

PROJECT MINUTES

Project:	New Bourne Intermediate School	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	3/7/19
Re:	School Building Committee Meeting	Meeting No:	67
Location:	Veterans Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
	Christopher Hyldburg	School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
✓	Donna Buckley	Member at Large	Voting Member
✓	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
✓	Erika Fitzpatrick	School Committee	Voting Member
	Frederick H. Howe	Member at Large, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Jordan Geist	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
✓	Paul O'Keefe	Local Official Responsible for Building Maintenance	Non-Voting Member
	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
	Kent Kovacs	FAI, Architect	
	Bill Beatrice	FAI, Architect	
✓	Jay Williams	FAI, Architect	
	Robert Brait	Brait Builders (BBC) General Contractor	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
67.1	Record	Call to Order, 6:30 PM.
67.2	Record	A motion was made by S. Lamarche and seconded by R. Lavoie to approve the 2/21/19 School Building Committee meeting minutes. No discussion, motion passed unanimous, one abstention.
67.3	Record	J. Seeley distributed and reviewed the Budget Tracking Form thru 2/28/19, attached, for the Total Project Budget.
67.4	Record	Warrant No. 40 was reviewed. A motion was made by R. Lavoie and seconded by N. Scarpato to approve Warrant No. 40. No discussion, motion passed unanimous.
67.5	Record	Warrant No. 41 was reviewed. A motion was made by S. Lamarche and seconded by R. Lavoie to approve Warrant No. 41. No discussion, motion passed unanimous.
67.6	Record	J. Williams provided an update on the construction. Punch Listing has commenced in the classroom wing. Gymnasium wood flooring is installed and sanding is underway. The stage wood flooring installation has commenced.
67.7	J. Williams	J. Williams distributed and reviewed the updated Draft Building Plaque, attached. Committee Discussion: 1. The following edits are to be made: a. Add periods after middle initials b. Delete middle initial for E. Fitzpatrick c. Add "Thank you to the Bourne Community" at the bottom of the plaque d. Add "Vice Chair" to Mitch McClain e. Remove "Clerk" from James Potter J. Williams to update and forward to the Committee for final review.
67.8	Record	J. Williams distributed and reviewed COR 54 – Time Capsule, attached. A motion was made by R. Lavoie and seconded by N. Scarpato to approve COR 54 – Time Capsule for inclusion in the next Change Order. No discussion, motion passed unanimous.
67.9	J. Seeley	J. Seeley indicated that BBC is reviewing the Committee's request for a multi-year warranty on the windows. J. Seeley will follow-up with BBC.
67.10	J. Williams J. Seeley	J. Seeley distributed and reviewed a listing of prices and options for extended Warranties and Preventative Maintenance Services contracts for the HVAC equipment. J. Seeley distributed and reviewed a listing of prices and options for extended Commissioning Services for the HVAC equipment from BVH. P. O'Keefe provided the recommendation from the Construction Working Group:

Item #	Action	Discussion
		<ol style="list-style-type: none"> 1. Purchase 1-year extended Warranty on the boilers for \$2,260, 1-year Preventative Maintenance Service contract on the RTUs, AHUs and Chiller for \$15,000 and 3-year Preventative Maintenance Service contract on the ATC for \$21,510. 2. Purchase the 100% HVAC Equipment and 1-year Commissioning Services for \$27,400. <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. J. Seeley and J. Williams to confirm if HTS/Daiken will perform the same Preventative Maintenance Services as described by Zone Mechanical in their price proposal for the RTUs, AHUs and Chiller. 2. J. Seeley to ask BVH to provide their recommendation on the extended Warranties and Preventative Maintenance Service contract options. <p>A motion was made by S. Lamarche and seconded by R. Lavoie to approve the 100% HVAC Equipment and 1-year Commissioning Services for \$27,400 and recommend signature by T. Guerino. No discussion, motion passed unanimous.</p>
67.11	Record	<p>J. Seeley distributed and reviewed the Moving and Recycling/Reuse Bid Results and the results of the reference checks, attached. Wakefield Moving Company is the lowest responsible quote at \$32,278.</p> <p>A motion was made by S. Lamarche and seconded by E. Fitzpatrick to approve the Wakefield Moving Company quote for \$32,278 and recommend signature by T. Guerino. No discussion, motion passed unanimous.</p>
67.12	Committee J. Seeley	<p>New or Old Business</p> <ol style="list-style-type: none"> 1. R. Lavoie asked about the status of providing a Photo-Voltaic System for this project? <i>J. Seeley indicated J. Potter and P. Meier attended a meeting with the School Committee's Facilities Sub-Committee to review. The Sub-Committee asked to follow-up up on two questions relative to MSBA and BBC and having a concurrent third-party contractor on site. J. Seeley will follow-up with MSBA and BBC.</i> <i>P. Meier asked if any Committee members wanted to volunteer to work further on providing a Photo-Voltaic System in this project, then they are to contact J. Potter.</i> 2. S. Lamarche recognized BBC's new Superintendent, Nicholas Fasoli, a Bourne resident. 3. J. Seeley to send out a Doodle schedule survey for 4/11/19 and 4/25/19 options for the April Committee meeting.
67.13	Record	<p>Next SBC Meeting: April 18, 2019 at 6:30 pm at the Bourne High School Media Center.</p>

Project: New Bourne Intermediate School

Meeting Date: 3/7/19

Meeting No.: 67

Page No.: 4

Item #	Action	Discussion
67.14	Record	A Motion was made by S. Lamarche and seconded by N. Scarpato to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, Budget Tracking Form, Draft Building Plaque, COR-54, HVAC Equipment Extended Warranty and Service Pricing, BVH Proposal Letter, Move Schedule, Moving and Recycling/Reuse Bid Results

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com

PROJECT MEETING SIGN-IN SHEET

Project: Bourne Intermediate School
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: Veterans Memorial Community Center

Project No.: 15041
 Meeting Date: 3/7/2019
 Meeting No: 67
 Time: 6:30pm

Distribution: Attendees, (MF)

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	James L. Potter	onsetjp@juno.com	Chairman, School Building Committee
	Peter J. Meier	pmeier@townofbourne.com	Board of Selectmen
	Christopher Hyldborg	chrish@alpha-1.com	School Committee
	Natasha Scarpato	scarpato4@comcast.net	Member-At-Large
	Donna Buckley	d.j.buckley23@gmail.com	Member-At-Large
	Richard A. Lavoie	RichL.Lavoie@gmail.com	Finance Committee
	William Meier	Dusty22752@aol.com	Building Trade Expert
	Erika Fitzpatrick	efitzpatrick@bourneps.org	School Committee
	Frederick H. Howe	rickhowe9@gmail.com	Member-At-Large
	Steven M. Lamarche	slamarche@bourneps.org	Superintendent of Schools, BPS, MCPPO
	Jordan Geist	jgeist@bourneps.org	Director of Business Services, BPS
	Thomas M. Guerino	tguerino@townofbourne.com	Town Administrator
	Paul O'Keefe	mmachief@gmail.com	Local Official Resp. for Building Maintenance
	Elizabeth A. Carpenito	ecarpenito@bourneps.org	Principal, BES
	Kathy Anderson	kanderson@bourneps.org	Elementary/Special Education Secretary
	Janey Norton	jnorton@bourneps.org	Principal, PES
	Jay Williams	jwilliams@flansburgh.com	Flansburgh Architects (FAI)
	Bill Beatrice	bbeatrice@flansburgh.com	Flansburgh Architects (FAI)
	Robert Brait	rbrait@braitbuilders.com	Brait Builders Corporation (BBC)
	Joel Seeley	jseeley@smma.com	SMMA

p:\2015\15041\04-meetings\4.3 mtg_notes\3-school building committee\2019\67_7march2019\schoolbuildingcommittee\meetings\sign-in sheet_7march2019.docx

Agenda

Project:	Bourne Intermediate School	Project No.:	15041
Re:	School Building Committee Meeting	Meeting Date:	3/7/2019
Meeting Location:	Veterans Memorial Community Center	Meeting Time:	6:30 PM
Prepared by:	Joel Seeley	Meeting No.:	68
Distribution:	Committee Members (MF)		

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Construction Update
 - Building Plaque
 - COR-54: Time Capsule
 - Window Testing
 - HVAC Extended Warranty
5. Approve Moving Company Award
6. New or Old Business
7. Public Comments
8. Next Meeting: April 18, 2019
9. Adjourn

