

**ARTICLE 5.** To act on the list of proposed equipment and capital purchases for FY 2023 and see what sums of money the Town will vote to transfer from Free Cash, for the use of several departments for fiscal year 2023, and authorize expenditure of these funds for such purposes under the direction of the appropriate listed department and authorize the Select Board or School Committees to dispose of any equipment declared surplus if replaced; or take any other action thereon.

Sponsored and supported by the Select Board

Estimate: **\$1,252,000**

Finance Committee recommends adoption of this article

Permanent Building Committee recommendations as noted

The proposed FY23 capital budget is printed on page 21 of this warrant.

**MOTION:** I move to approve the list of proposed equipment and capital purchases for FY 2023 as shown on page 21 of this warrant and transfer from Free Cash the sum of **\$1,252,000** for the use of several departments for fiscal year 2023, and authorize expenditure of these funds for such purposes under the direction of the appropriate listed department and authorize the Select Board to dispose of any equipment declared surplus if replaced.

**COMMENTS:** The twenty capital expenditures listed on page 21 are part of the Town's Five-Year Capital Plan and have been approved by the Select Board, the Finance Committee and where appropriate, the Permanent Building Committee. Additional detail for each expenditure from the Capital Improvement Program is included in this warrant book. The complete Capital Improvement Program document is available on the Town Administrator website. All are proposed to be funded from the Town's Free Cash reserves and are not part of the real estate tax assessment.

**Notes of FY23 Capital Items Warrant Article 5**

1. **IT Hardware:** The Town Administrator has worked with the Town's IT Consultant to develop a 5-year technology plan for the Town. This plan would be funded through the annual IT appropriation in the Town's operating budget, as Free Cash for one-time expenditures. In addition, state or federal grants will be pursued whenever possible. For Fiscal Year 2023, the request in Article 5 to appropriate \$16,000 for IT Hardware would fund the replacement of switches and the purchase of a new VMware License. These are one-time expenditures not covered in the FY23 operating budget for technology.
2. **Facilities Maintenance Software Purchase:** This appropriation would be for the implementation of a facilities management software system to be used by the Town to track building maintenance needs. This includes but is not limited to, routine maintenance, capital planning for end-of-life cycles, work orders, operating budgets etc. In addition to the current building maintenance that is required in all the town buildings, increasingly, the town is installing sophisticated assets that require maintenance in order to operate properly and extend life. This software would allow the DPW staff to properly track and ensure that maintenance activities as well as proper capital planning are being realized.
3. **Engineering Design Services for new DPW Facility, Phase 1:** The first step for a potential DPW facility, to be located on the 7A Spofford Road campus, is to finalize the design of the road to access the new site. An engineering designer would be hired with the proposed Free Cash appropriation to work off of previous efforts. The designer would design and permit a roadway that can accommodate two-way traffic of DPW vehicles. Additional proposals for appropriations for future phases, including design of the facility and construction of facility, would come before voters at future Town Meetings.
4. **Repairs and Painting Community Center, 4 Middleton Road:** This request is for additional funds to complete repairs and painting at current COA at 4 Middleton Rd. Funding for this project was first appropriated at 2019 ATM to paint and make repairs to the exterior of the COA building. It was later discovered that the existing paint contained lead and the money that was originally appropriated would not cover the cost for abatement. This request would bridge the gap from the original funding appropriation and what is needed to properly paint the building. The town needs to maintain and preserve the building and limit further damage to the exterior.
5. **DPW Office Trailer:** A new DPW facility is still several years away or more and the current trailer was acquired as a temporary stop gap nearly a decade ago. The current trailer has had major issues with water damage, rodent infestation, and wear and tear that has rendered it unkempt and problematic. Water leaking into the facility has the potential to ruin important electrical equipment such as telecommunications infrastructure, PCs, phones, printers etc. The facility is not an ADA accessible unit and does not provide the DPW with adequate storage or working room. The condition of the existing trailer, and in general the entire DPW facility, is not suitable for our DPW employees and is even unsafe.

6. **Replace Roof Top Unites at Police Station:** Four of the six HVAC roof top units have been replaced. This project would replace the two remaining RTUs prior to replacing the rubber roof, item #7 in this warrant article. The plan is to replace the roof top units with commercial heat pumps.
7. **Replace Rubber Roof at Police Station:** The membrane roof of the Police Station leaks. Numerous attempts at patching have not resolved the issue. A new roof will prevent water damage to critical infrastructure within the Police Station.
8. **CAD/ RMS Software Replacement:** Current Computer Aided Dispatch (CAD) and Police and Fire Records Management (RMS) software is end of life on 12/31/21. The current vendor will no longer offer support after that date for any issues or updates. Software contains all the computer data maintained and used daily by the Communications, Police and Fire Departments. The Public Safety departments are vetting several products from various vendors. We expect the cost for the preferred vendor would not exceed \$375,000.
9. **Dry Hydrants:** There are close to 75 water tanks or dry hydrants in Town. The department would like to replace older hydrants with smaller diameter piping (4 inch) to a larger pipe (6 inch) to increase water volume. In addition, this appropriation could be used to add new hydrants to areas of Town that have known year-round water sources.
10. **Spofford Hydrant:** The hydrant across the street from Spofford Pond School is an older 4-inch pipe that needs to be upgraded to 6 inches. The height of the hydrant would also be raised to assist firefighters. In addition, the pull off shoulder by the pond is unpaved. The department would request that we consider paving this section in a similar manner to Stevens Pond. Finally, funding would include adding a connecting pipe under the street and into the parking lot of Spofford Pond School. This connection will greatly assist the department in filling vehicles up during a fire. Spofford is centrally located and an important hydrant to our Town. However, the roadway can become narrow which impedes our operations.
11. **AED:** The Fire Department would like to replace all 19 automated external defibrillators (AEDs) in Town with new devices. The existing units require a \$5,000 annual maintenance service fee that increases each year. The existing AEDs are also no longer under warranty, making any repairs costly. When the units break, they cannot be repaired. Purchasing new devices allows the Town the opportunity to upgrade all units at once, and the new devices would have one-size defibrillator pads that can be interchangeable with those used by our current ambulance providers and Masconomet.
12. **Replace Cell Toilets at Police Station:** The toilets at the police station cells are in disrepair. The MA Department of Health has requested that they be replaced. The plan is to replace two in FY23 and the other two in FY24. Funding for FY24 would be requested at 2023 Annual Town Meeting. It is anticipated that Free Cash would also be the funding source.

- 13. Radar Speed Signs:** This funding request would cover the purchase of two New Radar Speed Signs. One to be placed in the area of 100 Topsfield Road, the second will be Main Street near Anderson Drive.
- 14. Traffic Study & Analysis of Main and Maple St Intersection:** The DPW, through resident requests and support from the Boxford PD, is proposing to complete a traffic analysis and intersection study at Main St and Maple St to improve safety and sightlines. This capital request would look at completing an automated traffic analysis through the use of traffic tubes which measures the vehicle counts, speeds, turning movements and tracks vehicle types. After compiling this information, an engineering consulting firm would look at federal and state guidelines and propose an intersection enhancement design for the Town's consideration. It would also provide a preliminary cost estimate for the design recommendation.
- 15. Replace Storage Sheds for Athletic Fields:** The storage sheds at Boy Scout Playground, Stiles Pond, and Chadwick Fields are in various states of disrepair. These sheds are heavily utilized by the BAA and DPW for maintaining the fields and storing athletic equipment. The new sheds are purchased with a foundation and the DPW would install the sheds per the manufacturers specifications to reduce costs. The additional funds will be utilized for incidental costs such as site preparation material, delivery and hardware.
- 16. Purchase Aera-Box Coring shaft with seedbox:** This aerator and seed box combination would allow the DPW to enhance its field management significantly. The DPW's current slice seeder causes issues with playing turfs and does not produce the results the town requires. This combination attachment would fit onto the tractor and allow for the operator to more efficiently core aerate and overseed all the playing fields in town. The DPW rented this piece of equipment locally and found it to be a much-needed improvement to the current equipment.
- 17. Traffic Study & Analysis of Main/ Lawrence Intersection:** The DPW, through resident requests and support from the Boxford PD, is proposing a traffic analysis and intersection study at Main St and Lawrence Rd to improve safety and sightlines and to reduce chances of vehicle collisions. This capital request would include an automated traffic analysis through the use of traffic tubes which measures the vehicle counts, speeds, turning movements and tracks vehicle types. After compiling this information, an engineering consulting firm would look at federal and state guidelines and propose an intersection enhancement design for the Town's consideration. It would also provide a preliminary cost estimate for the design recommendation.
- 18. Replace 2009 International Dump/ Plow Truck (#22):** This is for the replacement of a critical truck in the DPW Fleet. During the summer months it would utilize a dump body which would allow for the transport of heavy materials such as boulders, stone, logs, etc. In the winter months it would be equipped with a plow and a sander body. The current vehicle it would be replacing is in excess of 12 years old.



- 19. Spofford Flooring Year 1:** The School Committee has requested funding from Free Cash for the first year of a 3-year project to install new flooring throughout the school. The total estimated cost of the project is \$240,000. The plan is for additional Free Cash requests of \$90,000 at the 2023 and 2024 Annual Town Meetings to fully fund this project.
- 20. Cole Flooring Year 1:** The School Committee has requested funding from Free Cash for the first year of a 3-year project to install new flooring throughout the school. The total estimated cost of the project is \$240,000. The plan is for additional Free Cash requests of \$90,000 at the 2023 and 2024 Annual Town Meetings to fully fund this project.

**CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027**

**PROJECT DETAIL SHEET (IT001)**

**IT Hardware**

Department:	<b>Information Technology</b>
Category:	<b>Infrastructure</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2022-FY2026 Project Cost:	<b>\$179,000</b>
Estimated Useful Life:	<b>4 Years</b>



**Description and Justification:**

The Town works with IT consultant HiQ on ongoing technology maintenance and capital improvements. For the next 5 years:

- 5 year desktop replacement approximately 10 desktop computers annually through the operating budget (\$15,000)
- Replace 2 Main Servers FY24 (\$20,000)
- Replace Switches (\$12,000) one time expense for FY23 and FY24
- Licenses - FY24 Servers(\$20,000), FY23 VMware license (\$10,000)
- Wireless Network upgrades \$20,000 one time expense FY24
- Migration to Windows 365 (\$12,000 one time plus \$200 per person, per year) FY24
- Fire Wall upgrade \$10,000 FY25

Estimated Costs by Fiscal Year	
FY2023	\$31,000
FY2024	\$93,000
FY2025	\$25,000
FY2026	\$15,000
FY2027	\$15,000
<b>Total Five-Year Cost</b>	<b>\$179,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

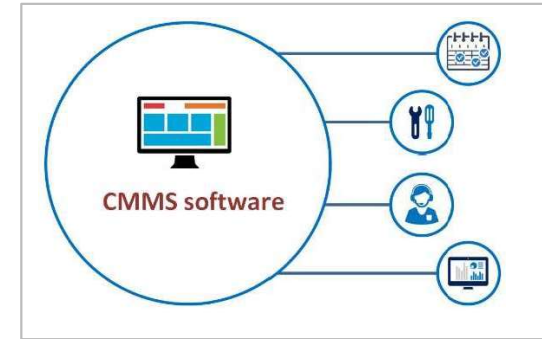
\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$12,000</b>
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PROJECT DETAIL SHEET (PW021)

**Facilities Maintenance Software**

Department:	Public Works
Category:	Miscellaneous
Request Type (New/Prior Year):	New
Priority:	Enhancement
FY2023-FY2027 Project Cost:	\$16,000
Estimated Useful Life:	25 Years



**Description and Justification:**

This appropriation would be for the implementation of a facilities management software system to be used by the Town to track building maintenance needs. This includes but is not limited to, routine maintenance, capital planning for end-of-life cycles, work orders, operating budgets etc. In addition to the current building maintenance that is required in all the town buildings, increasingly, the town is installing sophisticated assets that require maintenance in order to operate properly and extend life. This software would allow the DPW staff to properly track and ensure that maintenance activities as well as proper capital planning are being realized.

