

**CONSOLIDATED SCHOOL DISTRICT
OF NEW BRITAIN
INVITATION FOR BIDS**



**HEATING, VENTILATION, AIR CONDITIONING &
REFRIGERATION (HVAC) SERVICES**

BID

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[CSDNB HVAC Asset Inventory](#)

<https://docs.google.com/spreadsheets/d/1nmdPAc87XIeZnf2omPdrzAOT4l7Exe-R9CaxTGyaRVk/edit?usp=sharing>

I. INVITATION FOR BIDS

HEATING, VENTILATION, AIR CONDITIONING (HVAC) SERVICES

The Consolidated School District of New Britain is accepting bids for Heating, Ventilation, Air Conditioning (HVAC) Services for its entire portfolio of elementary, middle, and high schools for a period starting January 1, 2025 and ending January 1, 2027. Copies of the bid documents may be obtained from the Facilities Department c/o Sherry Tyler, Facilities Manager, 250 John Downey Drive New Britain, CT 06051 during the regular business hours, Monday-Friday from 8:00 a.m. to 4:00 p.m. or by email request to tyler@csdnbstaff.org.

Work under this contract requires the Contractor to furnish all labor, materials, tools, equipment and supervision necessary to accomplish the work described herein, in accordance with all specifications and requirements.

All bids are subject to the provisions of C.T. General Laws. Wages are subject to minimum wage rates determined by the Connecticut Dept. of Labor and Industries.

All bids must be submitted in a sealed envelope marked "Heating, Ventilation, Air Conditioning (HVAC) Services & Refrigeration" and delivered to the Facilities Office located at 250 John Downey Dr. New Britain, CT 06051. Bids shall be accepted until Monday December 16, 2024 at 9am. at which time they will be publicly opened and read. No bid shall be accepted or allowed to be altered after the time and date specified. Bids received after the deadline will be returned unopened. The Consolidated School District of New Britain reserves the right to reject any and all bids, wholly or in part, and to accept bids deemed to be in the best interest of the Consolidated School District of New Britain.

II. SCOPE OF SERVICES

The Contractor agrees to perform the following HVAC maintenance services at, Gates (Board of Ed Bldg.), Brookside, Chamberlain Elementary, DiLoreto Middle, Gaffney Elementary, Holmes Elementary, Jefferson Elementary, Foods Warehouse, Lincoln Elementary, New Britain High, The Catalyst Academy, Maintenance Shop, Northend Elementary, Pope John Paul, Pulaski Portable Bldg., Pulaski Middle, Roosevelt Campus, Slade Middle, Smalley Elementary, Smith Elementary, and Vance Elementary, located in New Britain, as per the enclosed specifications. **All prospective bidders must visit the sites and complete the Site Visit Confirmation Sheet attached herein to. Bid Deadline is 9:00 am Monday December 16, 2024.**

- All work shall be completed in a manner that will minimize disruption to school related activities and personnel
- Work area shall be secured
- Contractor is responsible for all Federal, State and Local permits
- All work shall comply with Connecticut State Building Code
- All debris should be cleaned up and removed from site as needed daily and at the end of the project
- Prevailing wages apply

It is the intent of these specifications to describe the maintenance requirements of a fully operational, functional HVAC system. The work under this contract is to include the furnishing of all labor, materials necessary to complete this process as shown in these specifications, and as may be reasonably inferred as necessary to complete the work in all particulars. All contracts are awarded with the understanding that the Contractor has acquainted themselves with all the requirements of the contracts and specifications, the conditions of the site, and has obtained all the information necessary for the completion of this project. The Contractor shall not, at any time after the submission of his bid, make any claim whatsoever based on insufficient data or a misunderstanding of the requirements, nature, conditions or extent of the work under the contract.

Program Objectives:

- Maximize the safety, efficiency and lifespan of the district HVAC equipment
- Minimize or eliminate, where possible, chemical handling by school district personnel
- Minimize operational downtime through the effective use of preventative maintenance
- Provide on-call emergency service in case of system downtime
- Reduce overall energy consumption through optimum heat transfer efficiency
- Train school district personnel in the proper operation of HVAC equipment
- Provide monitoring and reporting of program results to evaluate all program costs

PREVENTIVE AND CORRECTIVE MAINTENANCE PART I AND
AUTOMATION MAINTENANCE SERVICE CONTRACT PART II

DESCRIPTION AND SPECIFICATIONS
PART A

Maintenance services to be performed as listed at the following locations:

Brookside School 505 South Main Street New Britain, CT 06051	Chamberlain Elementary 120 Newington Avenue New Britain, CT 06053	DiLoreto Middle School 732 Slater Road New Britain, CT 06053	Gaffney Elementary 322 Slater Road New Britain, CT 06053
Gates BOE Building 272 Main Street New Britain, CT 06051	Holmes Elementary 2150 Stanley Street New Britain, CT 06053	Jefferson Elementary 140 Horse Plain Road New Britain, CT 06053	Kitchen Warehouse 140 Production Court New Britain, CT 06051
Lincoln Elementary 145 Steele Street New Britain, CT 06051	New Britain High 110 Mill Street New Britain, CT 06051	Northend Elementary 160 Bassett Street New Britain, CT 06053	Pope John Paul 221 Farmington Avenue New Britain, CT 06053
Pulaski Middle School 757 Farmington Ave New Britain, Ct 06053	Pulaski Portable 204 Marigold Drive New Britain, CT 06053	Roosevelt Campus 40 Goodwin Street New Britain, CT 06051	Slade Middle School 183 Steele Street New Britain, Ct 06052
Smalley Elementary 175 West Street New Britain, CT 06053	Smith Elementary 142 Rutherford Street New Britain, CT 06051	The Catalyst Academy 183 Steele Street New Britain, CT 06052	Vance Elementary 183 Vance Street New Britain, CT 06052
Maintenance Shop 170 Rocky Hill New Britain, CT 06051			

PART I: PREVENTATIVE MAINTENANCE

Provide four (4) annual full comprehensive PM services on all listed rooftop assets for New Britain Public Schools (i.e., RTUs, ERUs, Heat Vents, exhaust fans, etc.). See working asset list provided, additional schools (1) are being added and will be provided to vendors once completed.