Symmes Maini & McKee Associates, Inc. (SMMA) Bourne School District Bourne Peebles Elementary School BUDGET SUMMARY									
BUDGET TRACKING FORM as of: 2/28/2019									
Propay code #	Name	Original PS&B Budget 11/2/2016	Budget Revisions	Current Budget	Contract Amount	Expended	Remaining Contract Amount	Additional Projected Amount	(A - B - E) Budget Balance
				A	B	C	D	E	
1	Feasibility Study Agreement	125,000.00		125,000.00	117,100.00	117,100.00	-	-	7,900.00
2	OPM Feasibility Study	365,000.00	19,125.00	384,125.00	384,125.00	374,875.00	9,250.00	-	-
3	A&E Feasibility Study	140,000.00		140,000.00	77,803.00	75,053.00	2,750.00	-	62,197.00
4	Environmental and Site	120,000.00	(19,125.00)	100,875.00	10,672.13	672.13	10,000.00	-	90,202.87
	Other	750,000.00		750,000.00	589,700.13	567,700.13	22,000.00		160,299.87
	Feasibility Study Agreement Subtotal	\$ 750,000.00	\$ -	\$ 750,000.00	\$ 589,700.13	\$ 567,700.13	\$ 22,000.00	\$ -	\$ 160,299.87
	Administration								
6	Legal Fees	50,000.00		50,000.00	-	-	-	-	50,000.00
7	Owner's Project Manager	50,000.00		50,000.00	50,000.00	50,000.00	-	-	-
8	> Design Development	90,000.00		90,000.00	90,000.00	90,000.00	-	-	-
9	> Construction Contract Documents	50,000.00		50,000.00	50,000.00	50,000.00	-	-	-
10	> Bidding	800,000.00		800,000.00	800,000.00	416,000.00	384,000.00	-	-
11	> Construction Contract Administration	54,863.00		54,863.00	54,863.00	-	54,863.00	-	-
12	> Closeout	40,000.00		40,000.00	-	-	-	-	40,000.00
13	> Extra Services	15,000.00		15,000.00	3,190.00	3,190.00	-	-	11,810.00
14	> Reimbursable & Other Services	50,000.00		50,000.00	41,745.00	41,745.00	-	-	8,255.00
15	> Cost Estimates	5,000.00		5,000.00	1,043.04	1,043.04	-	-	3,956.96
16	Advertising	50,000.00		50,000.00	165.00	165.00	-	-	49,835.00
17	Permitting	20,000.00		20,000.00	-	-	-	-	20,000.00
18	Owner's Insurance	20,000.00		20,000.00	8,800.00	6,013.37	2,786.63	-	11,200.00
	Other Administrative Costs	20,000.00		20,000.00	-	-	-	-	20,000.00
	Administration Subtotal	\$ 1,294,863.00	\$ -	\$ 1,294,863.00	\$ 1,099,806.04	\$ 658,156.41	\$ 441,649.63	\$ -	\$ 195,056.96
	Architecture and Engineering								
	Basic Services								
21	> Design Development	530,000.00		530,000.00	530,000.00	530,000.00	-	-	-
22	> Construction Contract Documents	1,060,000.00		1,060,000.00	1,060,000.00	1,060,000.00	-	-	-
23	> Bidding	130,000.00		130,000.00	130,000.00	130,000.00	-	-	-
24	> Construction Contract Administration	874,000.00		874,000.00	874,000.00	509,314.76	364,685.24	-	-
25	> Closeout	132,037.00		132,037.00	132,037.00	-	132,037.00	-	-
26	> Other Basic Services	-		-	-	-	-	-	-
	BASIC SERVICES SUBTOTAL	\$ 2,726,037.00	\$ -	\$ 2,726,037.00	\$ 2,726,037.00	\$ 2,229,314.76	\$ 496,722.24	\$ -	\$ -
	Reimbursable Services								
28	> Construction Testing	40,000.00		40,000.00	-	-	-	-	40,000.00
29	> Printing (over minimum)	20,000.00		20,000.00	-	-	-	-	20,000.00
30	> Other Reimbursable Costs	100,000.00		100,000.00	6,047.00	5,647.40	399.60	-	93,953.00
31	> Hazardous Materials	100,000.00		100,000.00	-	-	-	-	100,000.00
32	> Geotech & Geo-Env.	80,000.00		80,000.00	20,955.00	5,082.00	15,873.00	-	59,045.00
33	> Site Survey	60,000.00		60,000.00	19,580.00	19,580.00	-	-	40,420.00
34	> Wetlands	5,000.00		5,000.00	-	-	-	-	5,000.00
35	> Traffic Studies	40,000.00		40,000.00	-	-	-	-	40,000.00
	Architectural and Engineering Subtotal	\$ 3,171,037.00	\$ -	\$ 3,171,037.00	\$ 2,772,619.00	\$ 2,259,624.16	\$ 512,994.84	\$ -	\$ 398,418.00

Symmes Maini & McKee Associates, Inc. (SMMA) Bourne School District Bourne Peebles Elementary School BUDGET SUMMARY							(A - B - E) Budget Balance
BUDGET TRACKING FORM as of: 2/28/2019							Additional Projected Amount
CM @ Risk Preconstruction Services							(B - C) Remaining Contract Amount
	Original PS&B Budget 11/2/2016	Budget Revisions	Current Budget	Contract Amount	Expended		
0502-0001	\$ 30,910,366.00	\$ (2,920,366.00)	\$ 27,990,000.00	\$ 28,205,360.20	\$ 22,286,981.53	\$ 5,918,378.67	\$ (215,360.20)
Construction Budget							
89	CSI Description						
89	0502-0100		1,812,505.00	1,812,505.00	1,412,973.00	399,532.00	-
89	0502-0200		636,500.00	636,500.00	-	636,500.00	-
89	0502-0300		1,856,811.10	1,856,811.10	1,721,911.10	134,900.00	-
89	0502-0400		1,826,850.00	1,826,850.00	1,826,850.00	-	-
89	0502-0500		2,455,284.50	2,455,284.50	2,267,063.61	188,220.89	-
89	0502-0600		456,000.00	456,000.00	117,320.16	338,679.85	-
89	0502-0700		2,238,010.00	2,238,010.00	2,009,396.78	228,613.22	-
89	0502-0800		1,120,135.50	1,120,135.50	1,058,796.24	61,339.26	-
89	0502-0900		2,818,590.15	2,818,590.15	2,312,194.79	506,395.36	-
89	0502-1000		276,640.00	276,640.00	175,223.70	101,416.30	-
89	0502-1100		498,750.00	498,750.00	84,550.00	414,200.00	-
89	0502-1200		410,400.00	410,400.00	254,157.11	156,242.89	-
89	0502-1400		113,050.00	113,050.00	105,701.75	7,348.25	-
89	0502-2100		328,818.75	328,818.75	327,434.13	1,384.63	-
89	0502-2200		981,350.00	981,350.00	939,882.50	41,467.50	-
89	0502-2300		2,730,300.00	2,730,300.00	2,533,676.97	196,623.03	-
89	0502-2600		2,475,605.00	2,475,605.00	1,967,561.63	508,043.38	-
89	0502-3100		2,373,404.00	2,373,404.00	1,196,628.55	1,176,775.45	-
89	0502-3200		419,900.00	419,900.00	140,761.50	279,138.50	-
89	0502-3300		761,596.00	761,596.00	552,976.00	208,620.00	-
89	0502-9900		1,399,500.00	1,399,500.00	1,114,349.08	285,150.92	-
89	0508-0000		215,360.20	215,360.20	167,572.94	47,787.26	226,730.93
89		\$ 215,360.20	\$ 215,360.20	\$ 215,360.20	\$ 167,572.94	\$ 47,787.26	\$ 226,730.93
89	Construction Budget Subtotal	\$ (2,705,005.80)	\$ 28,205,360.20	\$ 28,205,360.20	\$ 22,286,981.53	\$ 5,918,378.67	\$ 11,370.73
Alternates							
90	0506-0000		-	-	-	-	-
90	0506-0000		-	-	-	-	-
Ineligible Work (Maint Bldg, Press Box, Concession and Restrooms Retainage for Alternates/Ineligible Work)							
Alternates Subtotal							
94	0600-0000		84,000.00	84,000.00	3,502.00	-	80,498.00
95	0602-0000		100,000.00	100,000.00	76,058.57	22,941.43	1,000.00
96	0603-0000		-	-	-	-	-
97	0699-0000		40,000.00	40,000.00	-	-	40,000.00
0600-0000	Miscellaneous Project Costs		224,000.00	224,000.00	79,560.57	22,941.43	121,498.00
0700-0000	Furnishings and Equipment		690,000.00	690,000.00	617,716.28	617,716.28	72,283.72
0701-0000	Furnishings		690,000.00	690,000.00	617,716.28	617,716.28	72,283.72
0702-0000	Equipment		690,000.00	690,000.00	617,716.28	617,716.28	72,283.72
101	0703-0000		1,380,000.00	1,380,000.00	1,294,402.04	85,597.96	13,314.24
	Computer Equipment		1,380,000.00	1,380,000.00	1,294,402.04	85,597.96	85,597.96
	Furnishings and Equipment Subtotal		1,380,000.00	1,380,000.00	1,294,402.04	85,597.96	85,597.96
103	0507-0000		4,250,523.80	4,250,523.80	-	-	4,250,523.80
104	0801-0000		643,257.00	643,257.00	-	-	643,257.00
	Owner's Construction Contingency		4,250,523.80	4,250,523.80	-	-	4,250,523.80
	Owners' (soft cost) Contingency		643,257.00	643,257.00	-	-	643,257.00
	Contingency Subtotal		4,893,780.80	4,893,780.80	-	-	4,893,780.80
	Total Project Budget		\$ 39,919,041.00	\$ 39,919,041.00	\$ 25,852,022.80	\$ 8,212,366.61	\$ 5,866,022.32

