

**TOWN OF GLASTONBURY  
INVITATION TO BID**

| <u>BID #</u> | <u>ITEM</u>                                | <u>DATE &amp; TIME REQUIRED</u> |
|--------------|--|---------------------------------|
| GL-2020-20   | Sprinkler Installation and Repair Services | July 1, 2020 @ 11:00 AM         |

The Town of Glastonbury will receive bids for Sprinkler Installation and Repair Services for the Town and the Glastonbury Board of Education.

Bid responses must be submitted to the Purchasing Agent electronically no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Bid Forms may be obtained from the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) or the State's website at [www.das.state.ct.us](http://www.das.state.ct.us).

The Town reserves the right to waive informalities or reject any part of, or the entire bid, when said action is deemed to be in the best interest of the Town.

The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority / Women / Disadvantaged Business Enterprises are encouraged to bid.

Mary F. Visone  
Purchasing Agent

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ATTACHMENT A:

GLASTONBURY PUBLIC SCHOOLS CONTRACTOR COMPLIANCE FORM

1. Bidders submitting a response for this solicitation are directed to respond online through a secure e-Procurement portal. Bids can be submitted at the following link: <https://glastonbury-ct.bonfirehub.com/login> under the BID title “**GL-2020-20- Sprinkler Installation and Repair Services**”. Bidders will be required to create a Bonfire profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website: <https://support.gobonfire.com/hc/en-us/articles/360011135513-Vendor-Registration>.

Bidders will be required to upload their bid response in the following file located in the Bonfire bid portal:

- Bid Response & Related Documents
2. Whenever it is deemed to be in the best interest of the Town, the Town Manager, Purchasing Agent or designated representative shall waive informalities in any and all bids. The right is reserved to reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Glastonbury.
  3. It is the intent of the Town to enter into a three (3) year agreement with the successful bidder beginning July 1, 2020 to June 30, 2023. The award will be on the basis of the lowest overall bid total cost from a qualified, responsible and responsive bidder. In determining the lowest bidder, the Town reserves the right to consider the hourly rate and materials percentage mark-up as deemed in the Town’s best interest.
  4. Bids will be carefully evaluated as to conformance with stated specifications.
  5. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
  6. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
  7. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet this criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Glastonbury.
  8. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period, the time may be extended by mutual agreement between the Town and the bidder.

9. **THIS ITEM WAIVED:** Each bid must be accompanied by a bid bond payable to the Town for ten percent (10%) of the total amount of the bid. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Glastonbury will not be liable for the accrual of any interest on any certified check submitted. Cashier's checks will not be accepted.
10. **THIS ITEM WAIVED:** A 100% Performance and 100% Payment bond are required of the successful bidder. These bonds shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. The Performance and Payment Bonds will be returned upon the delivery and acceptance of the bid items.
11. The bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
12. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
13. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town's purchase order number. Each shipping container shall clearly indicate both Town purchase order number and item number.
14. Bidder 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. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid / proposal response page (BP). The selected Bidder will also be required to complete and sign an 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](http://www.glastonbury-ct.gov). Upon entering the website click on **Bids & Proposals**, which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**. If the Bidder 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 bid / proposal.

**15. Non Resident Contractors: (IF APPLICABLE)**

Upon award the Town is required to report names of nonresident (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. **A single surety bond for 5% of the entire contract price is required to be filed with DRS by any unverified nonresident prime or general contractor (if awarded) where the contract price for the project is \$250,000 or more.** The contractor will be required to promptly furnish to the Town a copy of the **Form AU-968 - Certificate of Compliance** issued by the State of Connecticut, DRS. See State of Connecticut **Notice SN 2012 (2)**.