Estimated Costs by Fiscal Year	
FY2023	\$16,000
FY2024	
FY2025	
FY2026	
FY2027	
<b>Total Five-Year Cost</b>	<b>\$16,000</b>

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$4,750</b>
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**PREPARED FOR**

Town of Boxford

Chris Olbrot  
Superintendent of Public Works  
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Boxford, MA 01921

**PREPARED BY**

Dude Solutions  
11000 Regency Parkway, Suite 400  
Cary, NC 27518

**PUBLISHED ON**

January 25, 2022



Service Term: 36 months (07/01/2022 - 06/30/2025)

<b>Services</b>			
<b>Services Invoice - Year 1</b>			
<b>Item</b>	<b>Start Date</b>	<b>End Date</b>	<b>Investment</b>
Asset Essentials Core Plus	7/1/2022	6/30/2023	4,016.07 USD
<b>Subscription</b>			<b>4,016.07 USD</b>
<b>Year 1 Total:</b>			
The Services invoice for Year 1 will be issued upon acceptance of the Order Form. Subsequent Services Invoices will be sent annually.			
<b>Professional Services</b>			
Facility Condition Assessment for 75000.0 Square Feet			8,817.00 USD
PM Schedule Creation for 75000.0 Square Feet			1,193.25 USD
Asset Essentials Core Implementation			1,650.15 USD
<b>Professional Services Year 1 Total:</b>			<b>11,660.40 USD</b>
<b>Total Year 1 Services &amp; Professional Services</b>			<b>15,676.47 USD</b>

Q-272874

**Remaining Services Invoices**

<b>Year 2</b>	<b>Annual period beginning</b>	<b>Investment</b>
Asset Essentials Core Plus	7/1/2023	4,257.03 USD
<b>Total:</b>		<b>4,257.03 USD</b>
<b>Year 3</b>	<b>Annual period beginning</b>	<b>Investment</b>
Asset Essentials Core Plus	7/1/2024	4,512.46 USD
<b>Total:</b>		<b>4,512.46 USD</b>



# Asset Essentials – Assets and PM Schedules Implementation Consulting Package

## Statement of Work

### Purpose

Dude Solutions' (DSI) Asset Essentials is designed to provide our clients with focused guidance by experienced consultants to ensure an effective and efficient implementation and a faster ROI. This includes - meeting with key stakeholders to ensure the set-up and configuration of the system will meet the client's current and future needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.

### Value

By partnering with Dude Solutions, you are provided expert guidance in the best practice configuration and usage of Asset Essentials. The following are ways in which this value is realized:

- Faster time to value: clients who leverage our focused consulting services see implementation time frames that are up to four times faster than clients who do not utilize our services.
- Expert data management: we work with client data every day and provide guidance on creating good data for reporting. In partnership, we will help clean up and import data for you, allowing you more time to focus on your daily operations, and not the one-time activities necessary to get your account configured effectively.
- Dedicated professional services: the partnership between you and your consultant will align Asset Essentials best practices, configuration and workflows to best meet your business needs. Our team will bring their thousands of hours of expertise to the table, helping ensure a smooth transition to your new CMMS system.

### Deliverables

- Project kick-off call with a DSI Project Coordinator
- Determine specific maintenance related goals and objectives to drive the most effective Asset Essentials configuration to meet the client's current needs
- Determine and set-up appropriate workflows and drop-down lists
- Review, cleanse and import available user, asset, and scheduled PM data
- Assets, PMs and Corrective Work Order Processes
- Train Admins, Leads and Full Users
- Go-Live Support for additional assistance during roll-out
- Unlimited access to Help Site, Virtual Classroom Trainings, and Best Practice webinars – during and after implementation

### Methodology and Approach

Dude Solutions or a qualified Service Provider (DSI Service Provider) will interview your key maintenance stakeholders to determine account configurations and settings. With over 12,000 clients successfully using our software, we understand the importance of understanding your goals, objectives, and current workflows, as



well as the importance of getting to know your users. Your professional services implementation will begin with an Orientation Call with a dedicated Project Coordinator. Additional resources will help prepare you for your consulting time through access to a project collaboration tool (Basecamp) where a team of implementation specialists will help answer questions and provide access and recommendations for Virtual Classroom Training sessions. Once your data has been collected, you will be ready to work with your assigned consultant to understand your workflow, cleanse and import your data, configure your account and offer user-role based software training sessions. Below are topics that will be discussed with your DSI Service Provider:

- The primary reasons your organization began a CMMS search
- The ideal timeline for completion
- Business deadlines that drive this timeline
- Project team members who will be participating in the implementation, and their roles
- Internal champions for this project
- Sceptics that may require additional change management support
- Issues, barriers, or roadblocks that your organization experienced with previous software implementations
- Resolution of those issues for this implementation/conversion
- Aspects of AE planned for immediate use
- Aspects of AE planned for future use
- Aspects of AE planned not to be used

	Immediate use	Future use	Not planned
Mobile App			
Safety module			
Cost Centers/Budgets			
Connector Tool Integration			
Projects			
Parts and POs			

### Goals and Reporting

- Reports/information needed from Asset Essentials for who and how often
- Key maintenance metrics
- Overall goals of your maintenance department
- Goals/needs from Asset Essentials CMMS
- Measures of success for this implementation

### Users

- Users who will use Asset Essentials



- Roles for each user
- Responsibilities of each role including unique responsibilities within common roles
- Permissions per role
- Requester usage and approval
- Specialized user needs
- Departments

### **Physical Plants**

- Regions used
- Multiple sites
- Facility layout –
- Areas grouped by section/area/ownership
- Management/supervisory responsibilities by functional area
- Maps of the facility
- Breakdown of locations within larger buildings
- Similarities/differences between facilities

### **Assets**

- Asset life cycle process within your operation
- Major types/categories of equipment
- Asset Parent-child relationships
- Asset criticality
- Meters used
- Key reporting needed to drive effective asset management

### **Maintenance Operations**

- Maintenance department org chart/hierarchy
- Techs specialized or general or both
- Departments other than maintenance involved in Asset Essentials -
- What departments
- Type of involvement
- Contractors

### **Workflow**

- WO workflow processes –
- PM's/Requests/Corrective WO's
- Assigned from PM to an individual or flow through a planner/supervisor
- Determining factors for who gets assigned each PM or corrective WO
- Steps in the process -
- Asset Essentials creates PM WO, Requester creates request, user creates corrective WO
- Approvals
- WO is assigned
- Planning
- Work is physically completed





- WO completed in Asset Essentials
- Other steps
- WO's printed
- Mobile app usage
- Overall WO management
- Prioritization
- Daily/Weekly needs
- Cost Tracking

### **Go Live Support**

- Begin using AE as your primary CMMS
- Provide internal support for basic usability questions
- Up to 4 weekly follow up sessions with your Implementation Specialist to review progress with rollout and user adoption.

### **Implementation Complete!**

- Project Close
- Begin working with DSI's Legendary Support Team (LST) for ongoing user questions and training needs

### **Sample consulting engagement**

Our primary goal is to assist your team in their transition to a new solution. Through our interviews with key staff, we will identify your objectives to focus on during the consulting service. Below you'll find an example schedule of a typical consulting engagement. While not all projects require 4 days, experience has shown this to be a reliable model.

#### **Day 1**

- Interview maintenance and operations managers/supervisors, technicians, operators
- Review existing maintenance data – spreadsheets, inventory, suppliers, purchasing history, etc.
- Develop user, location and initial asset information

#### **Day 2**

- Configure application features and settings and define data collection sheets for equipment and PM schedules
- Load data defined in Day 1 and if needed develop sample PM schedules for training

#### **Day 3**

- Complete any remaining data cleansing and imports
- Support any remaining data collection and entry
- Begin training end users – supervisors, technicians and requestors

#### **Day 4**

- Train end users – supervisors, technicians and requestors
- Support go-live – tweak configuration, provide additional training and data entry support
- Define follow-up tasks and next steps



### Evaluation

At the conclusion of the consulting service, the consultant will forward notes to your project coordinator capturing what was accomplished and any recommended next steps. The project coordinator will schedule a follow-up call within 2 weeks of the consulting service. Ongoing communication until the project is complete will be through your Basecamp project.

### Post Enablement Support

*After data is loaded, the account configured and users are trained the system is ready to roll-out*

- Support go-live – adjust configuration, provide additional training and data entry support
- Review aspects of AE planned for future use
- Define follow-up tasks and next steps
- Define Post Launch Support point of contact

### Project Assumptions

DSI has made the following general assumptions in this SOW to derive the estimated cost for this project. It is the responsibility of Client to validate these assumptions and responsibilities before signing the Acceptance. Deviations from these assumptions may impact DSI's ability to successfully complete the project. Any changes in scope, schedule, or costs will be documented by the Project Coordinator, whether there is a cost impact or not.

- DSI is not responsible for delays caused by missing data or other configuration information that is required to be available prior to the consulting service. Having the requested data and configuration information available prior to the consulting service may minimize delays so progress can be made quickly.

### Client Assumptions

- The client will schedule time for the appropriate resources to be available to the consultant for all scheduled consulting activity. The success of this process is dependent on the attendance and full engagement of the key stakeholders. The client will also provide a dedicated room or area with adequate technology for a successful consulting service, including but not limited to monitor/projector, computers/tablets, quality phone connection, and wireless internet access.
- All key stakeholders who will take part in the goals and objectives and data portions of the consulting service will have attended the recommended virtual classroom trainings prior to the service.
- Prior to the consulting service, the client will provide data of each record type in Excel or CSV format in one file and one sheet with one record and its associated information per row.
- If there is no existing data, the consultant will guide the client to focus first on key equipment and their associated PMs. This can be manually entered into Asset Essentials or captured in an Excel import template.
- Client IT department is responsible for ensuring access to mobile devices, internet connections, email access and web link access to the application(s)
- Rescheduling or cancellation of the service within 2 weeks of the scheduled delivery date will result in a \$500 rescheduling fee.



# Facility Condition Assessment Scope of Work

## Purpose

Dude Solutions' ("DSI") facility condition assessment ("FCA") is a visual assessment evaluating the facility systems based on the following Standard Scope of Work ("SOW"). This FCA service will collect data on major facility assets, as well as provide narratives that summarize assessment observations and comments. An inventory of Equipment Items as well as a forecast model of upcoming System/Sub-System replacements will be imported into DSI's work & asset management, capital forecasting and capital prediction software solutions as set forth on the applicable Order Form.

## Value

By partnering with DSI you not only gain the engineering expertise of DSI's Service Providers; you also are provided with assurance that the data collected as a result of the facility condition assessment is properly integrated into your DSI software applications. DSI has successfully completed more than 800 projects ranging from Facility Condition Assessments, Asset Inventory Collection (including barcoding) and preventive maintenance schedule creation. Our methodology provides you with confidence to make better data, decision-making on both short-term and long-term capital investment needs of your organization.

## Deliverables

All FCA's will include a deliverable containing the following items:

- Narrative report with descriptions of major systems and corresponding conditions
- Primary digital photos of key components and deficiencies are included in the narrative
- 20-year capital Reserve table with System/Sub-System replacement costs and dates
- Import of Systems-level detail into client's DSI capital forecasting/prediction solution
- Import major Equipment Items into client's DSI work & asset management solution.

## Methodology and Approach

A Certified DSI Service Provider will collect, document, and analyze the facilities assessment data to achieve the following:

- At the start of each building or facility assessment we will interview client's staff to understand what improvements have been made in the last three years, what improvements are planned in the next three years and known problems that may exist.
- Inventory all major building equipment including quantity, size, asset tag number, manufacturer, model and serial number.
- Identify deficient conditions in terms of deferred maintenance and building condition.
- Provide a reasonable cost analysis for the above-mentioned efforts.
- For single building projects, provide a report for the property that details the assessment data.
- For multi-building projects, data will be collected from every building in the portfolio. The narrative report will include an executive role up for all sites included with the service.

The field data collection will be performed at an individual and system level as described below:



1. Detailed data collection of individual equipment items will be captured to build an equipment inventory which will be imported into DSI's work & asset management solution as defined in the Asset Inventory and System/Component table below.
2. A condition assessment of major building systems, including HVAC, Electrical, Plumbing, Roofing, Site Paving, Vertical Transportation, Structural and Building Envelope to be imported into DSI's capital forecasting/prediction solution as defined in the Asset Inventory and System/Component table below.
1. HVAC equipment items only will also be tracked in the capital forecast or prediction solution as specific Sub-Systems. For these items, Make/Model/Serial Number will be captured and tracked in the Equipment Inventory, and the item will also be included as a Sub-System.
2. All other major Systems will be collected at the Systems Level in DSI's capital forecasting solution as a general Sub-Systems.

### Asset Inventory and Systems/Component Table

The following table defines the standard SOW that will be followed to capture the equipment data used to build the Equipment Inventory, which will be imported into the Work & Asset Management Solution as well as the System-Sub-System data used to build the Capital Reserve Table that will be imported into the capital forecasting or prediction solution.