BOURNE INTERMEDIATE SCHOOL

SCHOOL BUILDING COMMITTEE

James L. Potter, Chair
Frederick H. Howe, Vice Chair
Peter J. Meier
Christopher Hyldborg
Natasha Scarpato
Donna Buckley
Richard A. Lavoie
William Meier
Erika Fitzpatrick
Steven M. Lamarche
Jordan Geist
Thomas M Guerino
Paul O'Keefe
Elizabeth A. Carpenito
Kathy Anderson

BOARD OF SELECTMEN

Peter J. Meier, Chair
Judith MacLeod-Froman, Vice Chair
James L. Potter, Clerk
George G. Slade
Jared P MacDonald

SCHOOL COMMITTEE

Christopher Hyldborg, Chair
Mitch McClain
Erika L. Fitzpatrick
Ronda Tobey
Steven P. Strojny
Jennifer O'Neil
Robb Duprey

PRINCIPAL

Janey Norton

SUPERINTENDENT

Steven M. Lamarche



2019

*Funded in part by the
Massachusetts School Building Authority*

ARCHITECT

Flansburgh Architects

OWNER'S PROJECT MANAGER

Symmes Maini & McKee Associates, Inc.

CONSTRUCTION MANAGER

Brait Builders Corporation

Sketch No.
ASI 51

Reference Drawing

FLANSBURGH ARCHITECTS
77 NORTH WASHINGTON STREET BOSTON, MASSACHUSETTS 02114
Telephone 617-367-3970 Facsimile 617-720-7873

James F. Peebles Elementary School, Bourne MA

Title: Dedication Plaque (DRAFT)

Job #: 1514.00

Drawn By: wtb

Date: 3/5/19

Scale: Page 4 of 17

3'-0"

2'-0"



57 Rockwood Road
 Marshfield, MA 02050
 Ph : 781-837-6400

Change Request

To: Jay Williams
 Flansburgh Architects
 77 N. Washington Street
 Boston, MA 02114-1910
 Ph: (617) 367-3970

Number: 54
Date: 1/22/19
Job: PES-2017 Peebles ES
Phone:

Description: COR#54 PR#27 Added Time Capsule and Plaque

Work performed by subcontractors:			
Description	Subcontractor	Price	
Signage	Cassandra Sign Corp.		\$1,600.00
Signage			\$202.00
		Subtotal:	\$1,802.00
		Subtotal:	\$1,802.00
	OH&P	\$1,802.00	5.00% \$90.10
	BOND	\$1,892.10	2.00% \$37.84
		Total:	\$1,929.94

If you have any questions, please contact me at (781)837-6400.

Submitted by: Robert A Brait
 Brait Builders Corp.

Approved by: _____
 Date: _____



77 AMESBURY ROAD
KENSINGTON, NH 03833
PHONE 978-500-3568 RANDY WOOD

**PROPOSAL FOR
PEEBLES SCHOOL/BBC
PR 27 PLAQUE ONLY**

January 22, 2019
- BASED ON SUPPLIED INFORMATION

<u>SIGN TYPE</u>	<u>QUANTITY</u>	<u>PRICE</u>
12X18" BRONZE PLAQUE	1	950.00
OPTIONAL INSTALL		500.00
OPTIONAL SHIPPING		150.00

PO NET 30 DAYS

CASSANDRA SIGN PHONE 978-500-3568
RANDY@CASSANDRASIGN.COM




AMERICAN ALUMINUM COMPANY
 230 SHEFFIELD ST. MOUNTAINSIDE, N.J. 07092 - (908) 233-3500 FAX: (908) 233-3241
 WWW.AMALCO.COM - EMAIL: INFO@AMALCO.COM

MANUFACTURERS OF METAL PRODUCTS FOR INDUSTRY SINCE 1910
 DEEP DRAWING - HYDROFORMING - SPINNING - WELDING - HEAT TREATING

Date 01/29/2019

TO **BRAIT BUILDERS CORPORATION**
57 Rockwood Road, Suite 3
Marshfield, MA 02050
Contact-Joe Amara-jamara@braitbuilders.com

CUSTOMER REFERENCE NO.5
 012919-3

QUANTITY	DESCRIPTION	PRICE (EACH)	TOOLS	DELIVERY
1	P/N TIME CAPSULE	\$175.00		In stock
1	APPROXIMATE SHIPPING COST	\$27.00		
	<div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> Time Capsule 12" Diameter by 28" Long, powder coated Black </div> <p>Due to the uncertainty of the metal industry market at this time, actual lead time & pricing will be confirmed when final purchase order is received.</p> <p><i>Engineering Design services available for deep drawn, hydroformed parts and assemblies with in-plant facilities for welding, heat treating and finishing.</i></p> <p><i>Thank you for your inquiry. We hope you will favor us with a purchase order.</i></p> <p><i>*Tooling in addition to our stock tools</i></p> <p><i>Parts will be manufactured per ANSI-Y14.5M PARA 6.8.</i></p> <div style="text-align: center; margin-top: 20px;">  DANIEL B. OSWORTH </div>			

GENERAL CONDITIONS

Quotations are for immediate acceptance only and subject to change without notice.

All shipments are made f.o.b. our factory, Mountainside N.J. claims for damage to, or loss of any shipment must be made by the customer against the carrier.

Delivery schedules will be maintained to the best of our ability but are not guaranteed and are subject to conditions beyond our control.

All agreements are made contingent upon strikes, fires or any other causes beyond our control.

Cancellation of orders will not be accepted without our written consent and will be made on terms which will compensate us for any loss. This applies to delivery schedules also.

All finished goods held in storage awaiting pickup by customer, will be billed as goods shipped.

We are a small business, are not dominant in our industry and employ fewer than 500 people.

MERCHANDISE

Unless other arrangements are made, terms are 1% ten days, 30 days net, f.o.b. our factory, subject however, to satisfactory credit rating or reference furnished to us.

