

WESTPORT PUBLIC SCHOOLS CONNECTICUT



**REQUEST FOR PROPOSALS
FOR**

**STAPLES HIGH SCHOOL
ELECTRICAL SCOPE OF WORK FOR NEW POOL SCOREBOARD**

WESTPORT, CT 06880

#26-005-RFP

Issued for Bid: July 8, 2025

REQUEST FOR PROPOSALS

FOR:

STAPLES HIGH SCHOOL ELECTRICAL SCOPE OF WORK FOR NEW POOL SCOREBOARD

26-005-RFP

The deadline for submission of proposals is **Tuesday, July 22, 2025, at 2:00 p.m. EST**. Submit one (1) sealed paper copy and one (1) electronic copy (on flash drive) of the proposal to:

Elio Longo
Chief Financial Officer
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880

LATE OR INCOMPLETE BIDS WILL NOT BE ACCEPTED

Mark in left hand corner of envelope:

RFP: **#26-005 RFP**

Due: **July 22, 2025, at 2:00 p.m. EST**

Submitted by: _____

The designated contact for this RFP is listed below. All questions regarding this RFP must be submitted in writing to the designated contact within the timeframes set forth in the RFP Schedule. Copies of questions and responses will be issued to all respondents as an Addendum to this RFP as set forth in the RFP Schedule.

Designated contact: Theodore Hunyadi, Director of Facilities, (thunyadi@westportps.org)

I. RESERVATION OF RIGHTS:

- A. The Town of Westport reserves the right to qualify multiple respondents.
- B. The Town of Westport reserves the right to reject any and all proposals submitted in response to this Request for Proposals (“RFP”).
- C. The Town of Westport reserves the right to terminate this RFP process at any time.
- D. The Town of Westport reserves the right to waive any non-conformity with the requirements of this RFP.
- E. The Town of Westport reserves the right to seek clarification from a respondent at any time throughout the RFP process for the purpose of resolving ambiguities or questioning information presented in the proposal.
- F. The Town of Westport reserves the right to apportion the award among one or more respondents.

II. RFP SCHEDULE:

| | |
|---|--------------------------------------|
| RFP Issued: | Tuesday, July 8, 2025 |
| Site Review - Mandatory : | Monday, July 14, 2025 at 11:00 a.m. |
| (Meet at the Pool Entrance Doors of Staples High School-at North end of school) | |
| Deadline for Questions: | Wednesday, July 16, 2025 at noon |
| Answers Issued By Addendum: | Thursday, July 17, 2025 by 2:00 p.m. |
| Proposals Due: | Tuesday, July 22, 2025 at 2:00 p.m. |

III. INTRODUCTION

- A. The Town of Westport is requesting that an electrical contractor complete the scope of work associated with, and in support of, the installation of the new (replacement) scoreboard to be installed at the existing pool at the Staples High School, and as shown on the drawings prepared by LFG, Inc., and dated July 2, 2025. The scoreboard has been purchased by the district from Colorado Time Systems and the scoreboard specifications are also attached (as Exhibit 2) for reference as part of this request for proposal package.
- B. Staples High School is located at 70 North Avenue in Westport, Connecticut.
- C. The Town of Westport is seeking licensed electrical contractors who are qualified in providing the labor and materials required to complete this work as designated within the design drawings, specifications, and this RFP.
- D. A mandatory site review meeting is scheduled for 11:00 a.m. on Monday, July 14, 2025. Meet at the pool entrance of the Staples High School (north end of the high school) and we will proceed as a group to the pool location within the facility. A site map showing the meeting location is included for clarification.

1. Note that abatement work scope is presently in process adjacent to this area so district requests that you do not attempt entering the area without the proper supervision and escort.
- E. The Town of Westport intends to schedule the installation of the new scoreboard the week of August 18, 2025, so the work referenced in this RFP is to be completed no later than August 15, 2025, to ensure the scoreboard is installed and operational prior to the start of the 2025-2026 school year.

IV. SCOPE OF BASIC SERVICES

- A. The following services are required of the electrical contractor:
- The selected electrical contractor shall provide the necessary labor and materials required to complete the work shown on the drawing package and to address the power and data requirements for the new scoreboard supplied to the district by Colorado Time Systems.
 - The scoreboard unit purchased by the school is Colorado Time Systems Model 12MM 176x320. Product data sheets are included as Exhibit 2.
 - Four circuits (for power) will be provided in conduit for the new scoreboard-to originate from the Boiler Room located below the Pool. Additionally, one circuit (for power) will be provided for the control board location-near the bleacher seating-and a conduit (including the CAT 6 data wiring) provided from the scoreboard to this same location at the seating area.
 - Note that the project will be subject to Prevailing Wage Rates.

V. PROPOSAL REQUIREMENTS

In order to be considered, proposals submitted in response to this RFP shall include the following information, which shall be presented in the below established format:

- A narrative of your company's applicable experience on relevant projects, including detail on: a) the project scope and size, b) the identification of any involved sub-consultants and/or joint-venture partners, particularly those that were/are certified Minority ("MBE") or Woman Owned Business Enterprises ("WBE"), and c) a description of similar project experience with a school district or community owner.
- Disclose whether any shareholder, director, officer or employee is currently employed by the Town of Westport or was an employee of the Town of Westport during the two (2) year period preceding the date of this proposal.
- Provide hourly rates for all staffing levels associated with this scope of work (to be used in association with any change orders that may be generated as part of this work).
- The following criteria, not listed in priority order, shall be considered in evaluating and selecting the proposing contractor based upon qualifications and written proposal submissions:
 1. Quality of proposal
 2. Experience of electrician with similar projects
 3. Fee for services

VI. COMPENSATION

- Compensation for the proposed electrical scope of work services shall be based on a lump sum fee for the defined "Basic Services", as delineated in the Fee Proposal Form.
- Any desired additional services beyond the defined scope shall be mutually agreed to in writing and shall be based upon mutually agreed to hourly rates.