#### Table Column Header Descriptions

Individual or System Level Capture

- Individual = Item will be collected individually
- System = Item will be grouped by system or sub-system, location will correspond to the associated building structure

Item Represented in Capital Forecasting or Prediction solution? Y/N

- No = Cost information related to individually captured items will be provided at a system or sub-system level only in capital forecasting or prediction solution

Included in Equipment Inventory? Y/N

- No = Item will not be setup in the work & asset management solution

\*Items captured as a system will be setup as a single equipment inventory item so that work can be tracked against it.

Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Exterior Systems				



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Exterior Doors	System Level	Yes	No	
Exterior Walls (Finish)	System Level	Yes	No	
Exterior Windows	System Level	Yes	No	
Roofing	System Level	Yes	No	
<b>Electrical</b>				
Automatic Transfer Switch	Individual	No	Yes	Make/Model/Serial number will be captured when available
Electric Door Systems	Individual	No	Yes	Exterior Doors Only
Emergency Generators	Individual	No	Yes	Must be Permanently Installed, does not include mobile units
Main Distribution Panels	Individual	No	Yes	Primary panel bringing utility into building only
Motor Control Centers	Individual	No	Yes	
Switchgear	Individual	No	Yes	
Transformers	Individual	No	Yes	Primary Service to Building (Must be Client Owned)
Breakers, switches or starters	Not Included in Service			
Individual light fixtures (emergency, exterior, etc.)	Not Included in Service			
Motors	Not Included in Service			
Portable Generators	Not Included in Service			



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Secondary Electrical Panels	Not Included in Service			
VFDs	Not Included in Service			
Emergency Back-Up Lights	System Level	Yes	Yes	Cost model based upon building SQ FT cost
Lighted Exit Signs	System Level	Yes	Yes	
<b>Equipment</b>				
Commercial Laundry (washers, dryers)	Individual	No	Yes	
Commercial Trash Compactors	Individual	No	Yes	Client-Owned, Permanently-installed facility infrastructure units only
Residential Type Appliances, Shop Tools and Equipment	Not Included in Service			Residential Washer/Dryers, Refrigerators, Microwaves and Ranges Not Included
<b>Exterior Enclosure</b>				
Garage Door & Garage Door Opener	Individual	No	Yes	Commercial Type Garage Openers Only (Excludes Residential single care garage doors)
<b>Fire Protection</b>				
Eyewash / Safety Showers	Individual	No	Yes	Permanently Installed Items
Fire Pump	Individual	No	Yes	Main Fire Pump and Jockey Pumps greater than 1 HP
Main Fire Panel	Individual	No	Yes	
Fire valves, hydrants	Not Included in Service			Included in Alarm System SF Cost



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Smoke detectors, horn strobes	Not Included in Service			Included in Alarm System SF Cost
AEDs	System Level	Yes	Yes	
Fire Alarm System	System Level	Yes	Yes	Barcode applied to Main Fire Panel
Fire Extinguishers	System Level	Yes	Yes	
Specialty Fire Suppression System	System Level	Yes	Yes	Kitchen-Style Suppression System
Sprinkler System	System Level	Yes	Yes	
<b>HVAC</b>				
Air Handling Units	Individual	Yes	Yes	Includes Rooftop and Ground
Boilers	Individual	Yes	Yes	
Building Automation System	Individual	Yes	Yes	
Chilled Water pumps	Individual	Yes	Yes	
Chillers	Individual	Yes	Yes	
Cooling Tower pumps	Individual	Yes	Yes	
Cooling Towers	Individual	Yes	Yes	
Deaerators	Individual	Yes	Yes	
Energy Recovery Units	Individual	Yes	Yes	
Exhaust Fans	Individual	Yes	Yes	Rooftop Only
Exhaust hoods	Individual	Yes	Yes	
Furnaces	Individual	Yes	Yes	Non-Residential





Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Heat Pumps	Individual	Yes	Yes	Make/Model/Serial number will be captured for both interior and exterior when accessible; otherwise it will be captured as one single cost and item
Hot Water pumps	Individual	Yes	Yes	
Make Up Air Units	Individual	Yes	Yes	
Package AC Units	Individual	Yes	Yes	Includes Rooftop and Ground
Split Systems	Individual	Yes	Yes	Ductless Split Systems will be captured as one single item. The barcode will be located on the exterior unit
Unit Heaters	Individual	Yes	Yes	
Fan Coil Units*	Individual	Yes	Yes	Included in the service and quantified based on client supplied data and/or drawings only. <b>*No visual capture.</b>
Unit Ventilators*	Individual	Yes	Yes	Included in the service and quantified based on client supplied data and/or drawings only. <b>*No visual capture.</b>
VAV Boxes*	Individual	Yes	Yes	Included in the service and quantified based on client supplied data and/or drawings only. <b>*No visual capture.</b>
Window Units	Not Included in Service			
Radiators	Not Included in Service			
Thermostatic Controls	Not Included in Service			
<b>Interior Systems</b>				





Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Interior Ceiling	System Level	Yes	No	
Interior Doors	System Level	Yes	No	
Interior Floor	System Level	Yes	No	
Interior Walls	System Level	Yes	No	
<b>Kitchen</b>				
Dishwashers	Individual	No	Yes	Commercial-Style, non-residential
Freezer (Walk In, Reach In)	Individual	No	Yes	
Grease Traps	Individual	No	Yes	Will not receive a barcode if barcoding services is included
Large Kitchen Equipment	Individual	No	Yes	Valued above \$2,000
Oven, Stoves	Individual	No	Yes	
Refrigerator (Walk In, Reach In)	Individual	No	Yes	Commercial-Style, non-residential
Broilers, Grills, Fryers	Individual	No	Yes	Valued above \$2,000
Counter Top Appliances	Not Included in Service			
Cutlery	Not Included in Service			
Tables, Racks	Not Included in Service			
<b>Plumbing</b>				
Domestic Hot Water Heaters	Individual	No	Yes	80 Gallons and Above. Does not include Instant Hot Water Heaters
Domestic Water Booster Pumps	Individual	No	Yes	1 HP and above



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Hot Water Storage Tank	Individual	No	Yes	
Main Backflow Preventer	Individual	No	Yes	Includes Domestic and Fire Suppression
Sump Pumps	Individual	No	Yes	
Fixtures	System Level	Yes	No	
Filters	Not Included in Service			
Strainers	Not Included in Service			
Valves	Not Included in Service			
<b>Site Improvements</b>				
Drainage Systems	System Level	Yes	No	
Parking, Paving , Sidewalks	System Level	Yes	No	
Utilities	System Level	Yes	No	Under the floor, behind the wall related items – electrical distribution,  Domestic water/sewer & HVAC Ductwork. Cost per sq. ft. estimation for replacement/rehab.
<b>Vertical Transportation</b>				
Dumb Waiter	Individual	No	Yes	
Elevators	Individual	No	Yes	
Escalators	Individual	No	Yes	



For the Equipment Items and Systems/Sub-Systems listed in the Asset Inventory and Systems/Component Table above, the following attributes will be captured as follows depending on whether the item is included in the Equipment Inventory and/or as a General or Specific System Component of the Capital Forecast or Capital Prediction solution:

	Work & Asset Management Data Population (Y/N)	Capital Forecasting Data Population (Y/N)	
Field Name	Equipment Items	General Sub-System	Specific Sub-System
Equipment Item Number	Y	N	Y*
			Corresponding Equipment Item Number will replace Sub-System ID
System-Component ID	N	Y	N*
			Corresponding Equipment Item Number will replace Sub-System ID
Site/Location/Building Name	Y	Y	Y
Description	Y	Y	Y
System/Sub-System	N	Y	Y
Classification/Type	Y	N	N
Unit of Measure	N	Y	Y
Quantity	N	Y	Y
Unit Cost	N	Y	Y
Manu/Model/Serial Numbers	Y	N	N*
			Will be included on Individual Equipment Record



	Work & Asset Management Data Population (Y/N)	Capital Forecasting Data Population (Y/N)	
Field Name	Equipment Items	General Sub-System	Specific Sub-System
Tag (if available)	Y	N	N
Date In Service (if available)	Y	Y	Y
Condition	Y	Y	Y
Estimated Replacement Cost	Y	Y	Y
Estimated Next Replacement Date	Y	Y	Y
Life Cycle	Y	Y	Y
Included in 20-year Capital Forecast?	N	Y	Y

### Evaluation

At the conclusion of the assessment(s), the DSI Service Provider will prepare reports as described above that include:

- A general description of the property and improvements and comment generally on observed conditions.
- Comments for components that are exhibiting deferred maintenance issues and provide estimates for "immediate" and "capital repair" costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last three years, or currently under contract. The DSI Service Provider shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- A schedule for recommended replacement or repairs (schedule of priorities).
- Address critical repairs separately from repairs anticipated over the term of the analysis.
- A FCI index number for each building.
- A twenty year capital plan with an Executive Summary with graphic presentation of results to provide a quick, "user-friendly" summary of the property's observed condition and estimated costs assigned by category.

### Cost Estimating



Each single building report will include an estimated cost for each System/Sub-System repair or replacement anticipated during the evaluation term. The capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item. A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings.

In addition to the detailed description of the deficiencies, we will provide cost estimates for the deficiencies noted. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects, if available.

DSI Service Providers use the ASTM Unifomat II system for categorization and a proprietary blend of national prevailing industry-standard cost models for cost estimating. DSI also maintains and updates our cost estimating system with information received from the field. Through our construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This allows us to project costs based on local conditions and to maintain a cost database that in most cases is more current than published models.

### **Assumptions**

- Average building square footage is greater than 10,000 sq. feet. If average square footage of all buildings to be included to receive the service is less than 10,000 sq. feet, custom pricing is needed.
- All buildings are located within one primary geographic zone/region (Example – School District, Higher Education, Main Campus, and Town). If multiple or scattered locations across the state are to receive the service a custom quote must be obtained. (Example – Multiple Higher Education Satellite Campuses locations, State Department Agencies)
- Residence Halls – A sampling would be based upon visits to approx. 20% of the rooms. When calculating the projected replacement cost of the in-residence items, these items will be treated as a system. A cost based upon the sampling will be generated for the system. Individual in-room collection of assets would not be provided, if desired a custom quote would be needed.
- Reconciliation of existing equipment in DSI work & asset management solutions and updating of historical records will not be performed. If reconciliation is required this is subject to additional costs depending upon the amount of changes requested.
- Capture of Data plate information is subject to readily accessible, legible information plate.
- DSI team members make final determination of whether areas housing assets are safely accessible for data collection.
- DSI team members will not move assets or interfere with asset functionality to collect nameplate information.
- All Data on SOW is captured at the asset level – subcomponents of assets listed on the SOW will not be captured.
- Equipment not in service or identified as "Run-to-Fail" are excluded from data gathering service unless inventory is required for compliance purposes.

### **Client Responsibility**



1. Client will provide the needed input, resources, and documentation to support the tasks of the service and associated timelines for delivery of the service.
2. Any data to be migrated from client drawings or spreadsheets has to be provided to the DSI Service Provider within 15 business days of completion of onsite activity.
3. Client will review and provide any feedback related to data sent to them for review by DSI Service Provider or DSI within 15 business days or unless otherwise determined.
4. If Data is not reviewed within the 15 business day time period DSI will assume that the Data provided by the DSI Service Provider is approved and will load into the client's software.
5. Client will be responsible for scheduling and coordinating all meetings and interviews involving other teams, departments, management teams or other necessary resources required for the success of this project.
6. Client will provide adequate access to working facilities (i.e., access badge, parking pass), if specific authorization or clearance is required client will notify DSI and/or DSI Service Provider in advance of onsite.
7. Client will ensure that the DSI Service Provider is granted accessibility to the facilities and/or systems required to conduct the necessary work defined in this SOW. If DSI Service Provider is not granted access to all areas, this could result in missed information gathering and/or delays in implementation timelines. For Flat Roofs, this means providing the DSI Service Providers with access to a ladder so that they are able to conduct a visual assessment.
8. Client will ensure that the DSI Service Provider is granted accessibility to DSI Software, for Clients with Connect Authenticate/Single Sign On this may require your Technology Team to setup the DSI Service Provider in your organizations Identity Provider service.
9. Client will provide a knowledgeable escort for work defined in this SOW and access to personnel as necessary.
10. Reconciliation of existing equipment in DSI work & asset management solutions and cleanup of historical records and/or data within the software is subject to additional costs depending upon the amount of changes requested.
11. DSI is not responsible for reconciliation of portable or moveable assets after onsite collection is performed.
12. Addition of Equipment Barcode Tagging services must be purchased prior to onsite activity by the DSI Service Provider and is not included in the Standard FCA SOW.