Peebles Extended Warranties and Service Contract

To minimize markups, all agreements would be directly with the manufacturer's reps and/ or service contractors, and not w/ I & R Mechanical.	Extended Warranties		Notes	Preventative Maintenance / Service		Notes
	1 Year	3 Years		1 Year	3 Years	
Rooftops - RTU-1, 2, 3, 4	\$ 11,000.00		HTS/ Daikin Applied. Clearing of snow and checks during incimate weather is anticipated to be performed by the Owner's staff per the OIMs.			
Air Handling Units AHU-1 & 2	\$ 9,500.00		HTS/ Daikin Applied	\$ 15,000.00	Annually Renewed.	4 Preventative Maintenance visits per year. Weekly checks/ maintenance indicated would be cost prohibitive for others to perform, and it is anticipated these items will be provided by the Owner's staff.
Chiller CH-1	\$ 5,000.00		HTS/ Daikin Applied.			
Makeup Air Unit - MAU-1			Buckley Associates will not extend warranties after the equipment was ordered. Clearing of snow and checks during incimate weather is anticipated to be performed by the Owner's staff per the OIMs. Weekly checks/ maintenance indicated would be cost prohibitive for others to perform, and it is anticipated these items will be provided by the Owner's staff.	Buckley Associates offers \$1,600 / 8hour normal workweek day, plus parts.		
Induction Units (IU-1 to 18, Qty: 47)						
Pumps - P-1 to 6	\$ 1,500.00	\$ 4,500.00	Weekly checks/ maintenance indicated would be cost prohibitive for others to perform, and it is anticipated these items will be provided by the Owner's staff.	\$ 1,000.00	\$ 3,000.00	Includes single visit annual service.
Ductless Splits (DCUe/ DCUc-1 to 6)			Extended Warranties are not available.			
Fans (EF-1 to 14, CAF-1, KEF-1)			Buckley Associates will not extend warranties after equipment ships.			
Boilers - B-1 & 2	\$3500 Rounds \$2,260 Fulton	\$7,985 Rounds \$5,350 Fulton	Parts Only Extended Warranties. Labor is invoiced at current rates at the time of the repair.	\$8,400 Rounds \$6,180 Fulton	\$26,500 Rounds \$18,540 Fulton	Price is for two PM visits plus one annual maintenance. See mfr's data for scope included. Fulton quote does NOT include Emergency calls. Those are \$160/ Hr.-normal hours. Parts are additional.
Glycol Feeders GF-1 & 2			Manufacturer's rep indicates Extended Warranties for Induction Units is not available.			
Terminal Boxes - VAV 1-1 to 1-14, 2-1 to 2-19, 3-1 to 3-14			Air Distribution will not extend warranties after equipment ships.			
Unit Heaters UH-1 to 18, EUH-1			Manufacturer's Rep indicated Extended Warranties is not available on these units.			
Passive and minor components (Piping, Ductwork, Insulation, Expansion Tanks, Air Separators, Buffer Tank, Radiant Heating Panels, Wall Radiation Units, Valves, Condensate Pumps, Diffusers, Grilles, Registers, Dampers, etc.) are not included.						
Glycol Concentration check/ replenish			Bi-annually by I & R Mechanical. Propylene glycol beyond 110 gals. is additional.			
Response to piping leakages, isolation of valves.			Not Included, To be performed by the school staff.			
Automatic Temperature Controls System	\$ 26,550.00	\$ 87,615.00	Navitas Systems Integration Extended Warranties for the Peebles Elementary School Controls System and indicates these costs are payable yearly in advance.	\$ 6,520.00	\$ 21,510.00	See attached literature from Navitas. 1-year maintenance service is from 8-1-19 to 7-31-20. Three year maintenance service is from 8-1-19 to 7-31-22. Navitas invoices T & M for emergency/ service work. Labor is min. 4 hours at \$140/ hour and \$168/ hour for regular/ off hours labor. Rates are increased 5%/ year for escalation.
HVAC System	\$81,000/ Yr. \$89,000/ Yr. \$100,488/ Yr. \$108,396/ Year	Annual Contract renews yearly. \$81,000/ Yr. (Material extra) for Monday to Friday coverage. \$89,000/ Yr. (\$7,417/ Mo.) for Monday to Sunday coverage. \$100,488/ Yr. (\$8,374/ Mo.) for Monday to Friday coverage. \$108,396/ Yr. (\$9,033/ Mo.) for Monday to Sunday coverage.		\$43,812/ Year or \$3,651/ Month Hourly Labor Rates: \$130/ Hour (\$195/ Hour on OT), Trip charge -\$80.	Annually renewed.	Controls are Excluded. Preventative maintenance includes filter changes performed 4 times per year for RTU/AHU/ etc. and once per year for cabinet unit heaters/ terminal boxes. Coils cleaning once per year, Exhaust Fan PM twice/ year, Electric Heaters PM once per year. Excludes the following items that are not considered to need regularly scheduled PM: Piping, Ductwork, Insulation, Expansion Tanks, Glycol & Chemical Feeders, Air Separators, Buffer Tank, Radiant Heating Panels, Wall and Finned Radiation Units, Valves, Induction Units, Condensate Pumps, Diffusers, Grilles, Registers, Dampers



Civil January 11, 2019

Site Utilities
 Mr. Jordan Geist
 Director of Business Services
 Bourne Public Schools
 36 Sandwich Road
 Bourne, MA 02532

Mechanical Re: Peebles Elementary School
 Supplemental Commissioning Services Proposal

Electrical Dear Jordan:

Plumbing As you are aware, BVH Integrated Services, P.C., is providing Professional Commissioning Services under the Massachusetts School Building Authority (MSBA) for the new Peebles Elementary School (recently renamed the Bourne Intermediate School). MSBA has a standard set of sampling percentages broken down by equipment type. It is BVH’s understanding from discussions with the Owner’s Project Manager SMMA that the Town of Bourne is interested in increasing those sampling percentages to 100% for some systems.

Fire Protection
 Technology Attached as an appendix to this proposal is a marked-up version of the MSBA commissioning work order with BVH’s proposed revised sampling rates. All systems with no markings in the Comments column would be unchanged from the base MSBA sampling rate.

Commissioning
 Building Envelope If this change is accepted, BVH would continue to use the same process for commissioning, including the functional testing phase, with the exception of testing all of a given equipment type rather than only a sample. Accordingly, deliverables and all reporting would be unchanged, in that both MSBA and the Town would receive notices of commissioning findings and progress.

Connecticut
 206 West Newberry Road
 Bloomfield, CT 06002
 T: 860-286-9171

I. COMPENSATION

We propose that the services associated with the commissioning be billed monthly, based on a percentage of completion. The total added cost of increased sampling rates is as follows:

Massachusetts
 One Gateway Center
 Suite 701
 Newton, MA 02458
 T: 617-658-9008

Commissioning Services	
Functional Testing	\$ 11,600
Deficiency Tracking and Retesting	<u>\$ 2,200</u>
Sub-Total	\$ 13,800
Estimate of Reimbursable Expenses	<u>\$ 1,200</u>
Grand Total	\$ 15,000

Mr. Jordan Geist
 January 11, 2019
 Page 2



*** We have included eight (8) hours of additional time for retesting equipment in the expanded samples that failed the functional testing. Additional time, if required, will be performed on an hourly basis.

ADD ALTERNATE SERVICES

- **Continuous Commissioning**

Provide Continuous Commissioning (CCx) Services during the project's Warranty Phase period. CCx is an ongoing process to resolve operating problems, improve occupant comfort, and optimize energy use all within the Warranty Phase of the project. This is above and beyond the MSBA requirement for a near-end-of-warranty review with the Owner's team. This verification of performance would encompass the following scope of services:

- Develop performance baselines for energy and comfort. Develop monitoring-based procedures and identify points to be measured and evaluated to assess performance of the energy and water consuming systems.
- Track and verify energy and comfort performance during the one-year warranty period.
- A monthly review of HVAC system operation via remote access through the Building Management System (BMS). Examine the building in detail - from air-handler and/or down to variable air volume box level - to identify any potential operating and comfort problems, component failures or degradation, and causes of inefficiency. Anticipate six (6) hours per month including reporting. Intent is to capture issues that could be warranty-related.
- Event logging and trend log review for troubleshooting will be provided as needed.
- Assist building staff with maintaining building systems for the first year after acceptance of the building. Intent will be to visit the site quarterly to discuss equipment maintenance, operations and control sequencing, and safeties through the various changes of seasons.
- A written summary of findings and observations for each BMS review session and site visit.

Continuous Commissioning: Add Alternate Compensation Fees = \$12,400
 (inclusive of reimbursable expenses)

- **Pressurized Building Envelope Testing**

Provide additional infrared scanning of the building envelope with the aid of positive and negative pressurization of the building. This is in addition to the MSBA-required infrared scan of the building, which BVH will conduct as soon as possible regardless of whether this supplemental testing is pursued. The additional testing would occur after 100% completion of the building envelope and would encompass the following scope of services.



Mr. Jordan Geist
 January 11, 2019
 Page 3

- BVH will conduct a pretest meeting by phone to go over test preparations and ensure all parties understand the timing and process of the blower door test. Blower door testing requires that all HVAC systems are properly shut down for testing.
- Measure the surface area and volume of the mobile medical unit for normalizing the blower door test results.
- Provide a written report of findings and recommendations.
- This testing would also produce an air-tightness measurement for the building, though we are not aware of any pass-fail metric that applies to the building, nor any contractor obligation to address excessive total-building air leakage.

Pressurized Envelope Testing: Add Alternate Compensation Fees = \$8,500
 (inclusive of reimbursable expenses)

II. EXCLUSIONS AND QUALIFICATIONS

To support the Commissioning Services, some involvement (time) will be required by the Mechanical, Electrical, Plumbing, Air and Water Balancing, and Temperature Controls Contractors. Their time has **not** been included in this proposal. However, for the base scope of services listed above, neither the project's commissioning specifications (part of the construction contract) nor BVH's Commissioning Plan (presented at the commissioning kickoff meeting) limit the contractor to supporting the MSBA sample rates.

For the Building Envelope Testing Add Services proposal above, some Mechanical and Temperature Control Contractor time would be required; if the Town chooses to pursue that testing scope, we can work together to develop the required contractor support.

Additional services could be performed if requested by the Owner. These services would be billed at our attached hourly rates or on a negotiated fixed fee basis.

The following items are excluded from this proposal:

- Changes to previously approved work.
- Design services as they relate to the recommendations listed in the final envelope report.
- Project extension requiring additional work.
- Any work beyond normal business hours (generally 6 a.m. to 6 p.m., Monday thru Friday).
- Any contractor time to support the commissioning effort.

Mr. Jordan Geist
 January 11, 2019
 Page 4



BVH HOURLY RATES*

If additional services are required, they may be performed on a negotiated lump sum basis or on an hourly basis at our current hourly rates, as follows:

2019 HOURLY RATES	
Principal-In-Charge	\$210.00
Associate Principal and Directors	\$195.00
Project Manager	\$180.00
Commissioning Project Manager	\$175.00
Senior Engineer / Senior Designer	\$155.00
Technology Designer	\$145.00
Contract Administration	\$140.00
Engineer / Designer	\$135.00
Commissioning Provider	\$135.00
CADD Operator	\$115.00
Clerical	\$ 80.00

** Hourly rates are reviewed and adjusted on a yearly basis.*

The attached BVH terms and conditions apply to this proposal. Any work required beyond that described above can be performed on an hourly rate, based on the above schedule.