- o These PM visits should include, but are not limited to:
 - Lubricate all necessary/ OEM recommended sites
 - Check all electrical connections and cleaning off electrical cables, VFDs, PLCs and looking for wear or damage
 - Test amp draw of motors and listening for worn parts/ bearing issues
 - Gauge test all refrigerant pressures on all units that have cooling capabilities
 - Identify leaks in need of repair or other parts in need of replacement
 - Clean all heating and cooling coils
 - Filter changes

- Contractor provides one full service PM to all winter season units such as boilers, domestic hot water tanks, air make-up units, etc.
 - o This should include the cleaning and lubricating of all parts right before the season starts and test firing units before beginning the heating season months.

- Contractor provides one (1) annual full comprehensive PM to chillers (2) at New Britain High School before the start of the hot weather season.
 - o Check all electrical connections and clean electrical cabinets
 - o Lubricate all necessary parts as recommended by OEM
 - o Check refrigerant levels and identify any sources of leaks or parts that are going
 - o Remove and replace with new- Oil Cooler, VFD and Compressor Filter driers
 - o Check motors, compressors, starters and VFD drive and inspect electrical connections
 - o Conduct eddy current test for enhanced tubes for condenser barrel and tube cleaning on chiller plants
 - o Fill and bleed chilled water loops for entire building
 - o Test fire unit before warm weather months begin

- Contractor provides one (1) annual full comprehensive PM to chiller towers (2) at New Britain High School before the start of the hot weather season.
 - o Shutdown electric to the cooling tower VFD and Lockout Tagout.
 - o Wash out cooling tower sump and honeycombs.

- o Grease tower fan shaft bearings and motor.
 - o Grease tower fan motor and check bearings.
 - o Adjust belts for correct tension.
 - o Wash out tower sump filter in upper air handler room.
 - o Clean condenser pump strainers on pumps in the chiller room.
 - o Fill cooling tower and check for leaks
-
- Provide all additional HVAC equipment: circulating pumps, water pumps, fans, univents, and combination units inside the building with one (1) full preventative maintenance service per year covering all OEM requirements.

PART II. MAINTENANCE SERVICE CONTRACT (Automation, controls and equipment)

Brookside School
505 South Main Street
New Britain, CT 06051

Chamberlain Elementary
120 Newington Avenue
New Britain, CT 06053

DiLoreto Middle School
732 Slater Road
New Britain, CT 06053

Gaffney Elementary
322 Slater Road
New Britain, CT 06053

Gates BOE Building
272 Main Street
New Britain, CT 06051

Holmes Elementary
2150 Stanley Street
New Britain, CT 06053

Jefferson Elementary
140 Horse Plain Road
New Britain, CT 06053

Kitchen Warehouse
140 Production Court
New Britain, CT 06051

Lincoln Elementary
145 Steele Street
New Britain, CT 06051

New Britain High
110 Mill Street
New Britain, CT 06051

Northend Elementary
160 Bassett Street
New Britain, CT 06053

Pope John Paul
221 Farmington Avenue
New Britain, CT 06053

Pulaski Middle School
757 Farmington Ave
New Britain, Ct 06053

Pulaski Portable
204 Marigold Drive
New Britain, CT 06053

Roosevelt Campus
40 Goodwin Street
New Britain, CT 06051

Slade Middle School
183 Steele Street
New Britain, Ct 06052

Smalley Elementary
175 West Street
New Britain, CT 06053

Smith Elementary
142 Rutherford Street
New Britain, CT 06051

The Catalyst Academy
183 Steele Street
New Britain, CT 06052

Vance Elementary
183 Vance Street
New Britain, CT 06052

Maintenance Shop
170 Rocky Hill
New Britain, CT 06051

HEATING, VENTILATION, AIR CONDITIONING (HVAC) SERVICES BID

1. PURPOSE

The intent and purpose of this Invitation for Bids is to establish contractual price agreements (labor and materials) for routine and emergency HVAC maintenance services. The work under this contract shall cover the period from **January 1, 2025 to January 1, 2027.**

2. SCOPE OF WORK

The Contractor shall furnish all labor, materials, equipment, tolls and supervision necessary for HVAC services at New Britain Public Schools as directed by the Project Manager or Maintenance Supervisor. All work shall be performed by a licensed HVAC Journeyman in accordance with Connecticut General Law, Chapter 146. The Contractor shall be expected to perform routine and emergency HVAC services at school buildings. HVAC services include, but are not limited to, heating, refrigeration, ventilation, and air conditioning systems. The Contractor shall be responsible for all school temperature control systems. The Contractor shall have expertise in Solidyne and Distech as well as Compass/ Alerton building management systems. The Consolidated School District of New Britain reserves the right to contract directly with the carriers of the BMS for any automated temperature control system issues. The Consolidated School District of New Britain also reserves the right to contract directly with any OEMs as needed.

Contractor will provide a cloud based ticketing system to track and maintain open and closed repair and work orders for all equipment being serviced. Access to the system shall be provided to multiple users from the school district to view, approve/deny or notate on all tickets. All work and notes from the field technicians shall be documented in the ticketing system.

Provide all labor, materials, transportation, equipment, and supervision necessary for the satisfactory service, repair and preventive maintenance of all HVAC systems for the Consolidated School District of New Britain. Contractor shall call a school authorized representative to schedule cleaning of equipment. Contractor shall protect all walls, floors, ceiling, and furniture from any damage. Damage to the building caused by the Contractor shall be repaired or replaced at the service company's expense. No soot or refuse shall be left on the site.

Where and when requested, inspect all rooftop intake and exhaust units, motors, linkages, timers, switches, bearings, pulleys and belts. Grease, oil and clean where necessary. Report all malfunctions or potential problems to the School authorized representative in writing within five (5) days. Provide the School authorized representative with a detailed written proposal including cost of any action needed. All invoices must include cost breakdown of labor and materials.

Where and when requested, replace all unit ventilator filters, thoroughly clean all units of dirt and debris, inspect each unit for proper operation and report any problems or malfunctions to the School authorized representative in writing within five (5) days. Provide the School authorized representative with a detailed written proposal including cost for any action that needs to be taken.