#### **Milestone Billing - Invoice Schedule**

Invoicing for the Facility Condition Assessment service will be provided as delivery milestones are completed for projects equal or greater than 154,000 square feet. Below is the schedule for the billing milestones and the related percentage.



Facility Condition Assessment Milestones	Description	Percentage
Mobilization	Project acquisition template set up, Vendor kickoff call with client, Travel arrangement costs; other miscellaneous pre-visit preparation	15%
On-Site Field Data Capture	Project launch meeting with client first day of onsite, acquisition of data to Scope of Work at all locations included in project, and closing meeting at end of onsite activity to confirm completion and review next step actions.	35%
Data Management	Data activity, including quality assurance and control that occurs after field work is completed to produce the data file.	35%
Report	Creation and delivery of final narrative reports (FCA), and data files (FCA/ Data Gathering) to client.	15%

\*If project is greater than 1.5M Square feet additional milestones will be leveraged.

## Preventive Maintenance Schedule Creation

### Purpose

Preventive Maintenance (PM) Schedule creation is a service offering provided in conjunction with an "Equipment Inventory" (Data Gathering) service or Facility Condition Assessment (FCA). PM Schedules will be generated off the equipment inventory collected by the DSI Service Provider during either the Data Gathering or FCA service. The intent of this service is to identify needed procedures and inspections required to maintain facilities systems in safe, reliable and efficient condition.

### Value

By leveraging DSI's PM Schedule Creation service, DSI clients are able to leverage and incorporate regular preventive maintenance best practices of their equipment. By performing regular or routine maintenance best practices, you ensure that your equipment is operating under safe and optimal conditions thus preventing the potential for downtime and shorter life expectancy.

### Deliverables

All Preventive Maintenance Schedule Creation services include the following deliverables:

- Creation of PM Schedules for populating your Dude Solutions Work & Asset Management solution
- Data population within DSI Software. No report will be provided.

### Methodology and Approach





DSI Service Providers leverage multiple libraries of PM standards to create PM schedules. These standards are based upon prevailing national codes and standards such as ASTM, ASHRAE, NFPA and BOMA. Procedures related to performing the tasks within the schedule will include:

- Safety Points
- Tools Required
- Estimated Time to Complete Maintenance
- Step-by-step procedure to complete maintenance work order

Prior to the import or population within the DSI Software, the DSI Service Provider will:

- Review of PM Task Check-off Lists with Client
- Setup baseline PM schedules for the equipment inventory collected
- Work with the Client to determine PM Schedule assignment. Assignment includes setting up the appropriate Technician or contractor who will be performing the related PM tasks into the master import template to ensure that the routing of work flows accordingly in the Work & Asset Management Solution. Assignment will be made at the location or craft level. Anything above and beyond this level of assignment will be managed and maintained by the client within the software or require a custom scope of work for the DSI Service Provider to deliver. For assignment to occur, the client must have the Technician or contractor created in the software prior to onsite activity.
- Work with the Client to determine the start date, frequency and load balancing based upon client staffing. If start dates cannot be determined or agreed upon within a timely manner, the PM Schedules will be loaded into the Client's Work & Asset Management solution as "Inactive".

### Assumptions

- Client will provide feedback/review of PM Schedules within 15 business days of delivery from the DSI Service Provider. If feedback/review of PM Schedules exceeds 30 business days, DSI will provide a Deliverable Acceptance Form to the client to complete review within 30 days. If feedback is not provided during this time period, DSI will assume delivery of the service and import the PM schedules as "inactive" in the system. DSI will provide training on how updates can be made within the software or perform mass updates if needed for a fee.
- Once PM Schedules are imported into the DSI Work and Asset Management applications, any updates and/or alterations of those schedules need to be communicated to DSI within 30 days. DSI will only make updates related to the below items:
  - Discontinuation of PM Schedules created with the service
  - Alteration of frequency on existing schedules created with the service
  - Alteration of start dates for the schedules created with the service

Otherwise, any revisions beyond this 30 day period will be the responsibility of the client to perform within the software or DSI to perform at an additional fee.

- Reconciliation of existing PM Schedules in the client's account is subject to additional costs depending upon the number of active PM's and is not a part of the standard SOW.

### Invoice Schedule

Invoicing for the PM Schedule Creation Service will be provided upon receipt of PM Schedule drafts at 100%





**Order Form terms**

- By accepting this Order Form, and notwithstanding anything to the contrary in any other purchasing agreement, Subscriber agrees to pay all relevant Fees for the full Services Term defined above.
- The "Effective Date" of the Agreement between Subscriber and DSI is the date Subscriber accepts this Order Form.
- This Order Form and its Services are governed by the terms of the Dude Solutions, Inc. Master Subscription Agreement found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) ("Terms"), unless Subscriber has a separate written agreement executed by Dude Solutions, Inc. ("DSI") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- To the extent professional services are included in the Professional Services section of this Order Form, the Professional Services Addendum found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) is expressly incorporated into the Terms by reference.
- During the Term, DSI shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, Monday through Friday, excluding New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day ("Business Hours"), except Community Development Services, where Business Hours means 5:00 AM – 5:00 PM PST.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.
- Proposal expires in sixty (60) days
- Subscriber shall use reasonable efforts to obtain appropriation in the full amount required under this Order Form annually. If the Subscriber fails to appropriate funds sufficient to maintain the Service(s) described in this Order Form, then the Subscriber may terminate the Service(s) at no additional cost or penalty by giving prior written notice documenting such non-appropriation. Subscriber shall use reasonable efforts to provide at least thirty (30) days prior written notice of non-appropriation. Subscriber agrees non-appropriation is not a substitute for termination for convenience, and further agrees Service(s) terminated for non-appropriation may not be replaced with functionally similar products or services prior to the expiration of the Services Term set forth in this Order Form. Subscriber will not be entitled to a refund or offset of previously paid but unused Fees.

**Additional information**

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Subscriber. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Subscriber. Tax exemption certifications can be sent to [accountsreceivable@dudesolutions.com](mailto:accountsreceivable@dudesolutions.com) (<mailto:accountsreceivable@dudesolutions.com>).





- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-272874 on any applicable purchase order and email to [accountsreceivable@dudesolutions.com](mailto:accountsreceivable@dudesolutions.com) (<mailto:accountsreceivable@dudesolutions.com>)
- Dude Solutions, Inc. maintains the necessary liability coverage for its products and professional services. Proof of insurance can be provided upon request.





As the world moves forward, we must bring our creativity and ingenuity with us into the future. Your new skills – interpersonal, problem solving, digital literacy, and more – are the key to preparing for the uncertainties of tomorrow.

You have responsibilities – to increase efficiency, mitigate risk and future-proof your organization. It's a big job. And the people you serve are depending on you.

At Dude University 2022, we want to celebrate your accomplishments, inspire your organization's transformation and provide you with the practical knowledge you need to turn your plans into reality.

Dude University is **March 6<sup>th</sup>-9<sup>th</sup> 2022**. Attendees are in for the best in-person conference yet, with more knowledge, training and technology than ever before.

- Build a strategic vision for your department and ensure goals align with the mission and vision of your organization.
- Save your organization time and money by investing in the training you need to keep your operations excellent and highly efficient.
- Learn how your peers are successfully overcoming similar challenges so you can be a leader of positive change.

Your registration also includes:

- **Expert-led sessions:** Hear industry pros talk about how to future-proof your operations amidst a changing workforce, utilize data and analytics for better decision-making, and get back to basics by automating and optimizing your operations.
- **Best-in-class training:** Get training with Dude Solutions software, so you can strengthen your team's skills and confidence.
- **Hearing from your peers:** Hear what fellow clients have to say as they share their successes and lessons, and pick their brains during Q&A.
- **Community:** Leave feeling part of the Dude Solutions family and understand why we always say, "The Dude is beside you."

**Admission for Dude University is \$895 for tuition only and \$1795 for the "Dude Deal. The Dude Deal includes meals, a 4-night hotel stay and tuition.** Registration is open beginning October 1 through March 4<sup>th</sup>, 2022.



## Signature

Presented to:

Q-272874

January 25, 2022, 3:47:17 PM

Accepted by:

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**Printed Name**

---

**Signed Name**

---

**Title**

---

**Date**



**PROJECT DETAIL SHEET (PW028)**

**Relocate and replace DPW Garage (Design)**

Department:	<b>Public Works</b>
Category:	<b>Facilities Renovation/ Repair</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Enhancement</b>
FY2023-FY2027 Project Cost:	<b>\$10,750,000</b>
Estimated Useful Life:	<b>50 Years</b>



**Description and Justification:**

This appropriation would be for the design and permitting of a new DPW facility. The current metal truss building is well past its useful life and has numerous shortcomings in functionality and size. The design would include the siting and access for a new DPW facility building off of the studies that have been completed in the past for the town, most recently by Harriman Architects and Engineers in 2018. Prior to design work, in FY23 DPW would like to retain the services of an engineering consultant to fully design an access rd suitable for DPW vehicular access to the new site.

<b>Estimated Costs by Fiscal Year</b>	
FY2023	\$50,000
FY2024	\$700,000
FY2025	\$0
FY2026	\$10,000,000
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$10,750,000</b>

<b>Anticipated Funding Source(s)</b>	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (PW027)

**Repairs and Painting Community Center**

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Enhancement
FY2023-FY2027 Project Cost:	\$15,000
Estimated Useful Life:	30 Years



**Description and Justification:**

Funding was appropriated at 2019 ATM to paint and make repairs to the exterior of the COA building. It was later discovered that the existing paint included and the money that was originally appropriated would not cover the cost for abatement. This request would bridge the gap from the original funding appropriation and what is needed to properly paint the building. The town needs to maintain and preserve the building so that further damage to the exterior is not exacerbated by excessive moisture.

Estimated Costs by Fiscal Year	
FY2023	\$15,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$15,000</b>

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (PW012)

**DPW Office Trailer**

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	New
Priority:	Enhancement
FY2023-FY2027 Project Cost:	\$50,000
Estimated Useful Life:	10 years



Picture for reference only.

**Description and Justification:**

The DPW is looking to purchase an office trailer. A new DPW facility is still several years away or more and the current trailer was aquired as a temporary stop gap nearly a decade ago. The current trailor has had major issues with water damage, roden infestation, and wear and tear that has rendered it unkempt and problematic. Water leaking into the facility has the potential to ruin important electrical equipment such as telecommunications infrastructure, PCs, phones, printers etc. The facility is not an ADA accessbile unit and does not provide the DPW with adequate storage or working room.