We would like to thank you for the opportunity to submit this proposal. Please contact us to review the details of this proposal to make sure they meet your needs and the project's requirements. We would be happy to discuss any part of this proposal at your convenience.

Sincerely,

BVH Integrated Services, P.C.

A handwritten signature in black ink, appearing to read "Lance Brown", written in a cursive style.

Lance Brown, PE, CCP, CEM
 Commissioning Project Manager

LRB/kac

Attachment

Accepted By: _____ Date: _____

Mr. Jordan Geist
 January 11, 2019
 Page 5



Systems/Equipment to be Commissioned	MSBA Sample %	Expanded Sample %
<i>Building Envelope</i>		
Exterior walls	100	
Exterior windows	25	
Exterior doors	25	
Louvers and vents	25	
Grilles and sunscreens	25	
Infrared scan of envelope	100	
<i>Roofing</i>		
Roof systems, including parapet	100	
Roof openings, including skylights, pipe chases, ducts, etc.	100	
Infrared scan of roof	100	
<i>HVAC Systems</i>		
Boilers	100	
Chillers	100	
Domestic hot water heating coils	100	
Piping	25	
Heat exchangers	100	
Pumps and drives	50	100
Air handler systems	100	
Rooftop units	100	
Heating and ventilating units	100	
Induction units	25	100
Displacement terminal units	25	100
Constant-volume dampers	n.l.	100
Unit ventilators	25	n/a
Cabinet unit heaters	25	100
Fan coil units	25	n/a
Unit heaters	25	100
Radiant panels	25	100
Finned tube radiation	25	100
Convectors	25	100
Chilled beams	25	100
Exhaust fans	25	100
Combustion air units	100	
Split system AC	100	
Make-up air units	100	
Fume hoods	100	
Heat recovery systems	100	

Mr. Jordan Geist
 January 11, 2019
 Page 6



Systems/Equipment to be Commissioned	MSBA Sample %	Expanded Sample %
Thermal solar systems	100	
Testing, adjusting and balancing spot check	10	
Automated temperature controls and energy management systems	100	
<i>Plumbing Systems</i>		
Natural gas systems	25	
Compressed air systems	25	
Backflow preventers	100	
Pressure booster systems	100	
Water heaters	100	
Hot water storage	100	
Recirculation pumps	100	
Water closets and sinks	25	
Laboratory waste and acid neutralization systems	100	
Safety shower/eyewash stations	100	
Mixing valves	100	
Irrigation Systems	100	
Grey water systems	100	
Rain water reclamation systems	100	
<i>Electrical Power Systems</i>		
Electrical service and switchgear	100	
Transformers	100	
Motor control centers	100	
Electrical distribution systems	25	
Emergency and standby power systems including automatic transfer switching systems	100	
Lighting and lighting control systems*	25	
Low voltage systems	25	
Grounding and bonding systems	25	
Photovoltaic systems	100	
Wind power systems	100	
Interfaces to automated temperature/building automation control systems	100	

Mr. Jordan Geist
 January 11, 2019
 Page 7



Systems/Equipment to be Commissioned	MSBA Sample %	Expanded Sample %
<i>Voice, Data, Video Systems</i>		
Cabling	10	
Switches	10	
Servers	10	
Routers	10	
Interfaces	10	
Terminals	10	
Master clock system	100	
Public address systems	100	
<i>Life Safety Systems</i>		
Security systems	100	
Fire alarm systems	100	
Fire suppression systems	100	
Fire pump systems	100	
Egress lighting	100	
Egress pressurization systems	100	
<i>Building Automation and Controls</i>		
Interface of these systems with HVAC systems, fire alarm and security systems.	100	

Project: Peebles Elementary School – Supplemental Commissioning Services
Date: January 11, 2019

TERMS AND CONDITIONS

The Client and BVH Integrated Services, P.C. hereby agree as follows:

Definitions:

BVH – For the purposes of these Terms and Conditions, BVH Integrated Services, P.C. shall be referred to as “BVH”.

Client – For the purposes of these Terms and Conditions, the addressee of the BVH proposal for the project at issue and the entity for which BVH is performing the work shall be referred to as the “Client”.

Contract – For the purposes of these Terms and Conditions, the term “Contract” shall refer to the most recent Proposal submitted by BVH for services on the project and to which these Terms and Conditions are appended by reference.

Access to the Site – Unless otherwise stated BVH shall have access to the site for activities necessary for the performance of the services indicated.

Compensation for Services and Payment Terms – The Client agrees to pay BVH in accordance with the payment terms provided for in the Contract. Invoices for services and reimbursable expenses shall be submitted monthly. Invoices that are unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% on the unpaid balance. If an invoice remains unpaid for more than 90 days after the invoice date, the Client shall pay all costs of collection including reasonable attorney’s fees.

Suspension of Services - For Past Due accounts, BVH may, at its sole discretion, suspend its performance of services for the project until all outstanding fees have been paid in full. BVH shall provide written notice of suspension. BVH shall not be responsible for any damages arising from, or relating to, its suspension of its services. Furthermore, upon the commencement of the project after the suspension, BVH shall be compensated for any reasonable costs associated with the delay. Alternatively, BVH reserves its rights to terminate the project for non-payment of fees in accordance with the following paragraph.

Termination of Services - This Contract may be terminated upon ten (10) days written notice by either party should the other fail to perform its obligations hereunder, including but not limited to failure to pay for services. In the event of termination, Client shall pay BVH for all services rendered to the date of the termination, all reimbursable expenses, and reasonable termination expenses.

Standard of Care- BVH’s services shall be performed in accordance with generally accepted practices of engineers providing similar services at the same time, in the same locale, and under like circumstances. The Client agrees that services provided shall be rendered without any warranty, expressed or implied. BVH shall put forth reasonable professional efforts to comply with applicable codes, regulations and laws in effect at the time the work is being performed.

Permits and Approvals - The Client shall be responsible for applying for and securing necessary permits and approvals for the project. BVH shall assist the Client in applying for applicable permits and approvals typically required for the work performed by BVH. This assistance shall consist of completing and submitting forms typically submitted that relate to the work included in BVH’s scope of services. However, this assistance shall not include special studies, special research, attendance at meetings with public authorities beyond those listed in the Contract, or special testing or special documentation not normally required for this type of project. BVH does not guarantee the permits and approvals will be obtained and payment of invoices is not contingent on approvals.

Jobsite Safety – Neither BVH nor its consultants shall be responsible for jobsite safety. Neither the activities of BVH, nor the presence of BVH or its employees and/or consultants at the project site, shall relieve the Construction Manager or General Contractor or any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performance of the work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. BVH, its employees and consultants shall have no authority to exercise any control over any construction contractor or other entity or their employees with connection with the work or any health or safety precautions. The Client agrees that the sole responsibility for jobsite safety

shall lie with the Construction Manager, General Contractor or some other third party.

Hazardous Materials – Neither BVH nor its consultants shall be responsible for the inspection, testing, identification, or remediation of materials suspected to be hazardous, including asbestos, mold, lead, radon and polychlorinated biphenyls (PCB). The Client agrees that if the presence of such materials on the jobsite is suspected, prior testing and remediation of such materials will be performed by the Owner.

Risk Allocation – In recognition of the relative risks, rewards, and benefits of the project to both the Client and BVH, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, BVH and BVH’s employees’ and agents’ total aggregate liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Contract, from any cause or causes, shall not exceed shall not exceed the lesser of \$50,000 or the total amount of BVH billings.

Insurance – BVH shall maintain the following insurances for the duration of the project until completion: workers’ compensation insurance as required under the laws of the state in which the services will be performed; commercial general liability insurance with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, including death and property damage; and, automobile liability insurance with a combined single limit of \$1,000,000 per occurrence.

Consequential Damages - Notwithstanding any other provision of this Contract, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or BVH, their employees, consultants, or agents. Consequential damages include, but are not limited to, loss of use and loss of profit.

Governing Law – This Contract shall be governed in accordance with the laws of Connecticut.

Dispute Resolution - If a dispute arises out of or relates to this Contract, or breach thereof, and if said dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle the dispute in an amicable manner by non-binding mediation under the Construction Industry Mediation Rules of the American Arbitration Association, before having recourse to arbitration or a judicial forum.

Force Majeure – Except for Client’s obligation to pay for services rendered, no liability shall attach to either party from delay in performance or nonperformance caused by circumstances or events beyond the reasonable control of the party affected, including but not limited to, acts of God, fire, flood, unanticipated site or subsurface conditions, explosion, war, terrorism, request or intervention of a governmental authority (foreign or domestic), court order (whether at law or in equity), labor relations, accidents, delays or inability to obtain materials, equipment fuel or transportation.

Assignability - Neither the Client nor BVH shall assign this Contract without the written consent of the other.