16. Bidder shall include on a sheet(s) attached to its proposal a complete disclosure of all past and pending mediation, arbitration and litigation cases that the bidder or its principals (regardless of their place of employment) have been involved in for the most recent five years. Please include a statement of the issues in dispute and their resolution. Acceptability of Bidder based upon this disclosure shall lie solely with the Town.
17. Bidder or its principals, regardless of their place of employment, shall not have been convicted of, nor entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable or criminally responsible for any criminal offense or civil action. Bidder shall not be in violation of any State or local ethics standards or other offenses arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.
18. For technical questions regarding this Bid, please contact David Sacchitella, Building Superintendent, at (860) 652-7706, email [dave.sacchitella@glastonbury-ct.gov](mailto:dave.sacchitella@glastonbury-ct.gov). For administrative questions regarding this Bid, please contact Mary F. Visone, Purchasing Agent via email at [purchasing@glastonbury-ct.gov](mailto:purchasing@glastonbury-ct.gov). The request must be received at least five (5) business days prior to the advertised response deadline. 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 & Proposals Icon; click the Bid Title to view all bid details and document links). **It is the Bidder's responsibility to check the website for addenda prior to submission of any proposal.**

**IMPORTANT:**

- **Failure to comply with general rules may result in disqualification of the bidder.**
- **Municipal projects are exempt from Federal excise taxes, as well as State of Connecticut sales, use and service taxes and such taxes should not be included in the proposal.**

## INSURANCE

The Bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Bidder 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 and their employees and agents as an Additional Insured** on a primary and non-contributory basis to the Bidders Commercial General Liability and Automobile Liability policies. All policies shall contain a waiver of subrogation. **These requirements shall be clearly stated in the remarks section on the Bidder'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. 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
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 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 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, Board of Education and their employees and agents

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence a Combined Single 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, Board of Education and their employees and agents

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Contractor shall be responsible to notify the Town 30 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 Bidder shall provide the Town copies of any such insurance policies upon request.

## INDEMNIFICATION

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town of

Glastonbury and Board of Education and 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 Bidder'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 Bidder, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Bidder to perform or furnish either of the services, or anyone for whose acts the Bidder may be liable.

## **1.0 CONTRACT REQUIREMENTS**

- 1.1 The Town of Glastonbury and the Glastonbury Board of Education are seeking bids for Sprinkler Installation and Repair services.
- 1.2 The length of contract shall be for three (3) years commencing July 1, 2020 and terminating June 30, 2023, with an option to renew for two additional years (2 years) at the same terms if mutually agreed upon by both parties.
- 1.3 The respondent shall be qualified in the type of services as described herein, with a minimum of five (5) years experience. A list of three (3) current accounts of similar size shall be provided with the bid to allow the Town to evaluate the respondent's service record.
- 1.4 Sprinkler Installation and Repair services shall include all labor, materials, services, and equipment necessary to perform tasks normally associated with the trade. The contractor is responsible for providing all tools and materials necessary to support the work including, but not limited to, ladders and scaffolding, protection for property, hand tools, clean-up, temporary utilities and transportation. **Note, replacement parts shall be invoiced at “cost plus percentage mark-up” which will require the bidder to indicate their % mark-up they will charge on replacement parts.**
- 1.5 The respondent shall use only qualified personnel for work on Board of Education and Town property.
- 1.6 The work area shall be maintained in a neat and orderly manner. Protection for persons and property outside the work area may be required.
- 1.7 The work shall be properly supervised.
- 1.8 All work shall be in accordance with manufacturer's specifications.
- 1.9 Once the project has begun, it shall continue uninterrupted to completion.
- 1.10 Any damage incurred to the Town's property by the respondent, as determined by the Town, shall be repaired or replaced, at the respondent's expense.
- 1.11 All materials, parts and equipment shall be new unless otherwise authorized, in writing, by the Town's Representative.
- 1.12 The Town's Representative will be David Sacchitella, Building Superintendent. He can be reached at (860) 652-7706, e-mail [dave.sacchitella@glastonbury-ct.gov](mailto:dave.sacchitella@glastonbury-ct.gov). The representative for the Board of Education will be Al Costa, Coordinator of Operations/Maintenance, Facilities & School Food Services, Telephone 860-652-7992, Fax 860-652-7997, e-mail [costaa@glastonburyus.org](mailto:costaa@glastonburyus.org).