Inspect all chimneys prior to the start of the new heating season for blockage, failing liners, loose masonry and damaged wires or loose electrical connections. Report all concerns to the school authorized representative in writing within five (5) days. Provide a detailed written proposal including the cost of any action needed.

Upon receiving a service call from a school authorized representative, the Contractor shall respond within one (1) hour and commence work within three (3) hours for emergency services and two (2) days for routine services. The Contractor's business address or Contractor's primary technician's home address shall be within thirty (30) miles to the New Britain city limit as determined by the shortest available route. Note that failure to respond per this requirement shall be considered a breach of contract and cause for termination.

Within twenty-four (24) hours of completing the service, the Contractor shall notify the School that the work has been completed. Contractor must provide a detailed, written service report after any visit or work completion. In the event major services are required, the Contractor shall submit a detailed cost estimate to the Consolidated School District of New Britain and obtain approval from the authorized representative prior to commencing work. All work shall be done between 6:30 a.m.- 4:00 p.m., Monday through Friday, excluding legal holidays, unless otherwise directed by the school. All routine work will be scheduled to minimize disruption during school hours.

All materials shall be new and of satisfactory quality. All workmanship shall conform to the best practice in the trade and be performed by skilled and licensed labor in the field and comply with all federal, state and municipal laws and regulations. The School will reject any unsatisfactory services. All services shall be guaranteed for a period of one year. All material and debris from the work shall be removed by the Contractor. The premises shall be left clean at all times.

The Contractor can submit an invoice upon completion of the work once a school authorized representative has signed off on the service report.

The Contractor shall submit, for each job, an invoice listing the materials used and labor hours expended. Materials shall be invoiced at actual cost plus the contracted percentage surcharge and invoices shall show quantities and unit costs. Copies of the Contractor's own material invoices shall be made available to the School

upon request. Labor shall be invoiced at the contracted hourly rates and shall include only the actual time expended on the job and shall not include travel time. Invoices shall be submitted in duplicate, within fifteen (15) days of completion of services to the Facilities Office at 250 John Downey Dr. New Britain, CT.

3. CONTRACTOR REQUIREMENTS

It is mandatory that the Contractor be able to meet the following requirements:

- (a) Have been regularly and actively engaged in the HVAC contracting business, operating under the same business name and business organization structure; and performing the type of work described above under "SCOPE OF WORK" for a minimum of eight (8) years, and is located within thirty (30) mile radius of the New Britain city limit as determined by Google Maps routing from Contractor's business address or Contractor's primary technician's home address.
- (b) Have a minimum work force consisting of not less than one (4) full-time journeymen or master rated HVAC who holds a valid Connecticut HVAC license.
- (c) Have been regularly and actively engaged in the HVAC contracting business, operating under the same business name and business organization structure; and performing the type of work described above under "SCOPE OF WORK" for a minimum of eight (8) years, and is located within thirty (30) mile radius of the New Britain city limit as determined by Google Maps routing from Contractor's business address or Contractor's primary technician's home address.
- (d) Have a minimum work force consisting of not less than one (4) full-time journeymen or master rated HVAC who holds a valid Connecticut HVAC license.

4. GENERAL

The Contractor must check in and out with the Maintenance Supervisor, or their designee whether an HVAC technician or building custodian on site to determine the exact scope of the task required and open a work order specifying the work and labor force required. At each school, the Contractor shall sign-in at the main office and wear a vendor identification badge at all times. After the work is completed, the Contractor shall list the hours worked on site, the worker's name, trade skill level (licensed journeyman) and the materials used. The Maintenance Supervisor, or their designee whether an HVAC technician or building custodian, must sign off on the work order before the Contractor leaves the work site. A copy of the work order must accompany the invoice work order before the Contractor leaves the work site. A copy of the work order must accompany the invoice submitted for payment of the work. The invoice must show the labor hours and costs, the Contractor cost and mark up of all materials used, and any other miscellaneous charges.

5. HOURS OF WORK

It is intended that the Contractor shall accomplish the majority of work during normal business hours and on a straight time basis. Work shall not be accomplished on an overtime basis unless prior approval has been obtained from the Chief Operations Officer. Payment of overtime requires approval of the Chief Operations Officer. Standard hours of work shall be Monday-Friday from 6:30 a.m. until 5:00 p.m. All routine work will be scheduled to minimize disruption during school hours.

6. QUALITY OF WORK

All work is to be quality work and shall be performed according to the standards of the industry and the plans, directions and instructions as presented by the authorized representatives of the Consolidated School District of New Britain.

7. NUMBER OF WORKERS

The hourly rate reflects the amount the Contractor will charge per hour only - not per hour per person. Only one tradesman shall be assigned to work on a job. Prior permission must be received before the Contractor may assign more than one worker per job, including apprentices/helpers. Consolidated School District of New Britain Public Schools reserves its right to question whether additional personnel are warranted on a particular job based upon each job quote/proposal and performance status. Special attention will be given to allow for when needed, or if an unexpected parts acquisition is needed during a job to contain costs. However, the Contractor must arrive at any routine job that he has quoted prepared with the appropriate personnel, equipment and supplies to perform the project with minor off-site time and travel.

8. CONTRACTOR'S PERSONNEL

The Contractor shall only use trained personnel who are directly employed and supervised by the Contractor unless prior approval is obtained (see paragraphs entitled, Subcontracting on pages 10 & 17). The Contractor and/or any HVAC technician that performs oversight of this work (under this contract) shall hold a valid Connecticut HVAC License.

9. MATERIALS SAFETY DATA SHEETS

The Contractor must supply all applicable Material Safety Data Sheet (MSDS) forms as requested by the Consolidated School District of New Britain. Pursuant to CT Gen Stat § 22a-609, any vendor who receives a contract resulting from this invitation agrees to submit a MSDS for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply

with all requirements set forth in the pertinent laws.