Entire Agreement - This Contract represents the entire and integrated agreement between the Client and BVH and supersedes all prior negotiations, representations or agreement, either written or oral. This Contract may be amended only by written instrument signed by both the Client and BVH.

Third-Party Beneficiaries - Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third-party against either the Client or BVH.



Project Management

Memorandum

To:	School Building Committee	Date:	3/7/2019
From:	Joel G. Seeley	Project No.:	15041
Project:	Bourne Intermediate School		
Re:	Moving and Recycling/Reuse Services		
Distribution:	(MF)		

Bids were solicited and received in accordance with FAR 96 for Moving and Recycling/Reuse Services on March 6, 2019, as summarized on the attached tabulation form. Bids were received from Wakefield Moving and Storage, Inc., Diamond Relocation, Inc., Isaac's Moving and Storage and A. Walecka & Son, Inc. References were contacted on Wakefield Moving and Storage, Inc., the low bidder. The lowest responsible vendor is Wakefield Moving and Storage, Inc. for a fee of \$32,278.00.

This cost of the Moving and Recycling/Reuse Services would be funded out of the Other Project Costs (Mailing & Moving), ProPay Code 0699-0000 which has a balance remaining of \$40,000.00.

We recommend award to Wakefield Moving and Storage, Inc.

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com

New Bourne Intermediate School - Bourne, Massachusetts

MOVING AND RECYCLING/REUSE VENDOR BID TABULATION SHEET

Moving and Recycling/Reuse Contractor Bid Opening: March 6, 2019

Bid Opening Location: Town of Bourne, c/o Bourne Public Schools, Attn: Jordan Geist, Director of Business Services,
36 Sandwich Road, Bourne, Massachusetts

MOVING AND RECYCLING/REUSE VENDORS		BID AMOUNT
A. Walecka & Son, Inc.		\$96,512.50
Diamond Relocation		\$35,760
Isaac's Moving and Storage		\$83,699
Wakefield Moving Company		\$32,278

MOVING CONTRACTOR: Wakefield Moving and Storage

REFERENCE CONTACT: Alex Bezanson, Selectman, Town of Abington,
Abington Elementary School Project 781-953-1236

VENDOR/CONTRACTOR REFERENCE CHECK QUESTIONNAIRE

QUESTIONS:	RESPONSE 1-5
1. Did you find the management personnel experienced and qualified?	5
2. Did you find the on-site personnel experienced and qualified?	5
3. Were changes well-documented, timely submitted, and reasonably priced?	5
4. Did this moving vendor/contractor adhere to the project schedule?	5
5. Did this moving vendor/contractor provide the manpower as required?	5
6. Did this moving vendor/contractor work in harmony and coordinate with other contractors?	5
7. Was this moving vendor/contractor's quality of work satisfactory?	5
8. Did this moving vendor/contractor complete its punch list in a timely manner?	5
9. Would you use this moving vendor/contractor again?	Yes
Additional Comments: Still working with Wakefield Moving & Storage on a project in Boston.	

MOVING CONTRACTOR: Wakefield Moving and Storage

REFERENCE CONTACT: Bernard Lynch, Boston Public Schools cell 617-831-3500

VENDOR/CONTRACTOR REFERENCE CHECK QUESTIONNAIRE

QUESTIONS:	RESPONSE 1-5
1. Did you find the management personnel experienced and qualified?	5
2. Did you find the on-site personnel experienced and qualified?	5
3. Were changes well-documented, timely submitted, and reasonably priced?	4
4. Did this moving vendor/contractor adhere to the project schedule?	5
5. Did this moving vendor/contractor provide the manpower as required?	5
6. Did this moving vendor/contractor work in harmony and coordinate with other contractors?	5
7. Was this moving vendor/contractor's quality of work satisfactory?	5
8. Did this moving vendor/contractor complete its punch list in a timely manner?	NA
9. Would you use this moving vendor/contractor again?	Yes
Additional Comments:	

'19 MAR 6 10:52 AM

Town of Bourne
Bourne Intermediate School
Request for Proposal
For Moving and Recycling/Reuse Services



PEEBLES ELEMENTARY SCHOOL
TO THE NEW BOURNE INTERMEDIATE SCHOOL

* Original



Thank you for the opportunity to work with Wakefield Moving & Storage
Proposal Number: Q17153

Wakefield Moving & Storage

One Second Street

Peabody, MA 01960

David Shaw

P: 781-584-2354

dshaw@wakefieldmoving.com

www.wakefieldmoving.com

Qualification Statement

Wakefield Moving and Storage Company is a full service moving, storage and records management company, headquartered in Peabody, MA.

1. Wakefield employs 120 fulltime supervisors, movers and other staff in the New England facility specializing in office and industrial relocations.
2. Wakefield also has established a part-time crew of approximately 25 fully trained movers, installers and van & drivers.
3. Collectively 100,000 square feet complete with high lift retrieval system. Our warehouse is also fully sprinkled, alarmed and temperature controlled.
4. We own all our equipment, of which includes; 15,000 moving crates.
5. State of Incorporation: Massachusetts Date of Incorporation; 12/5/1983

Company Background

Wakefield Moving and Storage Company is a full service moving, storage and records management company, headquartered in Peabody, MA. Wakefield Moving & Storage has been in business since 1959 and under new ownership since 2006.

1. Wakefield employs 70 fulltime supervisors, movers and other staff in the New England facility specializing in office and industrial relocations.
2. Wakefield also has established a part-time crew of approximately 50 fully trained movers, installers and van & drivers.
3. Collectively 100,000 square feet complete with high lift retrieval system. Our warehouse is also fully sprinkled, alarmed and temperature controlled.
4. We own all our equipment, of which includes; 15,000 moving crates.
5. State of Incorporation: Massachusetts Date of Incorporation; 12/5/1983

Mission Statement

Wakefield Moving and Storage's Mission Statement: Creating long term relationships with our customers by providing exceptional customer service, professional solutions, value, integral plans and information to help achieve a common goal.

Wakefield Moving & Storage Management Overview

Randy Davekos: President/Owner of Wakefield Moving and Storage: Randy has over 35 years of experience in the moving and storage industry. Randy's professional experience began in 1978 with Ormes Transportation. After years of managerial positions with many of the leading moving companies in New England. Randy purchased Wakefield Moving and Storage in 2006 and has positioned it as a key service provider for moving, storage and furniture installation. Some of Randy's accounts include TJX, Boston Scientific and Fresenius Medical.

Dave Shaw: Wakefield Moving & Storage, Vice President of Sales. In 2018 Dave was Wakefield Moving & Storage's number one Salesman and, in that time, he was able to assist dozens of higher education schools with moving and sustainability needs. Within the last 10 years he has helped to develop GRRO International which has become one of the moving industries leading sustainability companies.

Danielle Gault: Supervisor for Wakefield Moving and Storage, Inc.; Danielle has over 18 years of experience in the moving and storage industry, many of those with Wakefield Moving and Storage. Danielle has been trusted with the supervision of some of Wakefield's most important accounts, such as Thermo Fisher Scientific and the Federal Reserve Bank of Boston.

Mark Lovely: Supervisor for Wakefield Moving and Storage, Inc.; Mark has over 15 years of experience in the moving and storage industry, many of those with Wakefield Moving and Storage. Mark has extensive experience with box and file storage, medical records, file room purge, merge and shift involving projects exceeding 3 million files.

Alvaro Poioy: Supervisor for Wakefield Moving and Storage, Inc.; Alvaro has over 13 years of experience in the moving and storage industry, many of those with Wakefield Moving and Storage.

Authorization/Licenses/Permits

Wakefield Moving and Storage has all the necessary licenses and permits to perform work in the Commonwealth of Massachusetts. We are also an approved vendor with the state of Massachusetts under contract #FAC78

- Mass DOT License Number 3213 (no expiration)
- US DOT 1642453 (no expiration)
- Motor Carrier License Mc-673836 (no expiration)

Safety

We comply with all OSHA and ANSI standard regulations. We will provide hardhats and safety vests for all individuals. In addition, we have provided a summary of our employee safety training program and equipment below. We conduct Employee orientation training, classroom training and live training in our 5000 square foot training area in our warehouse in Peabody Ma. All Wakefield Moving staff has been trained in the following Moving and Storage disciplines:

- Personal protective equipment – Respiratory
- Personal protective equipment – Hearing
- Personal protective equipment - General
- Back Safe-Injury Prevention
- Preventing Hand Injuries
- Hazzard Communication
- Forklifts
- Scaffolds & Ladders

- Multiple Lift Procedures
- Controlled Decking Zone procedures
- Packing Training
- Materials Handling
- IT training for breakdown and reconfiguration of computers and peripherals
- Laboratory Moves (high value equipment)
- Slips Trips and Falls
- Defensive Driving Techniques
- Driving (Construction zones)
- Driving (Backing & Parking; Straight Truck Solutions)

General Classification of Business

The primary goals during any relocation project are to ensure your complete satisfaction and to make the project move transparent to your associates. The techniques we utilize and our emphasis on planning will minimize time associated with move related activities. In the final analysis, it is the execution of a plan and the ability to remain flexible during the move which brings each project to a successful conclusion.