- 1.13 The respondent will provide a listing of emergency call numbers and carry a cell phone.
- 1.14 The respondent is responsible for providing all necessary labor to complete work. If more than one technician is required, the vendor must provide the required number. The Board of Education or Town's sole responsibility will be to provide access to the work locations.
- 1.15 A meeting will be held with the Contractor and Board of Education or Town Representative to evaluate contract compliance. It will be held after the first three months of the contract start.

## **2.00 SCOPE OF SERVICES**

It is the intent of this bid to award to a single Contractor that will be available to perform Sprinkler Installation and Repair services for the Board of Education and Town of Glastonbury.

2.01 Due to the nature of the work involved, the normal hours of operation will be scheduled to allow for the least amount of interruption to the Town. These hours of operation may be during the normal Town hours of 7:00 a.m. to 3:30 p.m., Monday through Friday, or may be from 3:30 p.m. to midnight. Additionally, Saturdays and Sundays may be included. Actual hours will be coordinated on a per job basis. **If schools are in session repair work will be required to be done after school dismisses.**

## **3.00 BIDDING**

- 3.01 Bid prices submitted shall remain firm during the contract period.
- 3.02 Bids received must meet the requirements herein in order to be considered (subject to satisfactory prior performance or references). Bidders will be evaluated on overall cost and ability to perform within the time limits specified. The Town reserves the right to obtain multiple quotes from the awarded contractor during the contract period on a project by project basis or as deemed in the Town's best interest.
- 3.03 Bids shall be submitted in the format as described in the Bid Proposal Form.

## **4.00 WORKMANSHIP**

- 4.01 Workmanship shall conform to all Local, State and Federal guidelines.
- 4.02 Work shall be warranted for one year after the acceptance of the work.
- 4.03 The work area shall be maintained in a neat and orderly manner. Protection for persons and property outside the work area may be required.
- 4.04 The work shall be properly supervised.

- 4.05 All work shall be in accordance with manufacturer's specifications.
- 4.06 Board of Education or Town Facilities Maintenance staff will provide access and inspection during the Sprinkler Installation and Repair process.
- 4.08 Once the project has begun, it shall continue to completion.

**5.00 WORK ORDERING AND INVOICING**

- 5.01 For the purpose of this bid, the regular hourly rate shall be for the normal workday as determined by the Town.
- 5.02 The hourly rate shall be for one mechanic. If the Respondent's standard procedure calls for the dispatching of additional personnel, this cost shall be included as part of the Bid Hourly Rate.
- 5.03 The Board of Education or Town may direct the contractor to use specific brands of material or material suppliers.
- 5.04 As public entities, the Board of Education or Town, are exempt from paying sales tax. Copies of the tax exempt certificates will be provided to the contractor.
- 5.05 The Board of Education and Town will request a quote for each job for which services are desired. The contractor shall provide a quote which itemizes labor hours and cost, material cost plus mark-up, and other related costs and associated mark-up in sufficient detail satisfactory to the Board of Education or Town representative.
- 5.06 The Board of Education and/or Town will issue a Purchase Order to the contractor authorizing the work to be performed. No work is to be performed until a Purchase Order is issued.
- 5.07 In all cases, Material Safety Data Sheets shall be submitted to the Board of Education or Town Representative prior to the start of work. In the case of Board of Education work, a Contractor Compliance Form (copy attached) shall also be submitted as indicated on the form.
- 5.08 The contractor is responsible for advising the Board of Education or Town, in writing, of any work which is expected to exceed the amount quoted. Such notification shall be provided prior to the performance of the work and shall advise the Board of Education or Town what the estimated overrun is and provide reasons therefor.
- 5.09 The contractor's invoice shall be itemized to indicate which job is being billed for, labor hours and costs, and material and/or parts costs and mark-ups. The contractor shall include copies of suppliers' invoices for materials and parts purchased. Time records indicating actual hours worked on each project shall be included with invoice. Town reserves the right to require additional substantiating documentation.

