24- JAN 1	Holiday Recess (Includes New Year's Day)
JAN 21	Martin Luther King Day
JAN 17-23	Grades 7-12: Mid-Term Exams (Early Dismissal Grades 9-12 only)
<input type="checkbox"/> JAN 24	Gr. 7-12 No School for Students Teacher Work Day, Grades 7-12
FEB 18-19	Winter Recess (includes Presidents' Day)
APR 15-19	Spring Recess (Includes Good Friday)
MAY 27	Memorial Day
Last 4 Days	Final Exams, Grades 7-12 (Early Dismissal Grades 7-12)
Last Day	Projected Last Day – June 10 Early Dismissal Grades K-12
	Projected Teacher Work Day – June 11 Teacher Work Day will be the first work day following the last day for students.
<input type="checkbox"/>	SCHOOL CLOSED

Projected Last Day – June 10, 2019

M	T	W	T	F
18 DAYS FEBRUARY 2019				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

21 DAYS MARCH 2019				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

17 DAYS APRIL 2019				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

22 DAYS MAY 2019				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

DAYS 6 JUNE 2019				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

***SCHOOL ENDS JUNE 10**

*If weather or other emergencies require the closing of school, the lost days will be made up by extending the school year in June up to 9 days. If additional days are needed, they will be taken from the Spring Recess, beginning April 15.

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

OFFICE OF DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY

Dr. Kenneth Roy
Safety Compliance Officer
Director of Environmental Health and Chemical Safety
Email: royk@glastonburyus.org

Glastonbury High School
330 Hubbard Street
Glastonbury, CT 06033
Phone (860) 652-7200 Ext. 12002
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 Director of Environmental Health and Chemical Safety.

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"/>	
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- * 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. Provide completion documentation with issuance date for 10-hour OSHA construction safety and health course for any contracted employee working on GPS site. 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.
11. 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.

Please type company name and address below

	<p>RETURN TO: 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. Kenneth Roy
Director of Environmental Health & Chemical Safety

_____ Date:
Signature

- YES
- NO

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

- cc: Building Principal/Supervisor
 Contractor
 Maintenance Office File
 Director of Environmental Health and Chemical Safety
 - Dr. Kenneth Roy
 Safety Compliance Officer – Dr. Jill Carey
 Other

Revised: 7/18/18