References

Boston Public Schools

Bernard Lynch
School Building Coordinator
Operations
Boston Public Schools
Bruce C. Bolling Building
2300 Washington Street, 4th floor
Roxbury, MA 02119
617-635-7808
blynch4@bostonpublicschools.org

Georgetown Elementary School

Michael Anderson
Facilities Director
Georgetown School Department
51 North Street
Georgetown, MA 01833
978-352-5777
andersonm@georgetown.k12.ma.us

Abington Elementary School

Alex Bezanson
Selectman for The Town of Abington
500 Gliniewicz Way
Abington, MA 02351
(781) 953-1236
btadevelopment@aol.com

Protection of Furniture and Case Goods

All furniture and equipment will be blanketed with moving pads and secured in air-ride trailers for the duration of the move.

Building Protection

Pricing for building protection is included in the bid price for the move. Wakefield Moving and Storage Company will protect all elevators, floors and walls at each facility for the duration of the move. Masonite and non-marking furniture dollies will be used to protect the floors at each facility. Clean, rolled corrugated will be used to protect all exposed wall surfaces and door jamb protectors will be utilized.

Moving Equipment

- Over 400 Four-wheel dollies
- 25 Pallet Jacks
- 15,000 Plastic Crates 4/1 ratio
- 200 Student Services Bins
- 75 Panel carts
- 10,000 moving pads
- 700 moving straps
- 100 equipment carts
- 100 Library carts
- 10,000 move boxes

Additional Services

- Surplus Redistribution (GRRO International)
- Records Storage (ARMS)
- Office and Industrial Moving
- Residential Relocation
- Warehouse & Logistics

- Library Relocation
- Disconnect & Reconnect Computers
- Data Center Moving
- Furniture Installation
- Donation/Recycling/Cleanouts
- Steam Cleaning

Cost Reduction Suggestions

At Wakefield Moving and Storage, we purchased our own crates, therefore we don't have to go through a third-party service to rent the crates for your move, we can pass along a substantial savings for your move.

Some other ideas for Cost savings would be, if there was a possibility of coming in before the move on regular time to start the (Disconnect) of the computers, and bagging the keyboards, mice, etc... That way we can get a load of the computers over first and have a team to start connecting the computers right away. This process would elevate some of the overtime.

Special Challenges, that may occur

Some of the challenges during moves, that may slow down the pace of move are as follows:

1. Bad Weather
2. Elevator stops working
3. Construction still going on and would be unable to place items into rooms
4. Crates and other items not labeled incorrectly, would cause more time trying to find the proper room where they belong.

THE WAKEFIELD COMPANIES



- Office and Industrial Moving
- Library Relocation
- Laboratory Moving
- Data Center Moving
- Warehouse and Logistics
- Furniture Installation
- Disconnect & Reconnect Computers
- Panel Cleaning
- Students/Dorm Moves & Installations
- College Commencement Setups



- Dorm Room Furniture Reuse
- Student Moving
- Repurpose Solutions
- Mattress Reuse
- Cost Savings of 30%-40%
- Aid to Millions Worldwide
- Organizational Green Initiatives
- Comprehensive LEED Reports
- Donation/Recycling/Decommission
- Guaranteed Container Delivery



- Easy to read Service Agreements- No Hidden Fees
- No Permanent Withdrawal Fees
- Active & Inactive Storage Services
- Certified Shredding Services
- We sell Record Storage Boxes



- Specialty Installation Measures
- Facility Advances
- Configuring/Reconfiguring
- Floor to Ceiling Wall Systems
- Fixed Seating
- Trading Floors
- Store Fixtures
- Lab Casework
- Floor Raising Systems
- Architectural Wall Systems
- Floor to Ceiling Walls
- Implant Offices
- Auditoriums
- Retail Assemble Service

OUR DIVERSITY IS OUR STRENGTH. HOW CAN WE SERVICE YOUR NEEDS?
1-800-225-3688

Town of Bourne
NEW BOURNE INTERMEDIATE SCHOOL
 REQUEST FOR MOVING AND RECYCLING/REUSE SERVICES

MOVING AND RECYCLING/REUSE SERVICES
BID FORM

To the Awarding Authority:

Town of Bourne, acting through its
 School Building Committee
 24 Perry Avenue
 Bourne, Massachusetts 02532

For the Project:

New Bourne Intermediate School
 Moving and Recycling/Reuse Services
 Bourne, Massachusetts

The Undersigned proposes to provide all services described in the Request for Proposal for Moving and Recycling/Reuse Services, dated February 22, 2019, for the bid amount as follows:

1. PROVIDE AND MOVE OWNER-PACKED BOXES

Provide and move Owner-packed boxes from Peebles Elementary School to New Bourne Intermediate School (200 boxes)	\$2,205.00
Provide and move Owner-packed boxes from Bournedale Elementary School to New Bourne Intermediate School	\$196.00
Provide and move Owner-packed boxes from Bourne Middle School to New Bourne Intermediate School	\$686.00
Provide and move Owner-packed boxes from Peebles Elementary School to Bournedale Elementary School (300 boxes)	\$2,695.00

SUB-TOTAL \$5,782.00

2. MOVE VENDOR-PACKED ITEMS

Pack and move Vendor-packed items from Peebles Elementary School to New Bourne Intermediate School	\$6,995.00
Pack and move Vendor-packed items from Bournedale Elementary School to New Bourne Intermediate School	\$2,848.00
Pack and move Vendor-packed items from Bourne Middle School to New Bourne Intermediate School	\$3,340.00
Pack and move Vendor-packed items from Peebles Elementary School to Bournedale Elementary School	\$1,769.00
Pack and move Vendor-packed items from Peebles Elementary School to Bourne Middle School	\$1,879.00
Pack and move Vendor-packed items from Peebles Elementary School to Bourne High School	\$325.00

SUB-TOTAL \$17,156.00

3. RECYCLE/REUSE ITEMS

Remove and recycle/reuse surplus furniture and equipment from Peebles Elementary School	\$9,340.00
---	-------------------

SUB-TOTAL \$9,340.00

TOTAL OF ITEMS 1-3 \$32,278.00

THIS FORM MUST BE FILLED OUT AND RETURNED WITH PROPOSAL

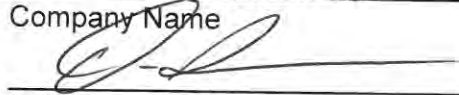
Town of Bourne
NEW BOURNE INTERMEDIATE SCHOOL
 REQUEST FOR MOVING AND RECYCLING/REUSE SERVICES

The Undersigned agrees to utilize the following Unit Rates for any additional services requested as a basis for determining payment:

Laborer	<u>\$35.00/hour</u>
Supervisor	<u>\$40.00/hour</u>
Mover	<u>\$35.00/hour</u>
Moving Truck	<u>\$30.00/hour</u>
Truck Driver	<u>\$40.00/hour</u>
Provide letter-size pop-up cardboard tote boxes, 2.0 c.f. boxes	<u>\$ 150.00/50boxes</u>
Provide legal-size pop-up cardboard tote, 2.5 c.f. boxes	<u>\$175.00/50 boxes</u>
Move Owner-packed boxes, 2.0 c.f.	<u>\$hourly rate/50 boxes</u>
Move Owner-packed boxes, 2.5 c.f.	<u>\$hourly rate/50 boxes</u>

Date: 03/04/2019 By: Wakefield Moving & Storage

Company Name



[Corporate Seal]

Signature of Bidder

Dave Shaw

Name and Title of Bidder

One Second Street, Peabody, MA 01960

Business Address

The following forms are to be filled in and submitted with this proposal:

- Form A - References
- Form B – Informational Sheet
- Form C – Affidavit of Compliance
- Form D – Certification of Tax Compliance
- Form E – Affidavit of Prevailing Wage Compliance
- Form F – Certification of Labor Compliance
- Form G – Certificate of Non-Collusion
- Form H – Certificate of Interest Certification
- Form I – Certificate of Compliance with M.G.L.c. 151B
- Form J – Certificate of Corporate Responder

THIS FORM MUST BE FILLED OUT AND RETURNED WITH PROPOSAL

Town of Bourne
NEW BOURNE INTERMEDIATE SCHOOL
 REQUEST FOR MOVING AND RECYCLING/REUSE SERVICES

FORM A
REFERENCES

Provide a description of the experience of the Vendor in moving three (3) schools of comparable size and associated materials within the last five (5) years.