5.10 The hourly rate will be applied to time on site only, no travel time etc. will be allowed.

**6.01 COVID 19 Statement**

**Contractors and their workers who work on site must wear face masks when inside the buildings until such time that the Governor has lifted such requirements.**



**TOWN OF GLASTONBURY \* 2155 MAIN STREET \* GLASTONURY \* CT**

**BID / PROPOSAL NO:** GL-2020-20 **DATE DUE:** July 1, 2020

**DATE ADVERTISED:** June 15, 2020 **TIME DUE:** 11:00 AM

**NAME OF PROJECT:** Sprinkler Installation and Repair Services

In compliance with this Invitation to Bid, the Bidder hereby proposes to provide goods and/or services as per this solicitation in strict accordance with the Bid Documents, within the time set forth therein, and at the prices submitted with their bid response.

It is the responsibility of the Bidder to clearly mark the outside of the bid envelope with the Bid Number, Bid Title, Date and Time of Bid Opening, and it also **THE RESPONSIBILITY OF THE BIDDER TO CHECK THE TOWN'S WEBSITE BEFORE SUBMITTING BID FOR ADDENDA POSTED PRIOR TO BID OPENING.**

**THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA AS REQUIRED:**

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

**NON-COLLUSION AFFIDAVIT:**

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to their own organization that this bid has been arrived at independently without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor.

**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 \_\_\_\_\_\*

\*Bidder 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.

**Respectfully submitted:**

\_\_\_\_\_  
**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#**

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

| <u>ITEM</u> | <u>DESCRIPTION</u>  | <u>RATE SCHEDULE</u> |
|-------------|---|----------------------|
| 1           | Regular Hourly Rate   | \$_____/Hour         |
| 2           | Overtime Rate (If Required)   | \$_____/Hour         |
| 3           | Materials will contain a Markup of<br>(None higher than 25% will be accepted) | _____%               |

Contract Expiration date is: June 30, 2023. Respondent shall indicate if they are will to extend under the same terms and conditions below:

Respondent willing to extend contract pricing one additional year?  
(June 30, 2024) YES \_\_\_\_\_ NO \_\_\_\_\_

Respondent willing to extend contract pricing two additional years.  
(June 30, 2025) YES \_\_\_\_\_ NO \_\_\_\_\_

**OTHER ITEMS REQUIRED WITH SUBMISSION OF BID PROPOSAL:**

The following bid checklist describes items required for inclusion with the above-referenced bid proposal package. It is provided for the convenience of the bidders and, therefore, should not be assumed to be a complete list.

- \_\_\_\_\_ 1. Included Disclosure of Past and Pending Mediation, Arbitration, and Litigation cases against the Bidder or its Principals as per Section 17 of the Information for Bidders.
- \_\_\_\_\_ 2. Checked Town web site for Addenda and acknowledged Addenda on page BP-1.
- \_\_\_\_\_ 3. Acknowledged Non-Collusion Affidavit on page BP-1.
- \_\_\_\_\_ 4. Acknowledged Code of Ethics on page BP-1.
- \_\_\_\_\_ 5. A list of 3 current accounts of similar size is included with bid as per Section 1.3 of the General requirement

**ATTENTION CONTRACTOR**

- APPROVED FORM FOR YOUR FILES-NOTE ANY COMMENTS ON BOTTOM OF PAGE 3 – APPROVAL REQUIREMENTS**  
 **APPLICATION DENIED-SEE BOTTOM PAGE 3**

**GLASTONBURY PUBLIC SCHOOLS**

OFFICE OF DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY

Dr. Kenneth Roy  
 Safety Compliance Officer  
 Director of Environmental Health and Safety  
 Email: [royk@glastonburyus.org](mailto: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](mailto:pacificil@glastonburyus.org)).