VII. QUESTIONS

All questions shall be submitted in writing via email to Mr. John Koplas, Sr. Project Manager via email to john.koplas@collierseng.com and a copy to Mr. Elio Longo, Chief Financial Officer, elongo@westportps.org by noon on Wednesday, July 16, 2025. Addenda will be prepared and posted to the district bidding website by 2:00 p.m. Thursday, July 17, 2025.

VIII. INSURANCE REQUIREMENTS

The successful respondent shall furnish a certificate of insurance to the Board for the following insurance coverage within ten (10) days from contract execution. The certificate of insurance shall contain the project description and name the Board as an additional insured. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Board will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. General Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.
2. Automobile Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for owned, non-owned, and hired vehicles.
3. Workers Compensation with a minimum of \$500,000 as required by the State of Connecticut.
4. Professional Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate.
5. Umbrella Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.

IX. OTHER

- The Board reserves the right to reject any and all proposals when it deems such action is in the best interests of the Board and also to select a respondent that the Board determines best meets its needs.
- Costs and fees contained in the proposal will remain valid for a period of thirty (30) days after the closing date for submission of proposals and may be extended beyond that time by mutual agreement between the Board and the respondent.

X. EXHIBITS

1. Fee Proposal Form
2. Colorado Time Systems Scoreboard Product Data Sheets
3. Bid Set Drawings from Landmark Facilities Group, Inc., dated July 2, 2025

EXHIBIT 1 – Fee Proposal Form

Westport Public Schools
26-005 RFP
Staples High School
Electrical Scope of Work for New Pool Scoreboard

| Scope of Work | Fee |
|---|-----------|
| Provide all labor necessary for installation of the low-voltage and line voltage conduit and wiring required for the new pool scoreboard. | \$ |
| Provide all materials necessary for installation of the low-voltage and line voltage conduit and all wiring required for the new pool scoreboard. | \$ |
| Provide labor and material costs to scan the floor slab locations and to core the existing floor slabs where required (pool deck and seating area) for the conduit feeds. | \$ |
| Permit fee. | \$ |
| Other/additional costs (i.e. lift, etc.). | \$ |
| | |
| | |
| | |
| Total Fee | \$ |
| | |

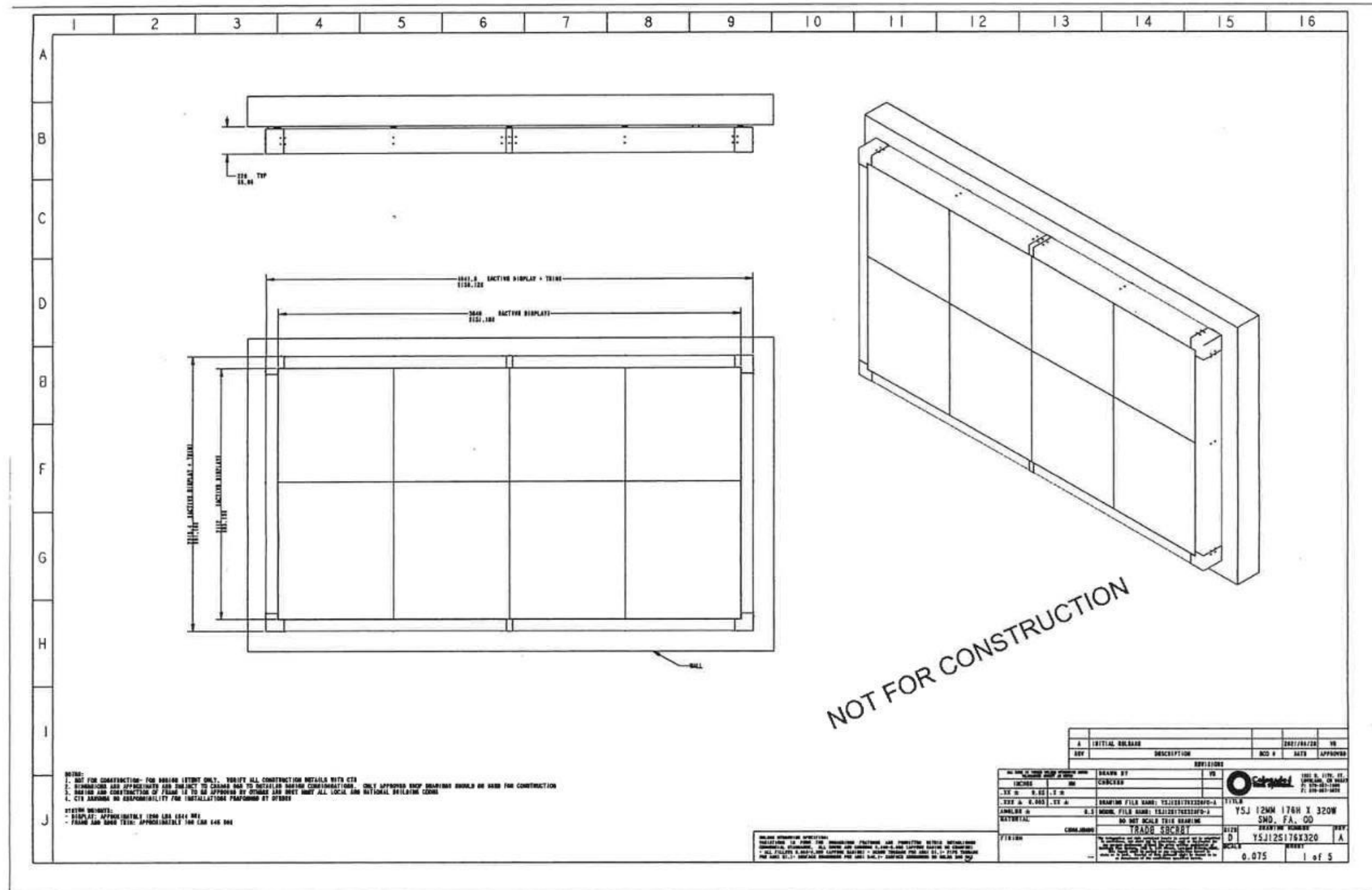
Print Name (Authorized Representative of Company)