Project 1

Name and location of project:	Boston Public Schools- Boston Massachusetts
Beginning and ending dates of project:	04/01/2018- Present
Size of the school (square feet and number of students):	Contract for 120 Separate Schools 350-2,000 students per school
Number of Items:	23,0000
Distance of the Move:	50 miles
Reference name and telephone number:	Bernard Lynch, 617-635-7808

Project 2

Name and location of project:	Georgetown Elementary School
Beginning and ending dates of project:	04/07/2015-05/31/2016
Size of the school (square feet and number of students):	79,163 Sqft/398 Students
Number of Items:	2,500
Distance of the Move:	20 miles
Reference name and telephone number:	Michael Anderson, 978-352-5777

Project 3

Name and location of project:	Abington Elementary & Middle Schools
Beginning and ending dates of project:	02/15/2017-06/09/2017

THIS FORM MUST BE FILLED OUT AND RETURNED WITH PROPOSAL

Town of Bourne

NEW BOURNE INTERMEDIATE SCHOOL

REQUEST FOR MOVING AND RECYCLING/REUSE SERVICES

Size of the school (square feet and number of students):	145,000 Sqft/1,300 Students
Number of Items:	6,000
Distance of the Move:	55 miles
Reference name and telephone number:	Alex Bezanson, 781-953-1236

THIS FORM MUST BE FILLED OUT AND RETURNED WITH PROPOSAL

FORM B
INFORMATIONAL SHEET

If a Corporation:

Incorporated in what State:

Massachusetts

President: Randy Davekos

Treasurer: Randy Davekos

Secretary: Randy Davekos

If a foreign corporation, are you registered to do business in Massachusetts?

Yes _____ No _____

FORM C
AFFIDAVIT OF COMPLIANCE

Massachusetts Business Corp. Foreign Corp. Non-Profit Corp.

I, Dave Shaw, President Clerk of
Wakefield Moving & Storage, principal office is located at One Second Street, Peabody MA 01960

I do hereby certify that the above named corporation has filed with the State Secretary all certificates and annual reports required by Chapter 156B Section 109 (business corporation), by Chapter 181, Section 4 (foreign corporation) or by Chapter 180, Section 26A (non-profit corporation) of the Massachusetts General Laws.

SIGNED UNDER THE PENALTIES OF PERJURY this 4th day of March, 20 19.



Signature of Duly Authorized Corporate Officer

THIS FORM MUST BE FILLED OUT AND RETURNED WITH PROPOSAL

FORM D
CERTIFICATION OF TAX COMPLIANCE

Pursuant to Massachusetts General Laws (M.G.L.) c. 62C, section 49A, I certify under the penalties of perjury that the Proposer named below has complied with all laws of the Commonwealth of Massachusetts pertaining to the payment of taxes, to the reporting of employees and contractors, and to the withholding and remitting of child support.

Wakefield Moving & storage
Name of Proposer

One Second Street
Address of Proposer

Peabody, MA 01960

Telephone Number 781-584-2354

By: 
(signature)

Dave Shaw
Printed Name

Date 03/04/2019

Vice President of Sales
Printed Title

FORM E
AFFIDAVIT OF PREVAILING WAGE COMPLIANCE

I, Dave Shaw, Vice President of Sales, of the
Name Title

Offeror's Company Name: Wakefield Moving & Storage
with a principal office located at: One Second Street, Peabody, MA 01960

I do hereby certify that the above-named corporation will comply with the prevailing wage laws as set forth in Sections 26 and 27 of the Massachusetts General Laws.


Signature of Duly Authorized Corporate Officer

THIS FORM MUST BE FILLED OUT AND RETURNED WITH PROPOSAL

FORM F
CERTIFICATION OF LABOR COMPLIANCE

Responder certifies that he/she/it is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work.

Dave Shaw
Name of Responder

One Second Street
Address of Responder
Peabody, MA 01960

Telephone Number 781-584-2354

By: 
(signature)

Dave Shaw 03/04/2019
Printed Name Date

Vice President of Sales
Printed Title

FORM G
CERTIFICATE OF NON-COLLUSION

The undersigned certifies, under penalties of perjury, that this Proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals

Dave Shaw
Name of Proposer

One Second Street
Address of Proposer
Peabody, MA 01960

Telephone Number 781-584-2354

By: 
(signature)

Dave Shaw 03/04/2019
Printed Name Date

Vice President of Sales
Printed Title

THIS FORM MUST BE FILLED OUT AND RETURNED WITH PROPOSAL

FORM H
CERTIFICATE OF INTEREST CERTIFICATION

The Proposer hereby certifies that:

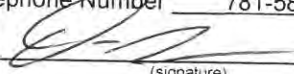
1. The Proposer has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement of, or in connection with, the award of a Contract pursuant to this RFP.
2. No consultant to, or subcontractor for, the Proposer has given, offered, or agreed to give any gift, contribution, or offer of employment to the Proposer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a Contract by the Proposer.
3. No person, corporation, or other entity, other than a bona fide full-time employee of the Proposer has been retained or hired to solicit for or in any way assist the Proposer in obtaining a Contract pursuant to this RFP upon an agreement or understanding that such person, corporation or entity be paid a fee or other compensation contingent upon the award of a Contract to the Proposer.
4. The Proposer understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws (M.G.L.), applies to the Proposer and its officers, employees, agents, subcontractors, and affiliated entities with respect to the transaction outlined in the Request for Proposals.
5. The Proposer understands that the Proposer and its officers, employees, agents, subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

Wakefield Moving & Storage
Name of Proposer

One Second Street
Address of Proposer

Peabody, MA 01960

Telephone Number 781-584-2354

By: 
(signature)

Dave Shaw
Printed Name

03/04/2019
Date

Vice President of Sales
Printed Title

THIS FORM MUST BE FILLED OUT AND RETURNED WITH PROPOSAL

FORM I
CERTIFICATE OF COMPLIANCE WITH M.G.L. C.151B

The Proposer hereby certifies that it is in compliance with and shall remain in compliance with Massachusetts General Laws (M.G.L.) Chapter 151B and shall not discriminate on any prohibited basis outlined therein.

Wakefield Moving & Storage
Name of Proposer

One Second Street
Address of Proposer

Peabody, MA 01960

Telephone Number 781-584-2354

By: 
(signature)

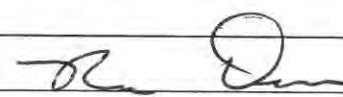
Dave Shaw
Printed Name

03/04/2019
Date

Vice President of Sales
Printed Title

FORM J
CERTIFICATE OF CORPORATE RESPONDER

I, Randy Davekos, certify that I am the President of the Corporation named as Responder in the attached Response Form; that Dave Shaw, who signed said Response Form on behalf of the Responder was then VP Sales of said Corporation; that I know his/her signature hereto is genuine and that said Response Form was duly signed, sealed and executed for and on behalf of this governing body.

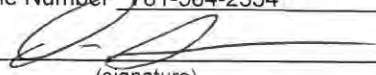
Randy Davekos
Name of Responder

(signature)

Corporate Seal

One Second Street
Address of Responder

Peabody, MA 01960

Telephone Number 781-584-2354

By: 
(signature)

Dave Shaw
Printed Name

03/04/2019
Date

VP Sales
Printed Title

This Certificate shall be completed where Responder is a Corporation and shall be so completed by its Clerk. In the event that the Clerk is the person signing the Response on behalf of the Corporation, this Certificate shall be completed by another officer of the Corporation.

THIS FORM MUST BE FILLED OUT AND RETURNED WITH PROPOSAL

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

See Specific Instructions on page 3. Print or type.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. WAKEFIELD MOVING & STORAGE INC.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <i>Note:</i> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ </p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p> <p>5 Address (number, street, and apt. or suite no.) See instructions. ONE SECOND STREET</p> <p>6 City, state, and ZIP code PCABODY, MA 01960</p> <p>7 List account number(s) here (optional)</p> <p style="text-align: right;">Requester's name and address (optional)</p>
--	---

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
3	8	-	3	6	9	9	2	1	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 1/2/19
------------------	----------------------------	---------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/28/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Eastern Insurance Group LLC 77 Accord Park Drive Unit B1 Norwell MA 02061		CONTACT NAME: Norwell Risk South PHONE (A/C, No. Ext): E-MAIL ADDRESS:		FAX (A/C, No):
INSURED Wakefield Moving & Storage and GRRO, LLC WMIS LLC & ARMS LLC One Second Street Peabody MA 01960		INSURER(S) AFFORDING COVERAGE INSURER A: Vanliner Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC #

COVERAGES **CERTIFICATE NUMBER: 2018-2019** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			PKV000033404	12/29/2018	12/29/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			MRV606230004 Non-Owned Hired Physical Damage Limit \$100,000 Comp Ded \$100 Collision Ded \$1,000	12/29/2018	12/29/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMV606230004	12/29/2018	12/29/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCV606230004	12/29/2018	12/29/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Warehouse/Cargo			CGV606230004	12/29/2018	12/29/2019	Cargo Limit \$500,000 Per Truck Warehouse Limit \$1,730,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance.

CERTIFICATE HOLDER EVIDENCE OF INSURANCE	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE John Koegel/HCARVE