10. RESPONSE TIMES

Emergency Repairs: The Contractor shall acknowledge all service calls within one (1) hour of the call being placed. Response to calls from the Consolidated School District of New Britain for emergency service is required 24 hours a day/7 days a week. Contractors must have an interactive paging or telephone answering service, or a cell phone number that is available 24 hours a day/7 days a week; passive answering machines are not acceptable. Repair personnel shall arrive at the designated job site not later than three (3) hours after an authorized CSDNB employee has made notification that an emergency repair is required.

Non-Emergency Repairs: Repairs must start within three (2) business days of receipt of a work order initiated by the Facilities Office, unless otherwise agreed to by New Britain Public Schools.

11. SUBCONTRACTING

The Contractor shall not subcontract or sublet any portion of the work without the written consent of the Chief Operations Officer.

12. PERMITS AND LICENSE

The Contractor shall be responsible to obtain any necessary permits for work directed under this contract. Payments for such will be made on the basis of billed cost to the Contractor. This pay provision relates to permits that are exclusive, and a "one-time use" type permit for work performed under this contract.

13. INSPECTION

CSDNB reserves its right to inspect any and all work in progress or completed. Any omission or failure on the part of a CSDNB representative to disapprove or reject inferior or defective work or materials shall not be construed to be an acceptance of such work or material. If any defective work or material is found during inspection, the Contractor shall remove or repair, at his own expense, such defective work or material rejected and shall rebuild and/or replace the same without extra charge. If the contract documents, CSDNB tested or approved, Contractor shall give CSDNB or its agent timely notice of its readiness for inspection by tested or approved, Contractor shall give CSDNB or its agent timely notice of its readiness for inspection by or its agent's instructions, or laws, ordinances or regulations of any public authority require any work to be the proper authorities. If any such work shall be covered up without approval or consent, it must, if required by CSDNB or its agent or other proper authorities, be uncovered for examination at Contractor's expense.

14. WARRANTY OF MATERIALS AND WORKMANSHIP

All materials and equipment provided under the contract shall be listed and labeled for the purpose intended. All work provided under this contract shall have, as a minimum, a one (1) year warranty from the date of final acceptance thereof against any latent defects, design, materials, workmanship and installation.

Contractor shall provide a written one (1) year warranty for equipment installed during the contract period. Warranty Certificate shall be provided to the using agency that places the order. The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, first class, and in accordance with the contract documents. The Contractor further warrants all workmanship shall be first class and in accordance with the contract documents and shall be performed by persons qualified in their respective trades. Work not conforming to these warranties shall be considered defective.

15. WORKING TIME

Charges incurred by the Contractor for the time spent in transit (portal-to-portal) from the Contractor's place of business to the job site and back are not part of this contract and will not be paid by CSDNB. Computation of the number of hours worked shall include time of arrival and departure of the technician(s).

16. PAYMENT

The Contractor will be paid per approved invoice with the corresponding purchase order. An invoice will be presented for the services performed. This invoice shall, at a minimum, identify the work that was done, where it was done, when it was done, who completed the work, who authorized it and the applicable work order. Additionally, it will detail the unit cost and extended cost for each wage/labor category, Contractor cost and applicable markup for parts and/or materials and costs for equipment rental.

17. REPORT

The Contractor shall maintain and keep a summary report that will reflect cumulative dollar figures for items invoiced. This report shall be made available to CSDNB, upon request, and shall reflect cumulative dollar figures for each wage/labor category, Contractor cost and applicable markup for parts and/or materials and costs for equipment rental.

18. CHARGES FOR EQUIPMENT RENTAL

Any equipment that is rented by the Contractor in the performance of this contract shall be charged to CSDNB at the same rate as invoiced by the rental company.

19. REJECTION OF BIDS

CSDNB reserves the right to reject any and all bids that are incomplete, missing information, late or not in the best interest of the Consolidated School District of New Britain. The Board of Education reserves the right to select or reject any and/or all bids containing alternate proposals; to waive any informality in proposals; and to reject or accept any and/or all bids as shall in its judgment be to the best interest of the Consolidated School District of New Britain.

20. CANCELLATION OF CONTRACT

CSDNB reserves the right to cancel and terminate the contract in the event that the services provided by the Contractor proved to be unsatisfactory.

21. CONTRACT VALUE

Work to be performed and material to be supplied under this contract will be paid as invoiced and approved

22. BASIS FOR DETERMINING MOST RESPONSIBLE BIDDER

The responsible bidder shall refer to the sum of each labor cost times the estimated number of hours (straight and overtime), plus the estimated acquisition value of repair parts and the added value of these repair parts after the resale of these parts to CSDNB by the Contractor. The Consolidated School District reserves the right to reject all bids and/or make more than one award on the basis of this bid. Awards will be made to the most responsible bidder in the best interest of the school district. All quantities are estimated. Bids must be firm for a period of 90 days following the bid opening. The Board of Education reserves the right to select or reject any and/or all bids containing alternate proposals; to waive any informality in proposals; and to reject or accept any and/or all bids as shall in its judgment be to the best interest of the Consolidated School District.

23. BASIS FOR AWARD OF CONTRACT

Award of this contract shall be made to the most responsible and eligible general bidder within 30 days; Saturdays, Sundays and legal holidays excluded, after the opening of the bids. CSDNB reserves the right to reject any and all bids if deemed in its best interest.

24. CONTRACT LENGTH

The contract shall cover the period from January 1, 2025 and expire January 1, 2027.

III. INFORMATION/ INSTRUCTIONS TO BIDDERS

Purchasing Entity: Consolidated School District of New Britain

Address: CSDNB Facilities Department
250 John Downey
New Britain, CT 06051

Telephone: 860-827-2287

Contact Person(s) Rebecca Gonzalez,
Chief Operations Officer (959) 208-5239

Robert Smedley
Manager of Special Projects (860) 827-2287

INSTRUCTIONS FOR SUBMISSION OF BIDS:

1. Bids are to be submitted in a sealed envelope, clearly marked with "Heating, Ventilation, Air Conditioning (HVAC) Services". Bids must be delivered to:

CSDNB Facilities Department
250 John Downey Drive
New Britain, CT 06051

An original plus one copy of the bid is to be submitted. No facsimile copies of the bid will be accepted. Bids received after the deadline will be returned unopened.