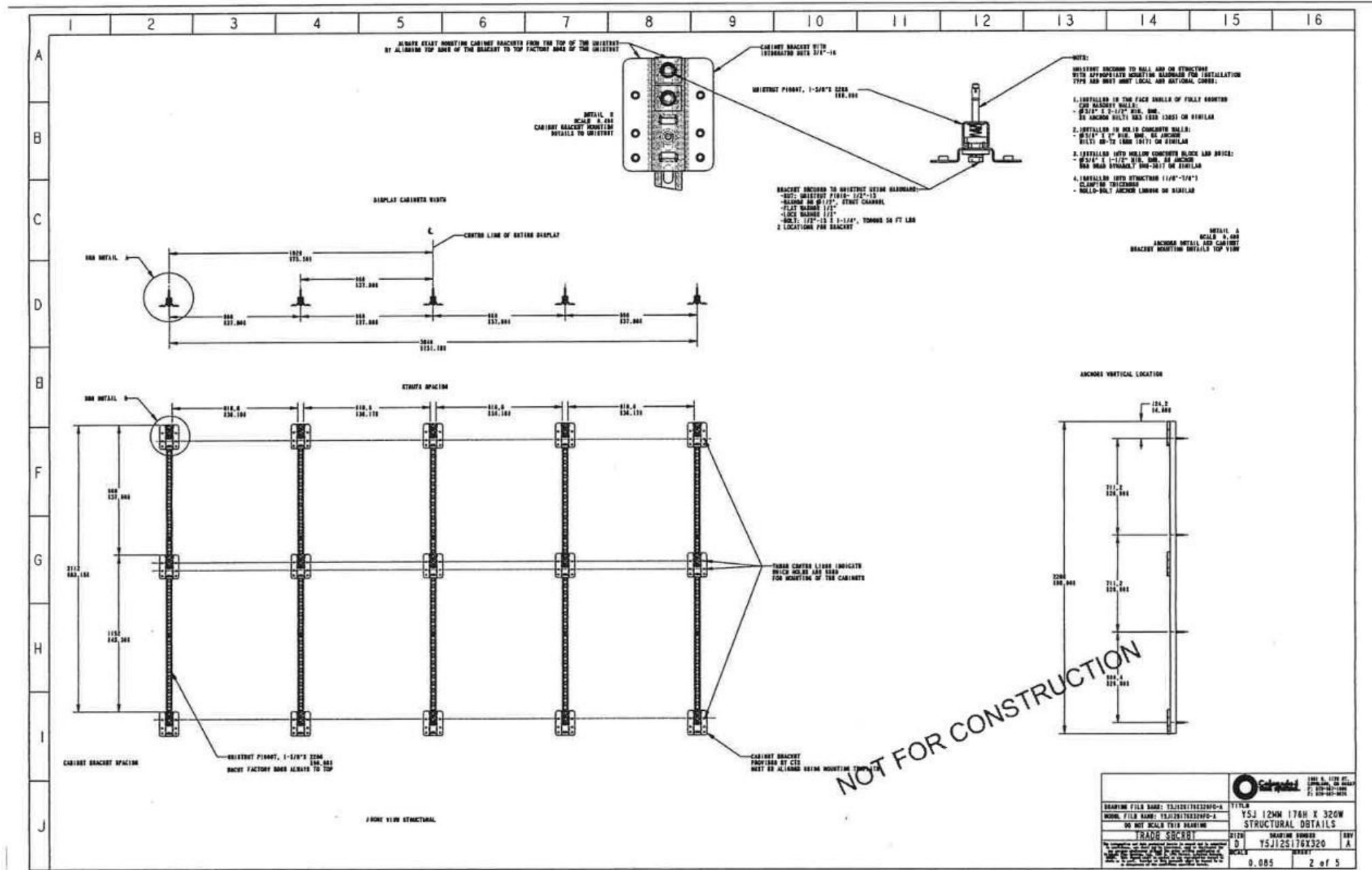
Date

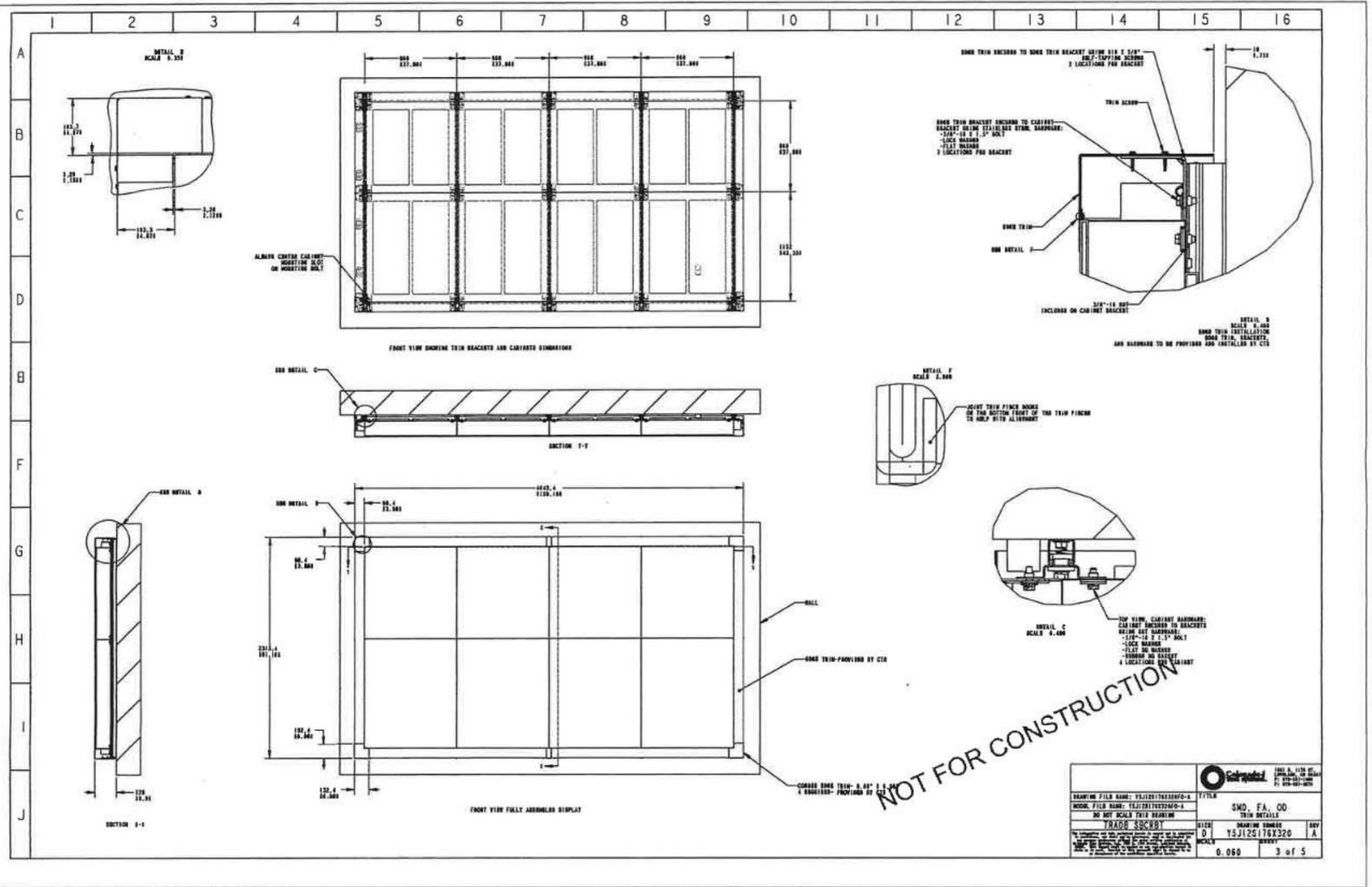
Signature (Authorized Representative of Company)