Estimated Costs by Fiscal Year	
FY2023	\$50,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$50,000</b>

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**Williams Scotsman, Inc.**  
85 Kenneth Dooley Dr  
Middletown CT 06457

**Your WillScot Representative**  
Lucas Gerbes, Sales Representative  
**Phone:** 508 923 2944  
**Email:** lucas.gerbes@willscot.com  
**Toll Free:** 800-782-1500

**Contract Number:** 1639710  
**Revision:** 3  
**Date:** April 29, 2022

**Lease Agreement**

**Lessee:**  
Town of Boxford Dept of Public Works  
7 SPOFFORD RD  
BOXFORD, Massachusetts 019211501

**Contact:**  
Chris Olbrot  
7 SPOFFORD RD  
BOXFORD, MA 019211501  
Phone: (978) 352-6555  
Email: colbrot@boxfordma.gov

**Ship To Address:**  
123 Main Street  
WEST BOXFORD, MA 01885 US  
**Delivery Date (on or about): 06/01/2022**

**Rental Pricing Per Billing Cycle**

	Quantity	Price	Extended
50x10 Mobile Office (46x10 Box)	1		\$640.00
Bas. Entrance-Steps T2	2	\$85.00	\$170.00
Window/Door Security Bundle - 40+	1	\$42.00	\$42.00

Minimum Lease Billing Period: 60

Billing Cycle: 28 Days

Total Recurring Building Charges: \$640.00

Subtotal of Other Recurring Charges: \$212.00

**Total Recurring Charges Per Billing Cycle: \$852.00**

**Delivery & Installation**

Fuel Surcharge Delivery	1	\$160.38	\$160.38
Essentials Material Handling	1	\$400.00	\$400.00
Delivery Freight	1	\$594.00	\$594.00
Block and Level	1	\$525.00	\$525.00

**Total Delivery & Installation Charges: \$1,679.38**

**Final Return Charges\***

Fuel Surcharge Return	1	\$160.38	\$160.38
Teardown	1	\$368.00	\$368.00
Return Freight	1	\$594.00	\$594.00

**Due On Final Invoice\*: \$1,122.38**

**Total Including Recurring Billing Charges, Delivery, Installation & Return\*\*: \$53,921.76**

**Summary of Charges**

Model: MO5010	Quantity: 1	Total Charges for(1) Building(s): \$53,921.76
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**Additional Services:** For your convenience, we also recommend the following items (not included in this Agreement)

**BY INITIALING BELOW, BUYER/LESSEE/CUSTOMER HEREBY ACKNOWLEDGES AND CONFIRMS THAT IT HAS SELECTED THE INITIALED RECOMMENDED ITEMS TO BE ADDED TO THIS CONTRACT AND AGREES TO PAY THE ADDITIONAL SPECIFIED AMOUNT(S) IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS CONTRACT.**

Initial	Recommended Items	Billing Frequency	Qty	Price	Extended
_____	Tiedown-Dirt (L)	Initial	6	\$77.22	\$463.32
_____	Tiedown-Dirt (M)	Initial	6	\$21.78	\$130.68
_____	Tiedown-Dirt Removal	Final	6	\$50.00	\$300.00
_____	Skirting (L) - Vinyl LF	Initial	112	\$12.25	\$1,372.00
_____	Skirting Removal - Vinyl LF	Final	112	\$6.00	\$672.00
_____	Skirting (M) - Vinyl LF	Initial	112	\$4.75	\$532.00
_____	Property Damage Waiver (9/10)	Recurring	1	\$68.40	\$68.40
_____	General Liability - Allen Insurance	Recurring	1	\$26.40	\$26.40
_____	Data Hub Rental T2	Recurring	1	\$77.00	\$77.00
_____	Bas. Office Package T2	Recurring	2	\$40.00	\$80.00
_____	Bas. Workstation Package T2	Recurring	3	\$50.00	\$150.00
_____	Restroom System Installation	Initial	1	\$684.00	\$684.00
_____	Restroom System Winterization	Initial	1	\$615.00	\$615.00
_____	Restroom w/ 1x Weekly Service	Recurring	1	\$608.00	\$608.00





**Williams Scotsman, Inc.**  
85 Kenneth Dooley Dr  
Middletown CT 06457

**Your WillScot Representative**  
Lucas Gerbes, Sales Representative  
**Phone:** 508 923 2944  
**Email:** lucas.gerbes@willscot.com  
**Toll Free:** 800-782-1500

**Contract Number:** 1639710  
**Revision:** 3  
**Date:** April 29, 2022

**Lease Agreement**

<b>Lessee:</b> Town of Boxford Dept of Public Works 7 SPOFFORD RD BOXFORD, Massachusetts 019211501	<b>Contact:</b> Chris Olbrot 7 SPOFFORD RD BOXFORD, MA 019211501 Phone: (978) 352-6555 Email: colbrot@boxfordma.gov	<b>Ship To Address:</b> 123 Main Street WEST BOXFORD, MA 01885 US <b>Delivery Date (on or about): 06/01/2022</b>
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Rental Pricing Per Billing Cycle	Quantity	Price	Extended
60x12 Mobile Office (56x12 Box)	1		\$720.00
Bas. Entrance-Steps T2	2	\$85.00	\$170.00
Window/Door Security Bundle - 40+	1	\$42.00	\$42.00
Minimum Lease Billing Period: 60			Total Recurring Building Charges: \$720.00
Billing Cycle: 28 Days			Subtotal of Other Recurring Charges: \$212.00
			<b>Total Recurring Charges Per Billing Cycle: \$932.00</b>

**Delivery & Installation**

Fuel Surcharge Delivery	1	\$227.88	\$227.88
Essentials Material Handling	1	\$400.00	\$400.00
Delivery Freight	1	\$844.00	\$844.00
Block and Level	1	\$525.00	\$525.00
			<b>Total Delivery &amp; Installation Charges: \$1,996.88</b>

**Final Return Charges\***

Fuel Surcharge Return	1	\$227.88	\$227.88
Teardown	1	\$368.00	\$368.00
Return Freight	1	\$844.00	\$844.00
			<b>Due On Final Invoice*: \$1,439.88</b>
<b>Total Including Recurring Billing Charges, Delivery, Installation &amp; Return**:</b>			<b>\$59,356.76</b>

**Summary of Charges**

Model: MO6012	Quantity: 1	Total Charges for(1) Building(s): \$59,356.76
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**Additional Services:** For your convenience, we also recommend the following items (not included in this Agreement)

**BY INITIALING BELOW, BUYER/LESSEE/CUSTOMER HEREBY ACKNOWLEDGES AND CONFIRMS THAT IT HAS SELECTED THE INITIALED RECOMMENDED ITEMS TO BE ADDED TO THIS CONTRACT AND AGREES TO PAY THE ADDITIONAL SPECIFIED AMOUNT(S) IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS CONTRACT.**

Initial	Recommended Items	Billing Frequency	Qty	Price	Extended
_____	Tiedown-Dirt (L)	Initial	8	\$77.22	\$617.76
_____	Tiedown-Dirt (M)	Initial	8	\$21.78	\$174.24
_____	Tiedown-Dirt Removal	Final	8	\$50.00	\$400.00
_____	Skirting (L) - Vinyl LF	Initial	136	\$12.25	\$1,666.00
_____	Skirting Removal - Vinyl LF	Final	136	\$6.00	\$816.00
_____	Skirting (M) - Vinyl LF	Initial	136	\$4.75	\$646.00
_____	Property Damage Waiver (11/12)	Recurring	1	\$106.80	\$106.80
_____	General Liability - Allen Insurance	Recurring	1	\$26.40	\$26.40
_____	Data Hub Rental T2	Recurring	1	\$77.00	\$77.00
_____	Restroom System Installation	Initial	1	\$684.00	\$684.00
_____	Restroom System Winterization	Initial	1	\$615.00	\$615.00
_____	Restroom w/ 1x Weekly Service	Recurring	1	\$608.00	\$608.00
_____	Bas. Office Package T2	Recurring	2	\$40.00	\$80.00
_____	Bas. Workstation Package T2	Recurring	3	\$50.00	\$150.00



**Williams Scotsman, Inc.**  
85 Kenneth Dooley Dr  
Middletown CT 06457

**Your WillScot Representative**  
Lucas Gerbes, Sales Representative  
**Phone:** 508 923 2944  
**Email:** lucas.gerbes@willscot.com  
**Toll Free:** 800-782-1500

**Contract Number:** 1639710  
**Revision:** 3  
**Date:** April 29, 2022

**Insurance Requirements Addendum**

QTY	PRODUCT	EQUIPMENT VALUE/BUILDING	DEDUCTIBLE PER UNIT
1	MO5010	\$22864.00	\$2000.00
1	MO6012	\$30069.00	\$3000.00

**Lessee:** Town of Boxford Dept of Public Works

Pursuant to the Williams Scotsman Lease Agreement and its Terms and Conditions ("Agreement"), a Lessee is obligated to provide insurance to Williams Scotsman, Inc. ("Lessor") with the following insurance coverage:

- Commercial General Liability Insurance:** policy of combined bodily injury and property damage insurance insuring Lessee and Lessor against any liability arising out of the use, maintenance, or possession of the Equipment. Such insurance shall be in an amount not less than \$1,000,000 per occurrence, naming the Lessor as Additional Insured and Loss Payee.
- Commercial Property Insurance:** covering all losses or damage, in an amount equal to 100% of the Equipment Value set forth in the Lease providing protection against perils included within the classification and special extended perils (all "risk" insurance), naming the Lessor as Additional Insured and Loss Payee.

**Commercial General Liability Insurance**

Lessee is providing Commercial General Liability Insurance in accordance with the requirements set forth in the Lease Agreement and Lessee shall provide a certificate of insurance in the manner and within the time frame set forth in the Agreement. If Lessee fails to deliver the required certificate of insurance, Lessee understands and agrees that the Lessor has the right to impose a missing insurance certificate fee.

**Commercial Property Insurance**

Lessee is providing Commercial Property Insurance in accordance with the requirements set forth in the Lease Agreement and shall provide a certificate of insurance in the manner and within the time frame set forth in the Agreement. If Lessee fails to deliver the required certificate of insurance, Lessee understands and agrees that the Lessor has the right to impose a missing insurance certificate fee.

By signing below, the Lessee agrees to the terms and conditions stated herein. All other Terms and Conditions of the Agreement shall remain the same and in full force and effect. Each party is hereby authorized to accept and rely upon a facsimile or electronic signature of the other party on this Addendum. Any such signature shall be treated as an original signature for all purposes.

Otherwise, if elected on preceding pages:

**Commercial General Liability Insurance**

Lessee elects to participate in the Commercial General Liability Insurance Program, whereby Lessee will receive insurance coverage through American Southern Insurance Company ("Insurer") and administered by Allen Insurance Group ("Agent"). The Lessee acknowledges and agrees that the policy issued by the Insurer is a third party liability policy that covers those amounts that Lessee is legally obligated to pay due to bodily insurance and property damage arising **from the proper use and occupancy** of Equipment leased from Williams Scotsman up to the policy limits. Coverage is subject to underwriting and specific terms and conditions set forth in the policy. An outline of cover is available upon request. By signing below, Lessee understands and agrees that the Lessor is not providing the insurance coverage and serves only as a billing agent for the Insurer and its Agent; and, accordingly, it assumes no liability therefore.

Signature of Lessee: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Damage Waiver Program**

Lessee elects to participate in the Lessor's Damage Waiver Program. Lessee understands and agrees that under this program, the Lessor waives, for a fee, Lessee's obligation to carry Commercial Property Insurance and Lessee's liability to Lessor for repair or replacement of the modular units leased from Williams Scotsman resulting from loss or damage as specified in the Williams Scotsman Lease Agreement. Lessee remains liable to Williams Scotsman for the amount of the damage deductible per unit of equipment noted above. Please refer to the Agreement for specific details on coverage, exclusions and restrictions on coverage. The Property Damage Waiver is not and shall not constitute a contract for insurance.

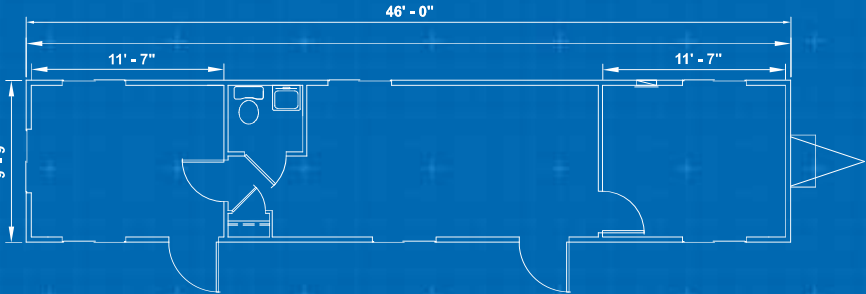
Signature of Lessee: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# 50' x 10' OFFICE TRAILER



+ —

In addition to your office solution, we can provide additional products and services that complete your space- creating a more productive, comfortable, and safe work environment.



## CUSTOMIZATION

- Steps & Ramps
- Furniture & Appliances
- Technology
- Site Services
- Loss Protection

### Dimensions

50' Long (including hitch)  
 46' Box size  
 10' Wide  
 8' Ceiling height

### Exterior Finish

Aluminum or wood siding  
 I-Beam Frame  
 Standard drip rail gutters

### Interior Finish

Paneled walls  
 Carpet or vinyl tile floor  
 Gypsum or T-grid suspended ceiling

### Electric

Fluorescent ceiling lights  
 Breaker panel

### Heating/Cooling

Central HVAC or thru-wall AC

### Windows/Doors

Horizontal slider windows  
 (2) Vision panel doors with standard locks or (2) steel doors with dead bolt lock

### Other

Private office(s)  
 Optional restroom

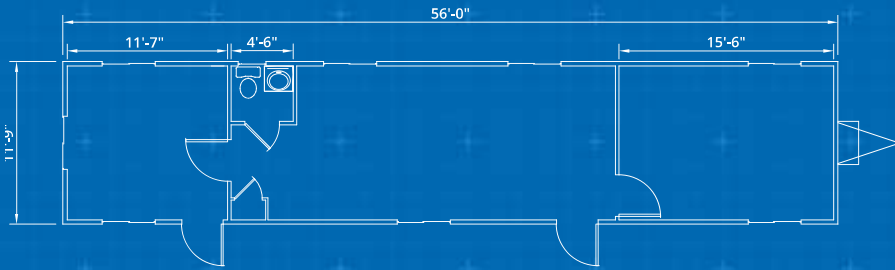
*\* Photos are representational; actual products vary. Additional floor plans and specifications may vary from those shown and are subject to in-stock availability*



# 60' x 12' OFFICE TRAILER



In addition to your office solution, we can provide additional products and services that complete your space- creating a more productive, comfortable, and safe work environment.