Bid Submission Deadline is December 16, 2024 by 9am.

2. Bids must include the BID PRICING FORM and the following completed attachments, which are included in Section VII, Bid Pricing Form and Attachments.

- ▶ Statement of Qualifications/References
- ▶ Certificate of Non-Collusion
- ▶ Tax Compliance Certification
- ▶ Certificate of Authority (if a corporation)
- ▶ OSHA- IO Certification (Chapter 306)
- ▶ Site Visit Confirmation Sheet

3. All requests for interpretation of the bid documents shall be submitted in writing via email to the Chief Operations Officer, Rebecca Gonzalez and the Manager of Special Projects, Robert Smedley no less than five (5) business days before the scheduled bid opening.
 - ▶ Rebecca Gonzalez, Chief Operations Officer - gonzalezre@csdnb.org
 - ▶ Robert Smedley, Manager of Special Projects - smedley@csdnb.org
4. If it becomes necessary to revise any part of this Invitation for Bid, or if additional data is necessary to enable an exact interpretation of provisions, such an addendum will be provided to all bidders who have requested this Invitation for Bids. No addenda will be issued within the immediate three (3) business days prior to the bidding deadline. If an addendum is issued, all bidders shall acknowledge receipt of each addendum on the bid form.
5. All bids must be submitted in ink or typewritten on the forms provided, or on attachments approved in advance by the Facilities Department.
6. Bids may be withdrawn without penalty prior to the date and time of the opening.
7. All bids shall be valid for a period of no less than thirty (60) days after the date of opening.

Any bid, which fails to meet the submission requirements of the IFB, will be found non-responsive without further evaluation unless the Chief Operations Officer, at her discretion, determines that the non-compliance is insubstantial and can be corrected. In these cases, the Chief Operations Officer, may allow the bidder to make minor contributions to the submissions.

DEADLINE FOR RESPONSES

Deadline Date: ***Dec 16, 2024***

Deadline Time: ***9am***

CSDNB Facilities Department
250 John Downey Drive
New Britain, CT 06051

All bids will be publicly opened and read at the above date and time, and taken under advisement.

IV. INSURANCE SPECIFICATIONS

A. DESCRIPTION

Work shall be performed in accordance with approved construction methods as specified in the Connecticut Building Codes

B. INSURANCE REQUIREMENTS

The Contractor shall evidence the ability to New Britain Public Schools against general, automobile, and workers' compensation liabilities. Contractor must meet the minimum insurance limits outlined below. The Contractor shall provide proof of insurance naming New Britain Public Schools as an additional insured for the project.

Commercial General Liability:	General Aggregate	\$ 2,000,000
	Prod./Compl. Operations Aggregate	\$ 2,000,000
	Occ. Aggregate	\$ 1,000,000
Automobile Liability:	Liability Limit	\$ 1,000,000
Umbrella	Each Occurrence	\$ 1,000,000
(Excess Liability)	Aggregate	\$ 1,000,000
Workers' Comp. And Employer's Liability:	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

a. The City of New Britain and Consolidated School District" shall be named as "Additional Insured", and the Contractor agrees to provide a replacement/renewal certificate at least 60 days prior to the expiration of the policy. Should any of the described policies be canceled before the expiration date, written notice must be made to the City 30 days prior to cancellation.

b. The Contractor agrees to provide a certificate of insurance at the time of the execution of this contract as well as a replacement/renewal certificate at least 60 days prior to the expiration of the policy. Should any of the above-described policies be canceled before the expiration date, written notice must be made to the City 60 days prior to cancellation. The Contractor shall name the City as Additional Insured on all insurance policies, except Workers Compensation and to provide a Waiver of Subrogation on all policies.

c. If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

d. Contractor covenants and agrees to hold the City harmless and to indemnify the City from (I) any and all claims arising from the performance of service enumerated herein, or any work or thing whatsoever done, or any condition created (other than by the City)

during the term of this contract or any extensions thereof and the guarantee period, but only to the extent caused by the negligent or otherwise wrongful act or omission of Contractor, its agent, employees, contractors or licensees and (II) all costs, expenses, liabilities incurred in or in connection with each such claim or action or proceeding brought thereon. In case an action or proceeding be brought against the City by reason of any such claim, Contractor, upon notice from the City, shall resist and defend such action claim or proceeding.

HOLD HARMLESS AGREEMENT: The Contractor, its agents and assigns shall indemnify and hold harmless the City of New Britain and Consolidated School District of New Britain, including but not limited to, its elected officials, its officers, and agents, ("the City") from any and all claims made against the City, including but not limited to, damages, awards, costs and reasonable attorney's fees, to the extent any such claim directly and proximately results from the performance of services by the Contractor during the Contractor's performance of this Agreement or any other Agreements of the Contractor entered into by reason thereof. The City agrees to give the Contractor prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

C. CONTRACTOR'S INDEMNIFICATION

The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless New Britain Public Schools, its officers, agents and employees from and against any and all damages, liabilities, action, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the work being performed or to be performed by the Contractor, his employees, agents, subcontractors or materialmen. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse CSDNB for damage to its property cause by the Contractor, his employees' agents, subcontractors or materialmen, including damages caused by their use of faulty, defective or unsuitable material or equipment, unless the damage is cause by CSDNB gross negligence or willful misconduct.

D. CONTRACTOR'S LICENSES/CERTIFICATION

Contractor shall possess all necessary licenses and certifications to complete the work.

V. GENERAL SPECIFICATIONS

A. CONTRACT TERM

The contract shall be for a period of three (2) years starting January 1, 2025 and expiring on January 30, 2027. An option to extend the contract for 1 year will be reviewed during the second year of this contract.

B. EXTENSION CLAUSE

At the end of the 2-year contract CSDNB may go out to bid for a new HVAC contract.

C. ESCALATION CLAUSE

Price shall remain firm. The contract price may be adjusted annually based on the Contractor's prevailing cost of labor compared to cost at the beginning of the past year. Notice of such adjustment for a succeeding year shall be sent to the Chief Operations Officer at CSDNB sixty (60) days prior to the anniversary after which time it would become effective. Proof of increased costs to the Contractor shall be submitted with request for a price increase. CSDNB reserves its right to reject an increase if it is deemed to be excessive.