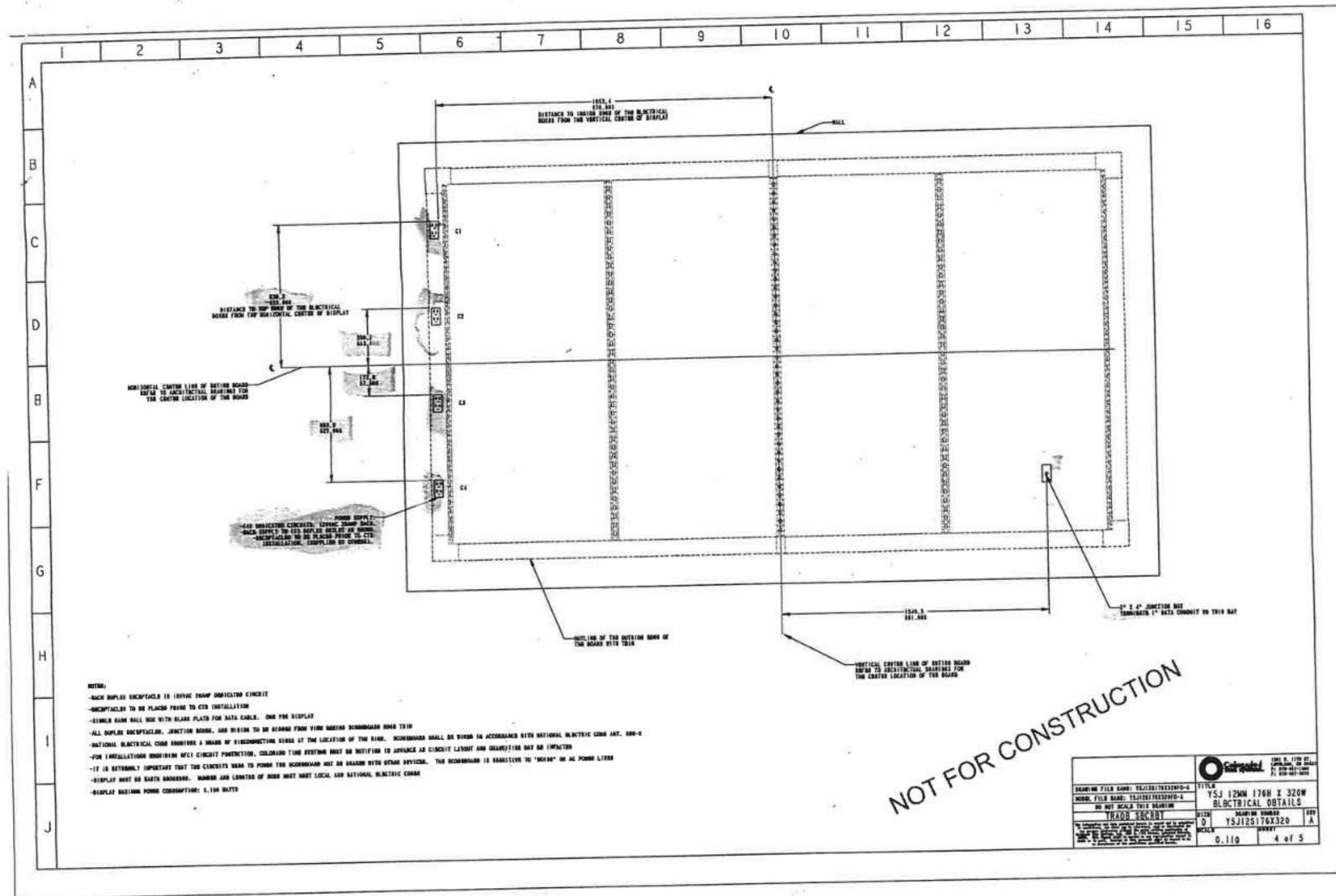
Date

EXHIBIT 2 – Columbia Time Systems Scoreboard Product Data Sheets







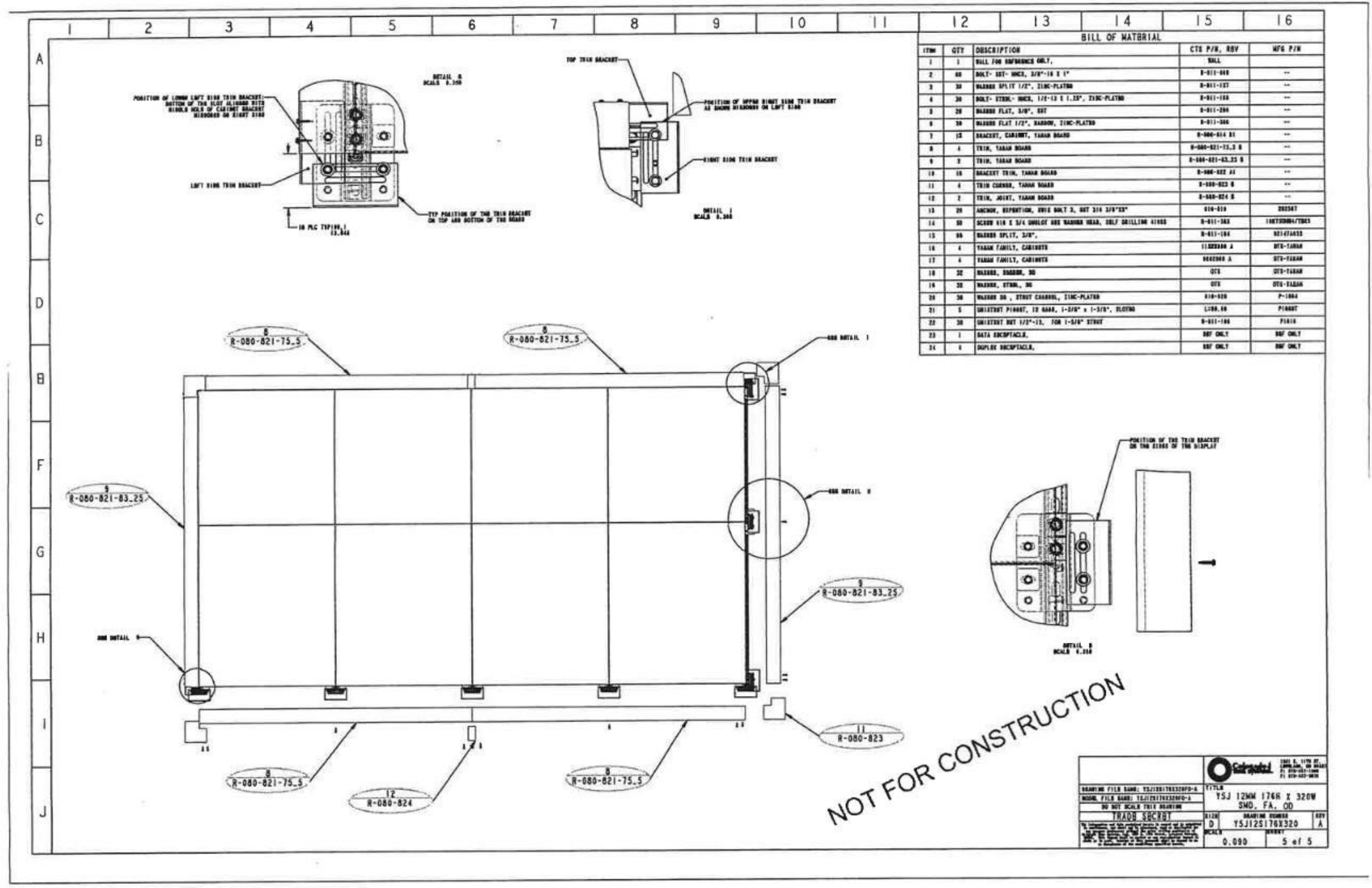


NOTES:

- RACK DISPLAY ENCLOSURE IS (EPOXY DUMP INSULATION CONCRETE)
- ENCLOSURE TO BE PLACED FROM TO CTS INSTALLATION
- RACK SHALL BE WITH BLANK PLATE FOR DATA CABLES. ONE FOR DISPLAY
- ALL DISPLAY ENCLOSURE, JUNCTION BOXES, AND OTHER TO BE AWAY FROM VIEWING SIDE OF DISPLAY BOARD WITH
- NATIONAL ELECTRICAL CODE PART 210.8(A) SHALL BE OBSERVED AT THE LOCATION OF THE RACK. WORKMAN SHALL BE NOTIFIED IN ACCORDANCE WITH NATIONAL ELECTRICAL CODE PART. 210-8
- FOR INSTALLATION WORKING WITH CIRCUIT PROTECTION, COLORING THE SYSTEM MUST BE NOTIFIED TO ADVANCE AS CIRCUIT LEAD AND QUALITY MAY BE IMPACTED
- IT IS EXTREMELY IMPORTANT THAT THE CONCRETE BE Poured THE WORKMAN MUST BE AWARE WITH OTHER DEVICES. THE WORKMAN IS RESPONSIBLE TO "NOISE" IN AC POWER LINE
- DISPLAY MUST BE SAFELY HANDLED. HANDLE AND LIFTING OF RACK MUST MEET LOCAL AND NATIONAL ELECTRICAL CODES
- DISPLAY MAXIMUM POWER CONSUMPTION: 5,100 WATTS