## CUSTOMIZATION

- Steps & Ramps
- Furniture & Appliances
- Technology
- Site Services
- Loss Protection

### Dimensions

60' Long (including hitch)  
56' Box size  
12' Wide  
8' Ceiling height

### Exterior Finish

Aluminum or wood siding  
I-Beam Frame  
Standard drip rail gutters

### Interior Finish

Paneled walls  
Carpet or vinyl tile floor  
Gypsum or T-grid suspended ceiling

### Electric

Fluorescent ceiling lights  
Breaker panel

### Heating/Cooling

Central HVAC or thru-wall AC

### Windows/Doors

Horizontal slider windows  
(2) Vision panel doors with standard locks or (2) steel doors with dead bolt lock

### Other

Private office(s)  
Optional restroom

*\* Photos are representational; actual products vary.  
Additional floor plans and specifications may vary from those shown and are subject to in-stock availability*



THE ESSENTIALS

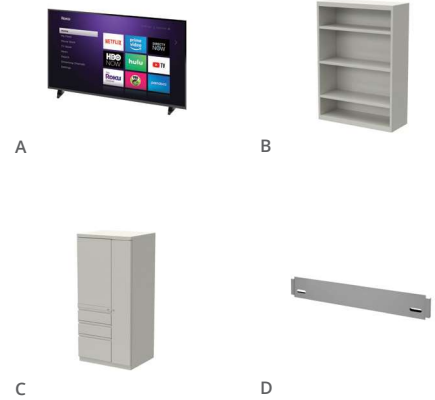
# BASIC OFFICE PACKAGE

Whether you need a big open-concept workspace or something more private, we can help you create the ideal work environment. Our package levels are designed to fit any need or budget.



BASIC	
Standard Desk	1x
Manager's Chair	1x
Small White Board	1x
Floor Chair Mat	1x
Small Office Trash Can	1x
Over Door Coat Hook	1x

## RECOMMENDED ADD-ONS



- A | 50" Flat Screen
- B | 4 High Bookcase
- C | Wardrobe / Cupboard Tower
- D | Modesty Panels\*

**Our office packages have been thoughtfully designed to fit in your space – saving you time and money.**





THE ESSENTIALS

# BASIC WORKSTATION PACKAGE

Multiple desks in one area – or a desk that shares space with another work area – don't offer much privacy. Our workstation packages facilitate collaborative working, training and common space needs but also give you a level of privacy and modesty. The conveniently placed wire channels help keep your workstation neat and tidy.



BASIC	
Standard Desk / Table	1x
Manager's Chair	1x
Floor Chair Mat	1x
3 Drawer Pedestal File Cabinet	1x
Small Office Trash Can	1x
Surge Protector	1x
Privacy Shields Around Desk	1x
Modesty Panels Around Desk	1x

## RECOMMENDED ADD-ONS



A



B



C



D

A | 50" Flat Screen

B | Small White Board

C | 3 Drawer Pedestal File Cabinet

D | 4 High Bookcase

**Our office packages have been thoughtfully designed to fit in your space – saving you time and money.**



TM



THE ESSENTIALS









# DATA PACKAGE

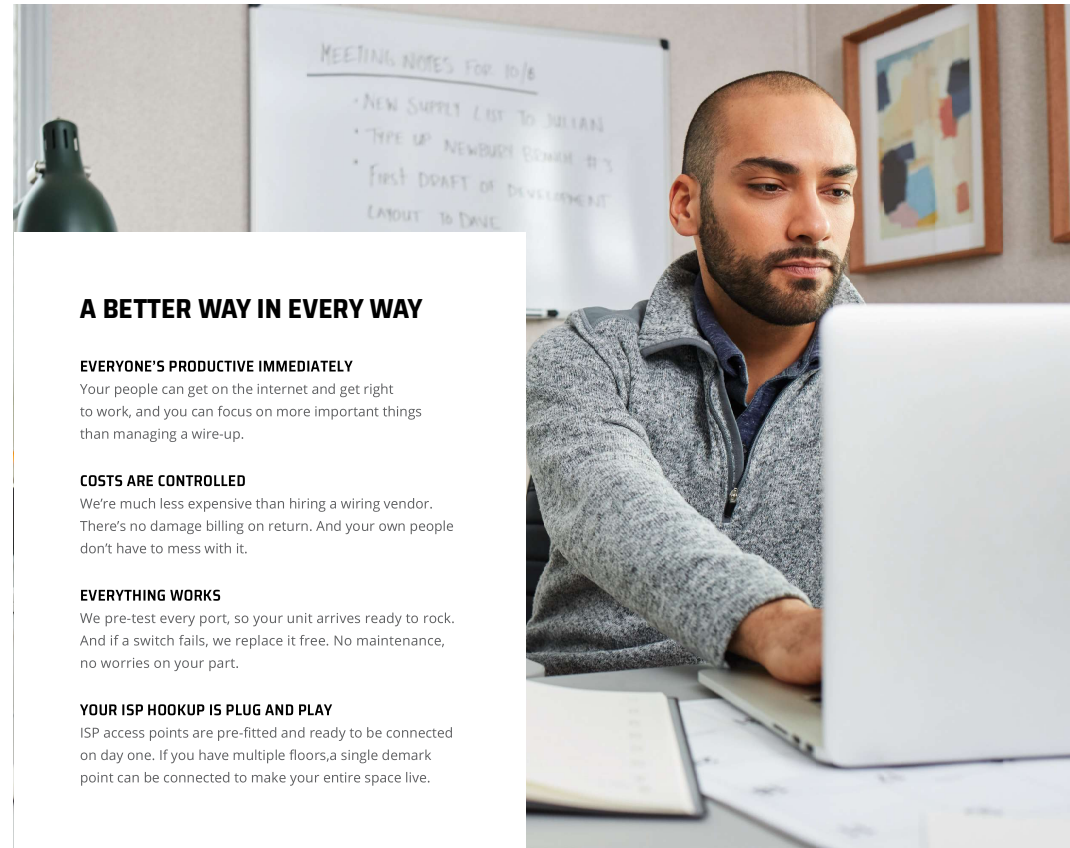
Get your space prewired. Get your people working on day one.



# SAVE TIME, MONEY AND A WHOLE LOT OF HASSLE

Wiring your workspace yourself can cost thousands, create delays and cause damage. One call to WillScot and you can get modular space that's wired up and ready for business.

	TIME	INSTALLATION	DAMAGE	COST
CALL WILLSCOT	 Unit arrives ready	 Simple ISP hookup	 No drilling, no damage	 ≈\$500 per 12-month lease
<b>VS</b>				
DO IT YOURSELF	 2+ weeks to install	 Added time/install for ISP hookup	 Modifications incur damage costs	 ≈\$2,000 cost per floor



## A BETTER WAY IN EVERY WAY

### EVERYONE'S PRODUCTIVE IMMEDIATELY

Your people can get on the internet and get right to work, and you can focus on more important things than managing a wire-up.

### COSTS ARE CONTROLLED

We're much less expensive than hiring a wiring vendor. There's no damage billing on return. And your own people don't have to mess with it.

### EVERYTHING WORKS

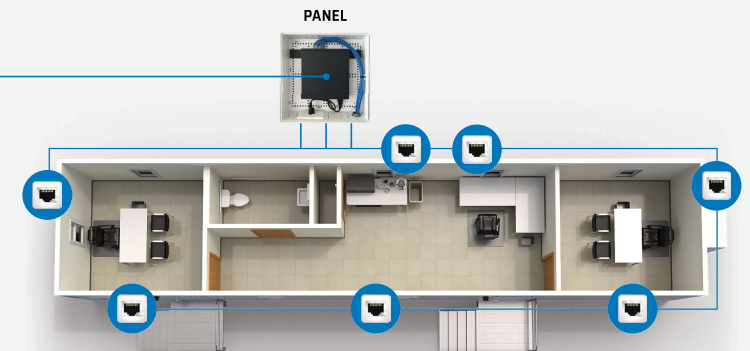
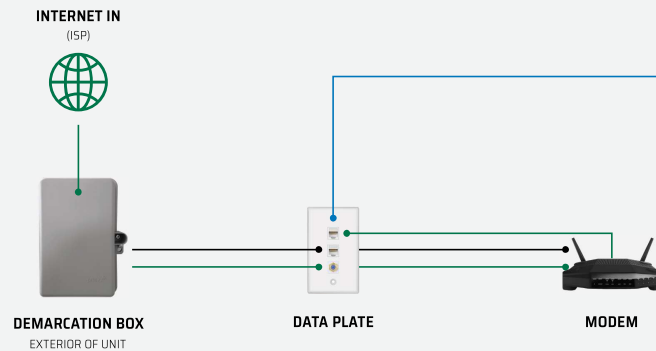
We pre-test every port, so your unit arrives ready to rock. And if a switch fails, we replace it free. No maintenance, no worries on your part.

### YOUR ISP HOOKUP IS PLUG AND PLAY

ISP access points are pre-fitted and ready to be connected on day one. If you have multiple floors, a single demark point can be connected to make your entire space live.

## MULTIPLE PORT PLACEMENTS IN EVERY OFFICE AND COMMON AREA

- + Predetermined port placements are one less thing to think about and ensures you have access where you need it
- + Powered data ports fully support VOIP functionality
- + Single external ISP hookup point gets you online faster







**READY TO WORK**

800.782.1500 | [WILLSCOT.COM](http://WILLSCOT.COM)

WILLSCOT, INC. CORPORATE HEADQUARTERS  
901 S Bond Street Suite 600 • Baltimore, MD • 21231



**PROJECT DETAIL SHEET (PD007)**

**Replace Roof Top Units at Police Station**

Department:	<b>Police</b>
Category:	<b>Facilities Renovation/ Repair</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Maintain Service</b>
FY2023-FY2027 Project Cost:	<b>\$60,000</b>
Estimated Useful Life:	<b>25 years</b>



Pic for reference only.

**Description and Justification:**

Four of the six HVAC roof top units have been replaced. The two remaining RTUs should be replaced as the others have been. It is expected that the town will seek a grant from the Green Communities Grant Program through the State. We have been successful in receiving this grant for this purpose in 2018. This amount requested would be lowered based upon the successful award of said grant.

Estimated Costs by Fiscal Year	
FY2023	\$60,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$60,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (PD006)**

**Replace Rubber Roof at Police Station**

Department:	<b>Police</b>
Category:	<b>Facilities Renovation/ Repair</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Maintain Service</b>
FY2023-FY2027 Project Cost:	<b>\$175,000</b>
Estimated Useful Life:	<b>30 years</b>



Pic for reference only.

**Description and Justification:**

The membrane roof of the Police Station leaks. Numerous attempts at patching has not solved the issue. A new roof is being recommended to prevent water damage to critical infrastructure within the Police Station.

Estimated Costs by Fiscal Year	
FY2023	\$175,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$175,000</b>

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

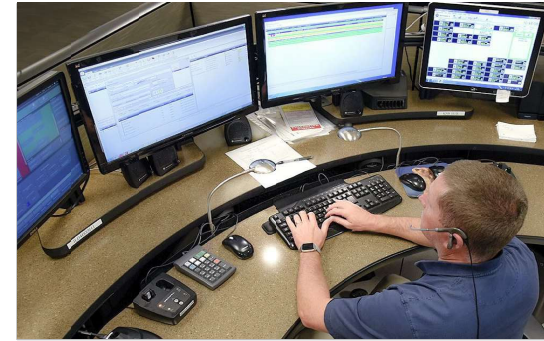
\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (COM001)**

**CAD/ RMS Software Replacement**

Department:	<b>Communications</b>
Category:	<b>Miscellaneous</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Urgent/ Legally Required</b>
FY2023-FY2027 Project Cost:	<b>\$375,000</b>
Estimated Useful Life:	<b>15-20 years</b>



**Description and Justification:**

Current Computer Aided Dispatch (CAD) and Police and Fire Records Management (RMS) software is end of life on 12/31/21. Current vendor will no longer offer support after that date for any issues or updates. Software contains all the computer data maintained and used daily by the Communications, Police and Fire Departments. Initial proposal from one vendor with specifications that meet our needs is under \$375,000. Additional ANNUAL MAINTENANCE COST (covered under Technology account for current system) is potentially \$10,000 to \$15,000 above current yearly expenditure.