D. INSPECTION OF JOB SITE

Bidders must visit the sites and take such other steps as may be necessary to ascertain the nature and location of the work and the general location conditions, which can affect the work or the cost thereof. Failure to do so will result in automatic bid rejection.

All potential bidders must contact the Project Manager and/or the Maintenance Supervisor to schedule a time to visit the sites. A signed Site Visit Confirmation Sheet must accompany the bid documents.

E. PERFORMANCE

In case of failure beyond normal inspection and routine maintenance, the Contractor shall respond with an adequate number of personnel with expertise necessary to correct the problem.

The Contractor shall coordinate this work with the Maintenance Supervisor. New Britain Public Schools shall retain the option of having authorized school personnel present at any inspection or corrective visits, at the discretion of the Project Manager and/or the Maintenance Supervisor.

F. SUBCONTRACTING

Subcontracting is permitted and the qualifications, which apply to the Contractor, will apply to all subcontractors. Subcontractor wages are subject to minimum wage rates determined by the Connecticut Dept. of Labor and Industries pursuant to M.G.L. Chapter 149, Section 26 and 27.

G. PARTS

It is understood and agreed that under this agreement, the Contractor will not be required to make replacements or repairs necessitated by reason of negligence or misuse of the equipment or any other cause beyond his control except ordinary wear and tear or equipment failure.

H. MECHANICAL EQUIPMENT

Contractor shall have available an adequate inventory to perform service in accordance with specifications.

Before an award is made, New Britain Public Schools reserves its right to visit the bidder's place of business to examine and verify the existence of an adequate inventory and necessary test equipment.

I. SCHEDULING OR WORK

Inspection and routine maintenance shall be accomplished Monday through Friday between the hours at 6:30 a.m.- 5:00 p.m. Emergency work requiring shutdown shall be accomplished in the minimum time possible.

VI. AWARDING OF CONTRACT

CSDNB intends to award this contract to the most responsive and responsible bidder in the best interest of the Consolidated School District of New Britain. The Chief Operations Officer shall consider the following criteria in making that determination.

- Price
- Budget
- Compliance with requirements of this Invitation for Bids (IFB) and applicable laws
- Ability of bidder to undertake and complete the work of this contract in a timely fashion
- Contractor's qualifications

The contract will be awarded no later than thirty (60) days after bid opening, during which period bids may not be withdrawn.

VII. BID PRICING FORM AND ATTACHMENTS

- 1- Bid Pricing Form
- 2- Statement of Qualifications
- 3- Certificate of Non-Collusion
- 4- Tax Compliance Certification
- 5- Certificate of Authority
- 6- OSHA- IO Certification
- 7- Site Visit Confirmation
- 8- HVAC Equipment Listing (web link provided)
- 9- Site Visit Schedule

BID PRICING FORM

Heating, Ventilation, Air Conditioning (HVAC) Services
January 1, 2025 through January 1, 2027

1. LABOR

HOURLY RATES:(Journeyman/ Tradesman)

Monday-Friday 6:30AM-5:00PM \$ _____/hour X _____ hours= \$ _____

Mon.-Fri. after hours/Saturday/Sunday/Holiday \$ _____/hour X _____ hours= \$ _____

Total Labor: \$ _____

2. MATERIALS

CONTRACTOR'S cost plus MARKUP

\$10,000 x _____ x 1 year = (i.e.\$10,000 x .03 x 1 Year= \$300)

Total Materials: \$ _____

3. TOTAL BID AMOUNT (Labor & Materials)

GRAND TOTAL {Total of Items #1 & #2}: \$ _____

Grand Total Amount written in words:

(Example: Seventy-Six Thousand Eight Hundred Twelve Dollars and Fifty Cents)

Authorized Signature: _____

Print Name: _____

Title: _____

Company: _____

Date: _____

List any addendum acknowledgements included in bid price:

Project Name: _____

Date Completed:

Owner: _____

City/State: _____

Amount: \$ _____

Public Bid? Yes No

Type of Work: _____

Owner's Contact Person: _____

Owner's Contact Person's Phone Number: _____

Owner's Contact Person's Relationship to the Project:

Project Name: _____

Date Completed: _____

Project Name: _____

Date Completed: _____

Owner: _____

City/State: _____

Amount: \$ _____

Public Bid? Yes No

Type of Work: _____

Owner's Contact Person: _____

Owner's Contact Person's Phone Number: _____

Owner's Contact Person's Relationship to the Project:

Project Name: _____

Date Completed: _____

The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm or corporation to furnish any information requested by CSDNB in verification of the recitals comprising this statement of Bidder's qualifications and experience.

Authorized Signature _____

Title: _____

Company: _____

Date: _____

CERTIFICATE OF NON-COLLUSION
Heating, Ventilation, Air Conditioning (HVAC) Services

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

Authorized Signature: _____

Print Name: _____

Title: _____

Company: _____

Date: _____

TAX COMPLIANCE CERTIFICATION
Heating, Ventilation, Air Conditioning (HVAC) Services

Pursuant to M.G.L. c 62C, Sec. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the State of Connecticut relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature: _____

Print Name: _____

Title: Company: _____

Date: _____

CERTIFICATE OF AUTHORITY

Heating, Ventilation, Air Conditioning (HVAC) Services Bid

At a duly authorized meeting of the Board of Directors of _____
held on _____ 2024 at which all the Directors were present or waived
notice, it was voted that _____ (*officer & title*) be
and is hereby authorized to execute contracts and bonds in the name and on behalf of said
company, and affix its Corporate Seal thereto, and such execution of any contract of
obligation in this company's name and on its behalf of such
_____ (*officer*) under seal of the company, shall
be valid and binding upon this company.