NOT FOR CONSTRUCTION

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|---|--|
| DRAWING FILE NAME: YSJI25176X320-A ROOM, FILE NAME: YSJI25176X320-A DO NOT SCALE THIS DRAWING TRADE SECRET <small>THIS DRAWING IS THE PROPERTY OF THE U.S. GOVERNMENT AND IS TO BE RETURNED TO THE U.S. GOVERNMENT UPON REQUEST.</small> | TITLE: YSJ 12MM 176W X 320W ELECTRICAL DETAILS SIZE: D DRAWING NUMBER: YSJI25176X320 SHEET: 0.110 PERMIT: A 4 of 5 |
|---|--|



| BILL OF MATERIAL | | | | |
|------------------|-----|---|------------------|---------------|
| ITEM | QTY | DESCRIPTION | CTS P/N, REV | MFG P/N |
| 1 | 1 | BALL FOR MOUNTING ONLY | BALL | |
| 2 | 80 | BOLT - ST- UNCS, 3/8" x 1" | R-011-000 | -- |
| 3 | 30 | WASHER SPLIT 1/2", ZINC-PLATED | R-011-001 | -- |
| 4 | 30 | BOLT - ST- UNCS, 1/2" x 1.25", ZINC-PLATED | R-011-000 | -- |
| 5 | 30 | WASHER FLAT 3/8", ST | R-011-000 | -- |
| 6 | 30 | WASHER FLAT 1/2", NARROW, ZINC-PLATED | R-000-014 B1 | -- |
| 7 | 12 | BRACKET, CABINET, YAKAM BOARD | R-080-021-75.5 B | -- |
| 8 | 4 | TRIM, YAKAM BOARD | R-080-021-75.5 B | -- |
| 9 | 2 | TRIM, YAKAM BOARD | R-080-022 A1 | -- |
| 10 | 10 | BRACKET TRIM, YAKAM BOARD | R-080-022 A1 | -- |
| 11 | 4 | TRIM CORNER, YAKAM BOARD | R-080-023 B | -- |
| 12 | 2 | TRIM JOINT, YAKAM BOARD | R-080-024 B | -- |
| 13 | 20 | ANCHOR, EXPANSION, STEEL BOLT 3, SET 3/4 3/8" x 1/2" | 010-010 | 000047 |
| 14 | 30 | SCREW 010 x 3/4 UNFLOT USE WASHED HEAD, SELF DRILLING K1000 | R-011-100 | 10070004/7005 |
| 15 | 80 | WASHER SPLIT, 3/8" | R-011-104 | 00147433 |
| 16 | 4 | YAKAM FAMILY, CABINETS | 000000 A | 010-YAKAM |
| 17 | 4 | YAKAM FAMILY, CABINETS | 000000 A | 010-YAKAM |
| 18 | 32 | WASHER, ST- UNCS, 3/8" | 010 | 010-YAKAM |
| 19 | 32 | WASHER, ST- UNCS, 3/8" | 010 | 010-YAKAM |
| 20 | 30 | WASHER ON , ST- UNCS, ZINC-PLATED | 010-020 | P-1004 |
| 21 | 2 | DRILLBIT POINT, 1/2 DIA, 1-5/8" x 1-5/8", FLUTED | L100-00 | P10007 |
| 22 | 30 | DRILLBIT SET 1/2"-1/2", FOR 1-5/8" STEEL | R-011-104 | P1010 |
| 23 | 1 | SAFETY SENSITIVE | 001 ONLY | 001 ONLY |
| 24 | 1 | DUPLEX SENSITIVE | 001 ONLY | 001 ONLY |

NOT FOR CONSTRUCTION

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| REVISION FILE NAME: 021001700000-0 MODEL FILE NAME: 101010100000-0 DO NOT SCALE THIS DRAWING TRADE SECRET | TITLE Y5J 12MM 174R X 320W SMD, FA, QD DRAWING NUMBER D1 Y5J125174R320 SHEET 0.090 5 of 5 |
|---|---|