Estimated Costs by Fiscal Year	
FY2023	\$375,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$375,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$15,000</b>
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**PROJECT DETAIL SHEET (FD003)**

**Dry Hydrants**

Department:	<b>Fire</b>
Category:	<b>Infrastructure</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Enhancement</b>
FY2023-FY2027 Project Cost:	<b>\$60,000</b>
Estimated Useful Life:	<b>25 Years</b>



**Description and Justification:**

The Town currently has close to 75 water tanks or dry hydrants in Town. The department would like to replace older hydrants with smaller diameter piping (4 inch) to a larger pipe (6 inch) to increase water volume. In addition, the money can be used to add new hydrants to areas of Town that have known year-round water sources.

Estimated Costs by Fiscal Year	
FY2023	\$20,000
FY2024	\$20,000
FY2025	\$20,000
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$60,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (FD004)**

**Spofford Hydrant**

Department:	<b>Fire</b>
Category:	<b>Infrastructure</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	
FY2023-FY2027 Project Cost:	<b>\$35,000</b>
Estimated Useful Life:	<b>25 Years</b>



**Description and Justification:**

The goal is to replace and revamp the hydrant across the street from Spofford Pond School. The hydrant is an older 4-inch pipe that needs to be upgraded to 6 inches. The project should also raise the height of the hydrant to assist firefighters. In addition, the pull off shoulder by the pond is unpaved. The department would request that we consider paving this section in a similar manner to Stevens Pond. Finally, funding would include adding a connecting pipe under the street and into the parking lot of Spofford Pond. This connect will greatly assist the department in filling vehicles up during a fire. Spofford is centrally located and an important hydrant to our Town. However, the roadway can become narrow which impedes our operations. We should attempt to complete this project at the same time the school constructs their new parking lots.

Estimated Costs by Fiscal Year	
FY2023	\$35,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$35,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (FD006)**

**AED**

Department:	<b>Fire</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Enhancement</b>
FY2023-FY2027 Project Cost:	<b>\$40,000</b>
Estimated Useful Life:	<b>10 Years</b>



**Description and Justification:**

The project is to replace all 19 defibrillators in Town with new devices. The existing units require an annual service to maintain. That service fee costs \$5,000 each year that escalates due to inflation. In addition, they do not have warranties, making any repairs costly. We currently have three units that are no longer serviceable meaning that they cannot be repaired if broken. Purchasing new devices allows the Town the opportunity to upgrade all units for one price that would be equal to five years of service fees. Finally, the defibrillator pads for the new devices can be interchangeable with our current ambulance companies and Masconomet.

Estimated Costs by Fiscal Year	
FY2023	\$40,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$40,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**ZOLL Medical Corporation**

269 Mill Road  
Chelmsford, MA 01824-4105  
Federal ID# 04-2711626

Phone: (800) 348-9011  
Fax: (978) 421-0015  
Email: esales@zoll.com

Quote No: Q-29880 Version: 1

Boxford Fire Dept  
6 Middleton Rd  
Boxford, MA 01921

Quote No: Q-29880  
Version: 1

ZOLL Customer No: 312591

Issued Date: April 7, 2022  
Expiration Date: June 6, 2022

Katie Colangelo  
(978) 887-5725  
katiecolangelo@comcast.net

Terms: NET 30 DAYS

FOB: Shipping Point  
Freight: Free Freight

Prepared by: Peter Mastromatteo  
EMS Territory Manager  
pmastromatteo@zoll.com  
+1 3394400058

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
1	949804	8502-001103-01	<b>ZOLL AED 3® BLS EMS/ FIRE Package</b>  Includes: Product Documentation, ZOLL AED 3 Battery Pack, Carry Case, CPR Stat padz, Pedi padz II. Six (6) year factory warranty.	19	\$4,015.00	\$2,847.00	\$54,093.00
2		7800-0217-61	<b>All Stryker BLS Trade-In Allowance (EMS Group)</b>  See Trade Unit Considerations.	14		(\$100.00)	(\$1,400.00)

Subtotal: \$52,693.00

**Total: \$52,693.00**

Contract Reference	Description
949804	Reflects GPO Npp 2020 - Contract No. PS20200 contract pricing. Notwithstanding anything to the contrary herein, the terms and conditions set forth in NPP 2020 - Contract No. PS20200 shall apply to the customer's purchase of the products set forth on this quote.

Trade Unit Considerations
Trade-In values valid through June 6, 2022 if all equipment purchased is in good operational and cosmetic condition and includes all standard accessories. Trade-In values are dependent on the quantity and configuration of the ZOLL devices listed on this quotation. Customer assumes responsibility for shipping trade-in equipment at the quantities listed on the trade line items in this quotation to ZOLL's Chelmsford Headquarters within 60 days of receipt of new equipment. Customer agrees to pay cash value for trade-in equipment not shipped to ZOLL on a timely basis.

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <http://www.zoll.com/GTC> and for software products can be found at <http://www.zoll.com/SSPTC> and for hosted software products can be found at <http://www.zoll.com/SSHTC>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.





**ZOLL Medical Corporation**

269 Mill Road  
Chelmsford, MA 01824-4105  
Federal ID# 04-2711626

Phone: (800) 348-9011  
Fax: (978) 421-0015  
Email: [esales@zoll.com](mailto:esales@zoll.com)

Boxford Fire Dept  
Quote No: Q-29880 Version: 1

1. This Quote expires on June 6, 2022. Pricing is subject to change after this date.
2. Applicable tax, shipping & handling will be added at the time of invoicing.
3. All purchase orders are subject to credit approval before being accepted by ZOLL.
4. To place an order, please forward the purchase order with a copy of this quotation to [esales@zoll.com](mailto:esales@zoll.com) or via fax to 978-421-0015.
5. All discounts from list price are contingent upon payment within the agreed upon terms.
6. Place your future accessory orders online by visiting [www.zollwebstore.com](http://www.zollwebstore.com).

**Order Information (to be completed by the customer)**

- Tax Exempt Entity (Tax Exempt Certificate must be provided to ZOLL)
- Taxable Entity (Applicable tax will be applied at time of invoice)

BILL TO ADDRESS	SHIP TO ADDRESS
Name/Department:	Name/Department:
Address:	Address:
City / State / Zip Code:	City / State / Zip Code:

Is a Purchase Order (PO) required for the purchase and/or payment of the products listed on this quotation?

- Yes      PO Number: \_\_\_\_\_      PO Amount: \_\_\_\_\_  
(A copy of the Purchase Order must be included with this Quote when returned to ZOLL)
- No      (Please complete the below section when submitting this order)

For organizations that do not require a PO, ZOLL requires written execution of this order. The person signing below represents and warrants that she or he has the authority to bind the party for which he or she is signing to the terms and prices in this quotation.

**Boxford Fire Dept**

Authorized Signature:

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**PROJECT DETAIL SHEET (PD005)**

**Replace Cell Toilets at Police Station**

Department:	<b>Police</b>
Category:	<b>Facilities Renovation/ Repair</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Maintain Service</b>
FY2023-FY2027 Project Cost:	<b>\$20,000</b>
Estimated Useful Life:	<b>25 Years</b>



**Description and Justification:**

The toilets at the police station cells are in disrepair. The State Dept. of Health has requested that they be replaced. The plan is to replace two in FY23 and the other two in FY24.

Estimated Costs by Fiscal Year	
FY2023	\$10,000
FY2024	\$10,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$20,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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ACORN

## Floor, 12 in Rough-In, Prison Toilet and Sink Combination Unit, 1 1/2 in Spud Connection Size

Item #1JZL8 Mfr. 1418-CT-1-04-  
Model M-PHR-C01  
#  
UNSPSC #30181505 Catalog Page #N/A

Country of Origin Mexico. Country of Origin is subject to change.

Prison-toilet combination units provide a single fixture where people can relieve themselves and wash up w [View More](#) ✓

Web Price

**\$2,164.03** / each

This item requires special shipping, additional charges may apply.

Qty  
1

**Add to Cart**

Ship

Pickup

**!** Ships from supplier. Expected to arrive by end of Jun, 2022.

Ship to 01983 | [Change](#)

Shipping Weight 88 lbs

[Ship Availability Terms](#)

[Add to List](#)

### Technical Specs

Item	Prison Toilet and Sink Combination Unit	Ligature Resistant	No
		Rough-In	12 in
Toilet Product Type	Prison Toilet and Sink Combination Unit	Spud Connection Size	1 1/2 in
		Finish	Satin
Toilet Mounting Style	Floor	Color	Stainless Steel
Toilet Bowl Shape	Elongated	Includes Toilet Tank	No
Flush Valve Type Included	None	Includes Flush Valve Cover	No
Gallons per Flush	1.6	Manufacturers Warranty Length	1 yr
Flow Rate (GPM)	0.5 gpm	Plumbing Brand	Acorn

Chat with an Agent

Toilet Material      Stainless Steel

Includes              Fast Drain,  
Integral Self-  
Draining Soap  
Dish, Mounting  
Hardware

## Compliance and Restrictions

This product is not intended for potable water applications (human consumption – drinking and cooking) and has not been designed to be compliant with the “Safe Drinking Water Act” requirements for low lead in potable water applications. This item is for use only in non-potable (non-human consumption) water applications.



This item is restricted for conveying or dispensing water for potable use (human consumption).

## Documentation



[Acorn 1418 Series Installation Instructions](#)



[Acorn 1418 Series Spec Sheet](#)



Chat with an Agent

PROJECT DETAIL SHEET (PD004)

**Radar Speed Signs**

Department:	<b>Police</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Enhancement</b>
FY2023-FY2027 Project Cost:	<b>\$11,500</b>
Estimated Useful Life:	<b>10 Years</b>



**Description and Justification:**

Two New Radar Speed Signs. One to be placed in the area of 100 Topsfield Road, the Second will be Main Street near Anderson Drive.

Estimated Costs by Fiscal Year	
FY2023	\$11,500
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$11,500</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (PW010)**

**Traffic Study & Analysis of Main and Maple Intersection**

Department:	<b>Public Works</b>
Category:	<b>Infrastructure</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Enhancement</b>
FY2023-FY2027 Project Cost:	<b>\$12,500</b>
Estimated Useful Life:	<b>100 years</b>



Picture for reference only.

**Description and Justification:**

The DPW through resident requests and support from the Boxford PD is proposing to complete a traffic analysis and intersection study at Main St and Maple St to improve safety and sightlines. This capital request would look at completing an automated traffic analysis through the use of traffic tubes which measures the vehicle counts, speeds, turning movements and tracks vehicle types. After compiling this information, an engineering consulting firm would look at federal and state guidelines and propose an intersection enhancement design for the Town's consideration. It would also provide a preliminary cost estimate for the design recommendation.

<b>Estimated Costs by Fiscal Year</b>	
FY2023	\$12,500
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$12,500</b>

<b>Anticipated Funding Source(s)</b>	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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ATTACHMENT A

**ASSIGNMENT AUTHORIZATION #6**

**Traffic Study – Main Street @ Maple Avenue**

The services set forth herein shall be performed pursuant to the Agreement entered into by and between the Town of Boxford, Massachusetts “Town” and TEC, Inc. “Contractor” for On-Call Engineering Services, executed January 18, 2022. This Assignment Authorization is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Whereas, the Town and Contractor have mutually agreed to proceed with the services of this Assignment, in accordance with the provisions of the Agreement.

**ASSIGNMENT DESCRIPTION:**

Contractor to provide preliminary engineering services for the study and conceptual layout of intersection improvements at Main Street and Maple Avenue (southerly intersection) in Boxford, MA. The proposed improvements are anticipated to include minor geometric intersection improvements and modification to the existing stop control, if warranted. Services to be performed are outlined in the tasks below:

**Task 1 – Intersection Safety Study **\$12,500.00 (Lump Sum)****

Traffic Safety Analysis

- Perform field work to observe and verify the roadway and intersection configuration, traffic control, sight distances and operations within the study area and summarize the vehicular infrastructure within the study area under existing conditions.
- Perform two (2) automatic traffic recorder (ATR) counts for 48-hours mid-week to record vehicular volume, classification, and speed.
- Perform a field safety assessment of the intersection with the Department of Public Works, Police Department and others to understand any local concerns as applicable.
- Evaluate the existing vehicular traffic volumes and speeds along the roadways to determine the appropriate improvements to increase vehicular safety, including an assessment of the existing stop control conditions and ensure adequate access for emergency vehicles.