A TRUE COPY,

Attest: _____

Place of Business: _____

I hereby certify that I am the _____ (*title*) of the

_____ (*name of corporation*) and that
_____ (*name of officer*) is the duly elected
_____ (*title*) of said company, and the

above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract,

Authorized Signature: _____

Print Name: _____

Date: _____ (*Corporate Seal*)

Attachment 6

OSHA-10 CERTIFICATION/ CHAPTER 306 OF THE ACTS OF 2004
Heating, Ventilation, Air Conditioning (HVAC) Services

Chapter 30: Section 39S. Contracts for construction; requirements

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins to work and who shall furnish documentation of the successful completion of said course with the first certified payroll report for each employee.

Any employee found on a worksite subject to this section without documentation of successful completion of a course in safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration shall be subject to immediate removal.

Authorized: _____

Signature: _____

Print Name: _____

Title: _____

Company: _____

Date: _____

SITE VISIT CONFIRMATION SHEET
Heating, Cooling and Ventilation Maintenance Service

I certify that I have visited the site(s) listed below:

Brookside School
505 South Main Street
New Britain, CT 06051

Chamberlain Elementary
120 Newington Avenue
New Britain, CT 06053

DiLoreto Middle School
732 Slater Road
New Britain, CT 06053

Gaffney Elementary
322 Slater Road
New Britain, CT 06053

Gates BOE Building
272 Main Street
New Britain, CT 06051

Holmes Elementary
2150 Stanley Street
New Britain, CT 06053

Jefferson Elementary
140 Horse Plain Road
New Britain, CT 06053

Kitchen Warehouse
140 Production Court
New Britain, CT 06051

Lincoln Elementary
145 Steele Street
New Britain, CT 06051

New Britain High
110 Mill Street
New Britain, CT 06051

Northend Elementary
160 Bassett Street
New Britain, CT 06053

Pope John Paul
221 Farmington Avenue
New Britain, CT 06053

Pulaski Middle School
757 Farmington Ave
New Britain, Ct 06053

Pulaski Portable
204 Marigold Drive
New Britain, CT 06053

Roosevelt Campus
40 Goodwin Street
New Britain, CT 06051

Slade Middle School
183 Steele Street
New Britain, Ct 06052

Smalley Elementary
175 West Street
New Britain, CT 06053

Smith Elementary
142 Rutherford Street
New Britain, CT 06051

The Catalyst Academy
183 Steele Street
New Britain, CT 06052

Vance Elementary
183 Vance Street
New Britain, CT 06052

Maintenance Shop
170 Rocky Hill
New Britain, CT 06051

Bidder Certification of site visits:

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

New Britain Public Schools Certification:

The above-named individual has visited the sites listed above.

Signature: _____

Date: _____

Updates concerning the Connecticut IAQ/HVAC laws for School Districts.

C.G.S. 10-220

[as revised (2023)]

(1) As used in this subsection:

(A) "Certified testing, adjusting and balancing technician" means a technician certified to perform testing, adjusting and balancing of heating, ventilation and air conditioning systems by the Associated Air Balance Council, the National Environmental Balancing Bureau or the Testing, Adjusting and Balancing Bureau, or an individual training under the supervision of a Testing, Adjusting and Balancing Bureau certified technician or a person certified to perform ventilation assessments of heating, ventilation and air conditioning systems through a certification body accredited by the American National Standards Institute;

(B) "Heating, ventilation and air conditioning system" means the equipment, distribution network, controls and terminals that provide, either collectively or individually, heating, ventilation or air conditioning to a building; and

(C) "Indoor air quality" has the same meaning as used by the United States Department of Labor Occupational Safety and Health Administration Standard Number 1910.1000 "OSHA Policy on Indoor Air Quality".

(2) On and after January 1, 2024, and annually thereafter, a local or regional board of education shall provide for a uniform inspection and evaluation program of the indoor air quality within each school building using the Environmental Protection Agency's Indoor Air Quality Tools for Schools Program. The inspection and evaluation program shall include, but not be limited to, a review, inspection or evaluation of the following:

(A) the heating, ventilation and air conditioning systems;

(B) radon levels in the air

(C) potential for exposure to microbiological airborne particles, including, but not limited to, fungi, mold and bacteria;

(D) chemical compounds of concern to indoor air quality including, but not limited to, volatile organic compounds

(E) the degree of pest infestation, including, but not limited to, insects and rodents;

(F) the degree of pesticide usage;

(G) the presence of and the plans for removal of any hazardous substances that are contained on the list

prepared pursuant to Section 302 of the federal Emergency Planning and Community Right-to-Know Act, 42 USC 9601 et seq.;

(H) ventilation systems;

(I) plumbing, including water distribution systems, drainage systems and fixtures; (J) moisture incursion;

(K) the overall cleanliness of the facilities;

(L) building structural elements, including, but not limited to, roofing, basements or slabs;

(M) the use of space, particularly areas that were designed to be unoccupied; and

(N) the provision of indoor air quality maintenance training *for* building staff.

Local and regional boards of education conducting evaluations pursuant to this subsection shall (i) make available for public inspection the results of the inspection *and* evaluation at a regularly scheduled board of education meeting and on the Internet web site of such board and on the Internet web site, if any, of each individual school, and (ii) submit the report and

results of such inspection and evaluation to the Department of Administrative Services using the form developed pursuant to section 43 of this act.

(3) Prior to January 1, 2025, and every five years thereafter, a local or regional board of education shall provide for a uniform inspection and evaluation of the heating, ventilation and air conditioning system within each school building under its jurisdiction. Such inspections and evaluation shall be performed by a certified testing, adjusting and balancing technician, an industrial hygienist certified by the American Board of Industrial Hygiene or the Board of Global EHS Credentialing, or mechanical engineer. Such heating, ventilation and air conditioning systems inspection and evaluation shall include, but need not be limited to:

- (A) testing for maximum efficiency,
- (B) physical measurements of outside air delivery rate,
- (C) verification of the appropriate condition and operation of ventilation components,
- (D) measurement of air distribution through all system inlets and outlets,
- (E) verification of unit operation and that required maintenance has been performed in accordance with the most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers.
- (F) verification of control sequence
- (G) verification of carbon dioxide sensors and acceptable carbon dioxide concentrations indoors, and
- (H) collection of field data for the installation of mechanical ventilation if none exist.