STANDARD LED VIDEO DISPLAY CONNECTION DIAGRAM

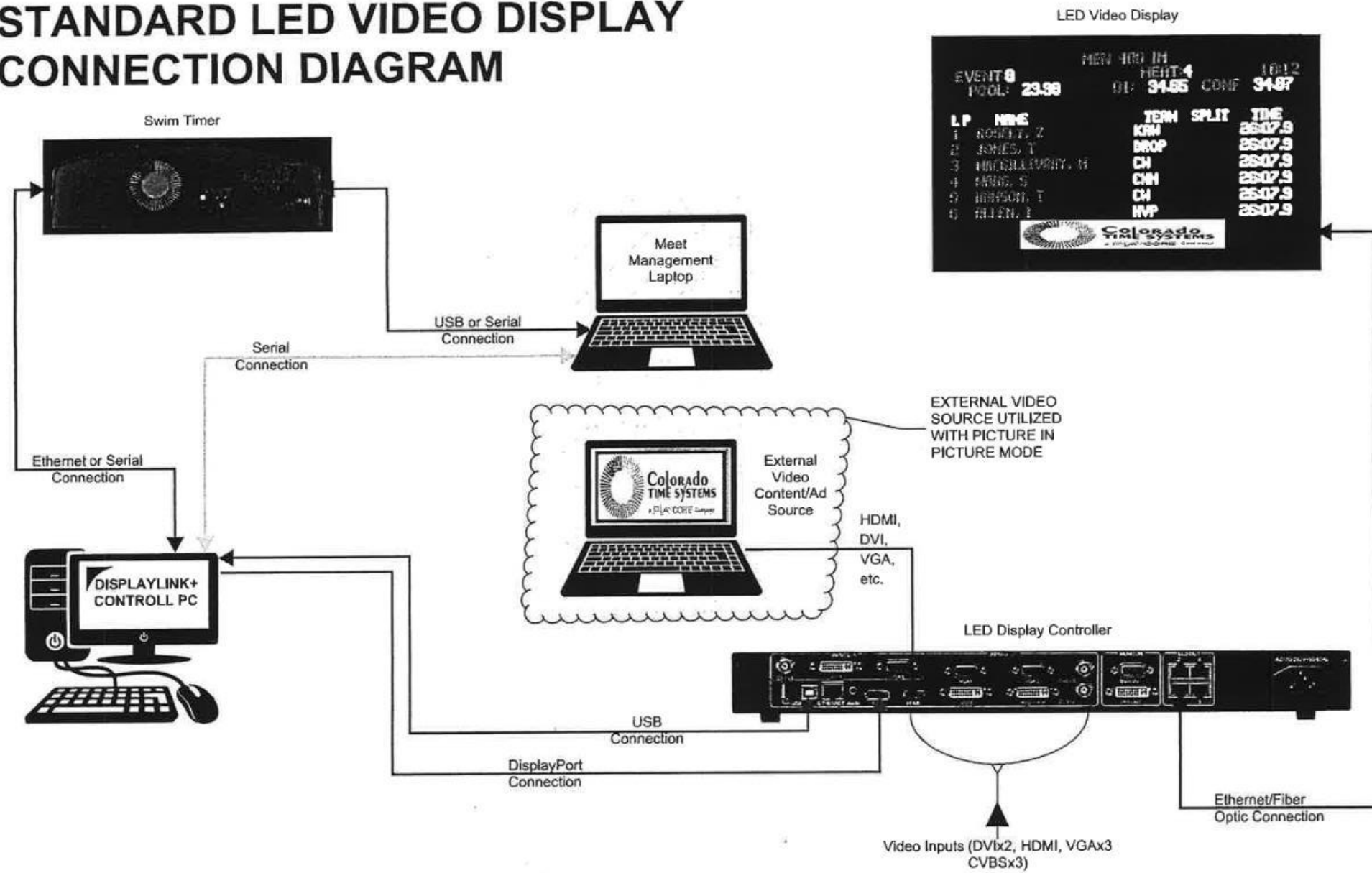


EXHIBIT 3 – Bid Set Drawings from Landmark Facilities Group, dated July 2, 2025



INSTALLATION OF NEW POOL SCOREBOARD AT
STAPLES HIGH SCHOOL
70 NORTH AVENUE
WESTPORT, CONNECTICUT

ENGINEER
LANDMARK FACILITIES GROUP, INC.
252 EAST AVENUE
NORWALK, CT 06855
(203)866-4626

CONTRACT DRAWINGS

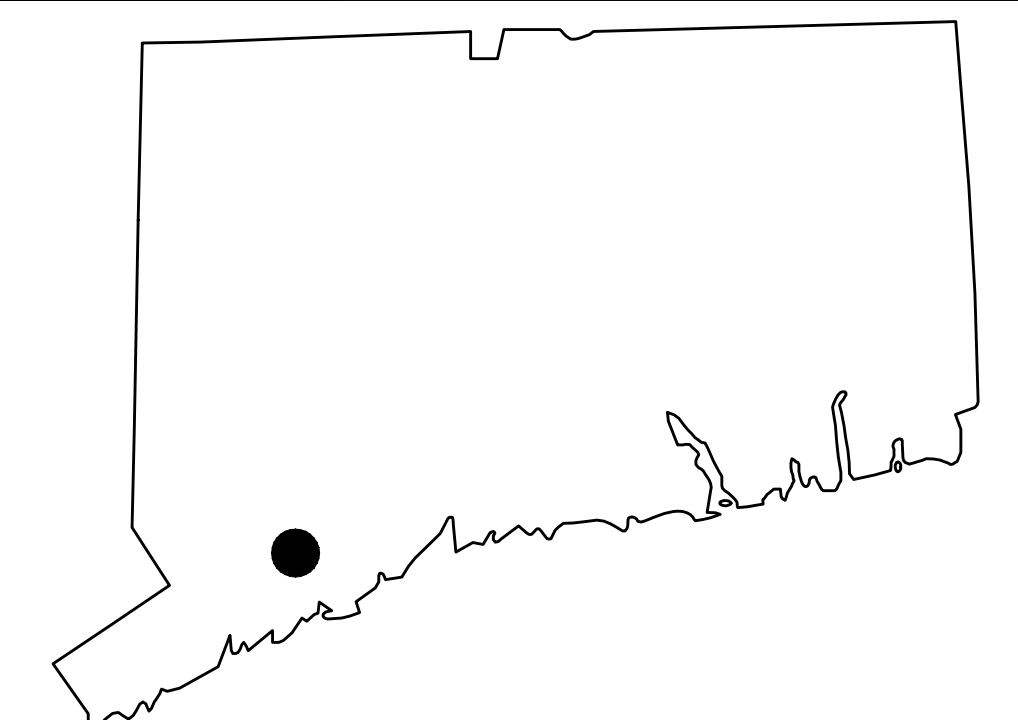
NO. TITLE
COVER SHEET

ELECTRICAL

E-001 ELECTRICAL NOTES AND LEGEND
E-002 EXISTING ELECTRICAL PANEL SCHEDULES
E-100 FIRST FLOOR POWER PLAN
E-200 BASEMENT POWER PLAN
E-300 ELECTRICAL SPECIFICATIONS