**NOTICE: THIS FORM MUST BE COMPLETED AND APPROVED A MINIMUM OF 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 Safety.

**PLEASE NOTE:** Any changes required in the project scope must be submitted for additional approval to Dr. Kenneth Roy PRIOR to effecting those changes.

1. Project Information:

|                                  |                         |                              |
|----------------------------------|-------------------------|------------------------------|
| <b>Project Description:</b>      |                         |                              |
| <b>Location:</b>                 |                         |                              |
| <b>Start Date:</b>               | <b>Completion Date:</b> |                              |
| <b>Contractor Safety Officer</b> | <b>Phone:</b>           | <b>Fax:</b><br><b>Email:</b> |

**Permit Prepared By:**

**Date Prepared:**

| Project Scope  | Yes                      | No                       | Comments |
|--|--------------------------|--------------------------|----------|
| Wood Fabrication (temporary walls, structures & painting) <sup>8</sup> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Confined Spaces <sup>1</sup>   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Electrical Work <sup>2</sup>   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Forklift   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Hazardous Materials/Chemicals <sup>7</sup>                             | <input type="checkbox"/> | <input type="checkbox"/> |          |

|  |                          |                          |                 |
|--|--------------------------|--------------------------|-----------------|
| <b>Respirators</b>   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Project Scope (Cont.)</b>   | <b>Yes</b>               | <b>No</b>                | <b>Comments</b> |
| <b>Ladders/Scaffolds/Aerial Lifts (list those included)</b>                                | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Rigging/Lifting<sup>5</sup></b>   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Welding<sup>3</sup></b>   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Asbestos Management<sup>4</sup></b>   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Polychlorinated Biphenyls (PCBs) Management – Gideon Welles School only<sup>6</sup></b> | <input type="checkbox"/> | <input type="checkbox"/> |                 |

- 1 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.
- 2 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.
- 3 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.).
- 4 Contractors need to secure the Asbestos Management Plan from the Director of Environmental Health and Safety prior to all construction/demolition work.
- 5 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.
- 6 Contractors need to secure the PCB Management Plan from the Director of Environmental Health and Safety prior to all construction/demolition work at Gideon Welles.
- 7 Contractors need to secure hazardous chemical information from the Director of Environmental Health and Safety prior to all construction/demolition work in hazardous chemical areas such as chemical storerooms, laboratories, AC refrigerant lines, etc.
8. All temporary/fabricated structures and painting/staining (e.g. temporary walls) for theater, musical events and general contractor work.

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 as appropriate for publicly funded projects. 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 officer, 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 legal safety standards and better professional safety practices 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**

|  |   |
|--|---|
|  | <b>RETURN TO:</b><br>Lori Pacifici<br>Secretary – Safety Compliance Office<br>E-mail: pacificil@glastonburyus.org |
|--|---|

By signature, the contractor agrees to adhere to all components and the spirit of this document.

| Signature of Contractor | Title | Date |
|-------------------------|-------|------|
|                         |       |      |

|   |  |
|---|--|
| <p><b>INTERNAL USE ONLY</b><br/> <b>APPROVAL STATUS:</b></p> <p>Dr. Kenneth Roy<br/>         Director of Environmental Health and Safety</p> <hr/> <p>Date: _____</p> <p style="text-align: center;">Signature</p> <p><input type="checkbox"/> YES<br/> <input type="checkbox"/> NO</p>   | <p><b><u>NOTE TO CONTRACTOR: APPROVAL</u></b><br/> <b>CONTINGENT ON THE FOLLOWING ITEMS:</b></p> |
| <p>cc: <input type="checkbox"/> Building Principal/Supervisor<br/> <input type="checkbox"/> Contractor<br/> <input type="checkbox"/> Maintenance Office File<br/> <input type="checkbox"/> Director of Environmental Health and Safety<br/>             - Dr. Kenneth Roy<br/> <input type="checkbox"/> Other</p> <p><b>Revised: 6/2/2020</b></p> |  |