The ventilation systems inspection and evaluation shall identify to what extent each school's current ventilation system components, including any existing central or noncentral mechanical ventilation system, are operating in such a manner as to provide appropriate ventilation to the school building in accordance with most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers. The inspection and evaluation shall result in a written report, and such report shall include any corrective actions necessary to be performed to the mechanical ventilation system or the heating, ventilation and air conditioning infrastructure, including installation of filters meeting the most optimal level of filtration available for a given heating, ventilation and air conditioning system, installation of carbon dioxide sensors and additional maintenance, repairs, upgrades or replacement. Any such corrective actions shall be performed, where appropriate, by a contractor, who is licensed in accordance with chapter 393.

Any local or regional board of education conducting an inspection and evaluations pursuant to this subsection shall (i) make available for public inspection the results of such inspection and evaluation at a regularly scheduled meeting of such board and on the Internet web site of such board and on the Internet web site, if any, of each individual school, and (ii) submit the report and results of such inspection and evaluation to the Department of Administrative Services using the form developed pursuant to section 43 of this act.

A local or regional board of education shall not be required to provide for a uniform inspection and evaluation under this subdivision for any school building that will cease to be used as a school building within the three years from when such inspection and evaluation is to be performed. Any local or regional board of education that has provided for an inspection that was performed in a different format, but is deemed equivalent by the department, may use such inspection in lieu of a uniform inspection and evaluation under this subdivision.

The Department of Administrative Services may, upon request of a local or regional board of education, grant a waiver of the January 1, 2025, deadline for the provision of a uniform inspection and evaluation under this subdivision if the department finds that (1) there is an insufficient number of certified testing, adjusting and balancing technicians, Industrial hygienists certified by the American Board of Industrial Hygiene or the Board for Global EHS Credentialing or mechanical engineers to perform such inspection and evaluation, or

(II) such board has scheduled such inspection and evaluation for a date after January 1, 2026. Such waiver shall be valid for one year.

Background

For the second consecutive year, Connecticut boards of education (“BOEs”) will be subject to new legislative imposed requirements and deadlines to inspect and evaluate indoor air quality (“IAQ”) and heating, Ventilation and air conditioning (“HVAC”) systems in all of their public schools. The new law (Public Act 23-167) delays the imminent January 1, 2024 deadline for HVAC inspections for one year, but also imposes a new requirement to perform IAQ inspections and evaluations annually, and requires this for all Schools beginning in 2024 (not just those schools constructed or renovated after 2003).

Shipman & Goodwin LLP **recently summarized** the 2022 amendments that updated the prior IAQ standards set forth in CGS 10-220(d) (“2022 amendments”), which also established new HVAC systems inspection and evaluation requirements. The 2022 amendments set as a fast-approaching deadline for BOEs to prepare and submit HVAC reports for all schools by January 1, 2024. The compliance dates referenced in our prior alert are no longer applicable with the 2023 amendments.

Recognizing that BOEs faced intense cost and logistical challenges to comply with the HVAC compliance deadlines, legislators modified the 2022 amendments and passed a new bill in the 2023 session. With the Governor’s recent signature, PA 23-167 takes effect July 1, 2023.

What Changed in 2023?

- 1. IAQ Inspections and Evaluations:** must now be done annually starting on January 1, 2024 for every school. The prior law required BOEs to conduct IAQ assessments every (3) years (and before 2022, every 5 years)
- 2. ALL School Building are subject to IAQ Inspections and Evaluations:** Previously, school that were constructed, extended, renovated or replaced prior to January 1, 2023 were not, based on the statute’s plain language, subject to the IAQ requirements. The January 1, 2003 lookback cutoff is no longer in the statute.
- 3. Environmental Protection Agency’s (EPA’s) IAQ Tools for School Program:** Compliance with the EPA’s indoor air quality tools for school programs is now required, not just preferred, for IAQ inspections and evaluations beginning on January 1, 2024.
- 4. HVAC Deadlines:** The deadline for school districts to complete their initial HVAC system inspections in all schools has been pushed back from January 1, 2024, to January 1, 2025. The requirements to repeat the HVAC inspections for all schools every five (5) years.
- 5. Waivers:** The department of Administrative Services (“DAS”) is authorized to issue exemptions from the new January 1, 2025 HVAC inspection deadline for a maximum of one (1) year.

The inspection may be waived if it established that there is a lack of qualified professionals to complete the work, or the BOE has scheduled the inspection but it is for a date after January 1, 2025.

DAS may also accept alternative forms of HVAC inspections in lieu of strict compliance with the Inspections and evaluation requirements of the new law, if it deems their format is equivalent to the

new law's requirements.

6. Reporting forms: BOE's must utilize new standard reporting forms to conduct/report both IAQ and HVAC inspections. Districts must provide to DAS the completed forms for each school. The forms and/or reports must be made available on BOE/school websites and during a regular BOE meeting.

As of the date of this alert, DAS has not made the forms available.

7. Temperature standards: PA 23-167 also mandates that the Commissioner of Public Health create standards for an ideal temperature comfort range of 65 to 80 degrees Fahrenheit in school buildings by July 1, 2024. A wider thermal range may be permitted for gymnasiums and natatoriums. When issued, The State standard may supersede the current industry use of analogous "best practices" such as standards published by the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE).

Attachment 9

Schedule of Site Visits

Please bring a valid form of identification. You will need to check in at the Main Office of each location and will be issued a visitor badge. You will meet with Robert Smedley or Andre Clay. Please plan to visit each location on the days specified. Each location will take approximately 30-45 mins or less to complete.

DATE: NOVEMBER 15, 2024 Start at first school listed at 9am

New Britain High School
Brookside School
Northend
Smith

DATE:NOVEMBER 18, 2024 Start at first school listed at 9am

Roosevelt
Chamberlain
Smalley
Pulaski

DATE:NOVEMBER 22, 2024 Start at first school listed at 9am

Jefferson
Diloreto
Gaffney
Slade
Lincoln

DATE:NOVEMBER 25, 2024 Start at first school listed at 9am

Vance
Pope John Paul
Maintenance Shop
Kitchen Warehouse
Gates