SITE PLAN



LOCATION PLAN

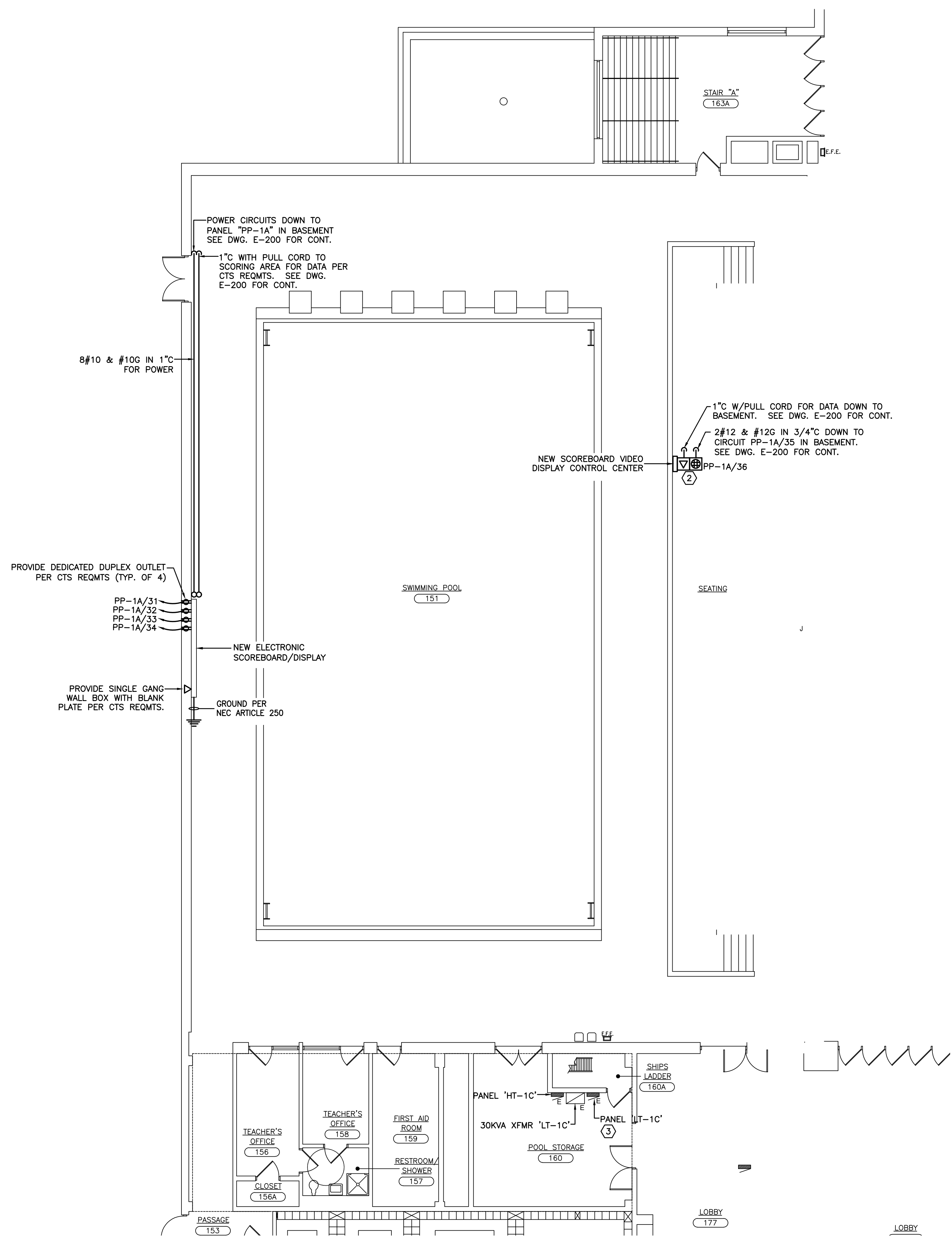
BID SET

GENERAL NOTES:

1. THE DRAWINGS ARE DIAGRAMMATIC IN NATURE AND ARE NOT INTENDED TO SHOW EVERY FITTING (i.e. PULL BOX), ETC. THE CONTRACTOR SHALL COORDINATE WITH ALL TRADES PRIOR TO INSTALLATION OF ANY MATERIAL OR EQUIPMENT.
2. ELECTRICAL CONTRACTOR SHALL FIELD VERIFY ALL EQUIPMENT ELECTRICAL REQUIREMENTS WITH EXACT EQUIPMENT PROVIDED AND COORDINATE WITH EQUIPMENT SPECIFICATIONS PRIOR TO INSTALLATION. NOTIFY ENGINEER IF ELECTRICAL DEVICES AND FEEDER SIZES REQUIRE ADJUSTING TO SUIT ANY DISCREPANCIES.
3. COORDINATE WITH OWNER/ARCHITECT FOR EXACT DEVICE LOCATIONS AND MOUNTING REQUIREMENTS FOR ALL ELECTRICAL DEVICES AND FIXTURES.
4. ALL RECEPTACLES INSTALLED WITHIN 6 FEET OF THE OUTSIDE EDGE OF A SINK OR WATER SURFACE SHALL BE GFCI PROTECTED IN ACCORDANCE WITH NEC 210.
5. ALL EXPOSED CONDUIT SHALL BE LOCATED IN FIELD WITH OWNER PRIOR TO INSTALLATION.

POWER CODED NOTES

- ① REMOVE (1) 30A/2P EXISTING CIRCUIT BREAKER FOR EQUIPMENT BEING REMOVED IN EXISTING PANEL AND REPLACE WITH (2) 20A/1P NEW CIRCUIT BREAKERS (PANEL "PP-1A" CIRCUITS 31 AND 33).
- ② ROUTE (1) 1" CONDUIT WITH PULL CORD FOR DATA WIRING AND 3/4" FOR POWER BELOW CRAWL SPACE AT POOLSIDE SEATING TO NEW COMBINATION FLUSH FLOOR QUAD ELECTRICAL OUTLET—DATA DEVICE REQUIRED FOR SCOREBOARD VIDEO DISPLAY CONTROL CENTER. LEGRAND WIREMOLD MODULINK 880 SERIES OR APPROVED EQUAL. PROVIDE ALL ADAPTERS, COVER PLATES AND COMPONENTS FOR A COMPLETE SYSTEM. EXACT LOCATION TBD IN FIELD.
- ③ REMOVE ALL CONDUIT AND CONDUCTORS BACK TO THEIR RESPECTIVE ELECTRICAL PANELS FOR SCOREBOARD EQUIPMENT BEING DIRECTLY REPLACED AND CONVERT EXISTING CIRCUIT BREAKER IN EXISTING PANEL TO A SPARE (PANEL "LT-1C" CIRCUIT 3).



1 PARTIAL FIRST FLOOR POWER PLAN
SCALE: 1/8" = 1'-0"

NOT FOR
CONSTRUCTION

| 07-02-2025 | ISSUED FOR BID | |
|------------|----------------|-------------|
| REV | DATE | DESCRIPTION |
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**SWIMMING POOL
SCOREBOARD UPGRADE**

STAPLES HS
70 NORTH AVE
WESTPORT, CT 06880

| | | |
|------------------|------------------|---------------|
| SCALE: AS NOTED | APPROVED BY: LFG | DRAWN BY: LFG |
| DATE: 06-11-2025 | CHECKED BY: LFG | |

**FIRST FLOOR
POWER PLAN**

| | | |
|-------------|-----------------|---------------------------------|
| BID NUMBER: | LFG JOB NUMBER: | DRAWING NUMBER: E-100 |
|-------------|-----------------|---------------------------------|