Recommendation

- Provide one (1) recommendation for improvement measures to improve safety and depict them on a color concept plan
- Prepare a planning level cost estimates for bid document preparation and construction

Public Meeting

- Attend one (1) Select Board meeting with DPW to obtain endorsement for the recommended alternative

Deliverable

- Prepare a technical memorandum detailing the results of the study, color concept plan and planning level estimate

Additional services not listed above may be performed at the request of the Town and will be considered an amendment to this Assignment Authorization. Services will begin upon signed authorization and Contractor will invoice the Town monthly on a percent complete basis.

**COMPENSATION:**

<b><u>Task 1</u></b>	<b><u>Lump Sum</u></b>
Task 1: Intersection Safety Study	\$12,500.00
<b>Total</b>	<b>\$12,500.00</b>

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The Contractor is hereby authorized to proceed with the work described herein, in accordance with the provisions of the Agreement and this Assignment Authorization.

TOWN OF BOXFORD, MASSACHUSETTS

TEC, INC.

By: \_\_\_\_\_  
Chris Olbrot  
Director of Public Works

By:   
Mikel Myers  
Principal / Director of Business Development



**PROJECT DETAIL SHEET (PW020)**

**Replace Storage Sheds for Athletic Fields**

Department:	<b>Public Works</b>
Category:	<b>Parks Grounds and Open Space</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Maintain Service</b>
FY2023-FY2027 Project Cost:	<b>\$15,000</b>
Estimated Useful Life:	<b>15 Years</b>



**Description and Justification:**

The storage sheds at Boy Scout Playground, Stiles Pond, and Chadwick Fields are in various states of disrepair. These sheds are heavily utilized by the BAA and DPW for maintaining the fields and storing athletic equipment. The new sheds are purchased with a foundation and the DPW would install the sheds per the manufacturers specifications to reduce costs. The additional funds will be utilized for incidental costs such as site preparation material, delivery and hardware.

<b>Estimated Costs by Fiscal Year</b>	
FY2023	\$15,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$15,000</b>

<b>Anticipated Funding Source(s)</b>	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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Get Black Friday Prices Now Through December. While Supplies Last. Shop Now. >



You're shopping

Methuen v

OPEN until 9 pm

Delivering to

01844 v

tuff shed tahoe standard ranch



Cart | 0 items

Home / Storage & Organization / Outdoor Storage / Sheds / Wood Sheds

Internet #305605280 Model #10x12 SR E1 Store SKU #1003251859

Tuff Shed

Installed The Tahoe Series Standard Ranch 10 ft. x 12 ft. x 8 ft. 2 in. Painted Wood Storage Building Shed

★★★★★ (73) v Questions & Answers (155)



Live Chat

Feedback



Hover Image to Zoom

# \$4199<sup>00</sup>



**\$700.00 /mo\*** suggested payments with 6 months\* financing [Apply Now](#) ⓘ

Roof Color Family: **Dark Brown Wood**

Brown

**Dark Brown Wood**

Gray

### How to Get It

Delivering to: **01844** | [Change](#)

  
**Store Pickup**  
 Unavailable at Methuen  
[Check Nearby Stores](#)

  
**Ship to Home**  
 Not available in Massachusetts  
[Change Zip](#)

  
**Scheduled Delivery**  
 Not available for this item

 Live Chat

 Feedback

### Frequently Bought Together



+



Price for both:

## \$4240<sup>56</sup>

**Add both to cart**

**This item:** Installed The Tahoe Series Standard Ranch 10 ft. x 12 ft. x 8 ft. 2 in. Painted Wood Storage Building Shed  
**\$4199.00**

**Handy Home Products Venting Skylight**  
**\$41.56**

**PROJECT DETAIL SHEET (PW007)**

**Purchase Aera-Box Coring shaft with seedbox**

Department:	<b>Public Works</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Enhancement</b>
FY2023-FY2027 Project Cost:	<b>\$16,000</b>
Estimated Useful Life:	<b>20 Years</b>



Pic for reference only.

**Description and Justification:**

This aerator and seed box combination would allow the DPW to enhance its field management significantly. The DPW's current slice seeder causes issues with playing turfs and does not produce the results the town requires. This combination attachment would fit onto the tractor and allow for the operator to more efficiently core aerate and overseed all the playing fields in town. The DPW rented this piece of equipment locally and found it to be a much-needed improvement to the current equipment.

Estimated Costs by Fiscal Year	
FY2023	\$16,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$16,000</b>

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (PW011)**

**Traffic Study & Analysis of Main/Lawrence Intersection**

Department:	<b>Public Works</b>
Category:	<b>Infrastructure</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Enhancement</b>
FY2023-FY2027 Project Cost:	<b>\$20,000</b>
Estimated Useful Life:	<b>100 years</b>



Picture for reference only.

**Description and Justification:**

The DPW, through resident requests and support from the Boxford PD, is proposing a traffic analysis and intersection study at Main St and Lawrence Rd to improve safety and sightlines and to reduce chances of vehicle collisions. This capital request would include an automated traffic analysis through the use of traffic tubes which measures the vehicle counts, speeds, turning movements and tracks vehicle types. After compiling this information, an engineering consulting firm would look at federal and state guidelines and propose an intersection enhancement design for the Town's consideration. It would also provide a preliminary cost estimate for the design recommendation.

<b>Estimated Costs by Fiscal Year</b>	
FY2023	\$20,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$20,000</b>

<b>Anticipated Funding Source(s)</b>	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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ATTACHMENT A

**ASSIGNMENT AUTHORIZATION #5**

**Traffic Study – Main Street @ Lawrence Road**

The services set forth herein shall be performed pursuant to the Agreement entered into by and between the Town of Boxford, Massachusetts “Town” and TEC, Inc. “Contractor” for On-Call Engineering Services, executed January 18, 2022. This Assignment Authorization is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Whereas, the Town and Contractor have mutually agreed to proceed with the services of this Assignment, in accordance with the provisions of the Agreement.

**ASSIGNMENT DESCRIPTION:**

Contractor to provide preliminary engineering services for the study and conceptual layout of intersection improvements at Main Street and Lawrence Road in Boxford, MA. The proposed improvements are anticipated to include geometric intersection improvements and modification to the existing traffic control, if warranted. Services to be performed are outlined in the tasks below:

**Task 1 – Intersection Safety Study **\$20,000.00 (Lump Sum)****

Traffic Safety Analysis

- Perform field work to observe and verify the roadway and intersection configuration, traffic control, sight distances and operations within the study area and summarize the vehicular infrastructure within the study area under existing conditions.
- Perform three (3) automatic traffic recorder (ATR) counts for 48-hours mid-week to record vehicular volume, classification, and speed.
- Perform a field safety assessment of the intersection with the Department of Public Works, Police Department, and others to understand any local concerns as applicable.
- Evaluate the existing vehicular traffic volumes and speeds along the roadways to determine the appropriate improvements to increase vehicular safety and ensure adequate access for emergency vehicles.
- Evaluate the existing traffic control and perform a capacity/safety analysis for up to two (2) proposed traffic control modifications

Recommendation

- Provide up to two (2) recommendations for improvement measures to improve safety and depict them on a color concept plan
- Prepare two (2) planning level cost estimates for bid document preparation and construction

Public Meeting

- Attend one (1) Select Board meeting with DPW to obtain endorsement for a recommended alternative

Deliverable

- Prepare a technical memorandum detailing the results of the study, (2) color concept plans and (2) planning level estimates

Additional services not listed above may be performed at the request of the Town and will be considered an amendment to this Assignment Authorization. Services will begin upon signed authorization and Contractor will invoice the Town monthly on a percent complete basis.

**COMPENSATION:**

<b><u>Task 1</u></b>	<b><u>Lump Sum</u></b>
Task 1: Intersection Safety Study	\$20,000.00
<b>Total</b>	<b>\$20,000.00</b>

---

The Contractor is hereby authorized to proceed with the work described herein, in accordance with the provisions of the Agreement and this Assignment Authorization.

TOWN OF BOXFORD, MASSACHUSETTS

TEC, INC.

By: \_\_\_\_\_  
Chris Olbrot  
Director of Public Works

By:   
Mikel Myers  
Principal / Director of Business Development



**PROJECT DETAIL SHEET (PW001)**

**Replace 2009 International Dump/Plow Truck (#22)**

Department:	<b>Public Works</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2023-FY2027 Project Cost:	<b>\$195,000</b>
Estimated Useful Life:	<b>10 Years</b>



Pic for reference only.

**Description and Justification:**

This is for the replacement of a critical truck in the DPW Fleet. During the summer months it would utilize a dump body which would allow for the transport of heavy materials such as boulders, stone, logs, etc. In the winter months it would be equipped with a plow and a sander body. The current vehicle it would be replacing is in excess of 12 years old.

<b>Estimated Costs by Fiscal Year</b>	
FY2023	\$195,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$195,000</b>

<b>Anticipated Funding Source(s)</b>	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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ORDER ENTRY # \_\_\_\_\_



QUOTATION

6 ENTERPRISE DRIVE  
LONDONDERRY, NH 03053  
PHONE: 603-669-2250  
FAX: 603-669-0501  
DATE: 12/7/2021  
**TRUCK INFO:**  
VIN # \_\_\_\_\_  
YEAR: 2023  
MAKE: FREIGHTLINER  
MODEL: SD108  
C.A.: 84"  
TRANS: AUTO

P.O. # \_\_\_\_\_

REF: MAPC AFTERMARKETCONTRACT 2021

QUOTE / ORDER # NI2071

CUSTOMER: T/O BOXFORD MA. DPW  
CONTACT: ERIC WENDELL  
ADDRESS: 7B SPOFFORD RD.  
BOXFORD, MA. 01921  
PHONE: 978-352-6555 CELL: 978-590-7386  
EMAIL: EWENDELL@TOWN.BOXFORD.MA.US

**BODY SR. # \_\_\_\_\_ HOIST SR. # \_\_\_\_\_ COLOR: BLACK**  
**DONOVAN CUSTOM "DHD-106" DUMP 10' LENGTH 30" SIDES 36" TAILGATE 6/8 YD.**

3/16" HI-TENSILE STEEL CONSTRUCTION THROUGHOUT W/ ONE PIECE FLOOR  
STRUCTURAL TUBE TOP RAILS - SLOPING RUB RAILS - 3 VERTICAL POSTS  
FULL DEPTH REAR CORNER POST - FULL WIDTH REAR APRON W/ CLEARANCE LIGHT HOLES  
6 PANEL MANUAL TAILGATE - ANGLE TOP W/ HEAVY DUTY HARDWARE -- LIFTING D-RING  
4" I-BEAM CROSSMEMBERS 11" O/C - 6" STRUCTURAL CHANNEL LONG SILLS  
36" CAB PROTECTOR

820-SF SINGLE PISTON UNDERBODY HOIST WITH FULL SUB-FRAME  
SAFETY PROP / BACKUP ALARM & BODY UP ALARM  
SET OF FRONT & REAR MUD FLAPS

SET OF OVAL TAIL LIGHTS IN REAR CORNER POST  
ALL LIGHTS & REFLECTORS TO MEET FMVSS-108

**BODY PAINTED ONE STANDARD COLOR - SINGLE STAGE (NO CLEAR COAT)**

**INSTALLED -----#352 \$17,800.00**

**OPTIONS:**

- HOT SHIFT PTO DRIVEN CENTRAL HYDRAULICS TO OPERATE DUMP PLOW LIFT / PLOW ANGLE (AIR OPERATED) & MUNCIE ELECTRONIC SANDER CONTROLS -----#358 \$ 5,750.00  
#359 x 2\$ 1,500.00  
-----#360 \$ 2,550.00
- MONROE LOW PROFILE PLOW FRAME W/ 4" X 10" D/A LIFT CYLINDER  
**QUICK LINK / LIGHTS TO BE INSTALLED ON HOOD OF TRUCK**----- #551 \$ 5,400.00
- 11' MONROE POWER ANGLE 1/2 EXPRESSWAY TRIP EDGE PLOW --- #554 \$ 700.00  
**W/ ONE PIECE CUTTING EDGE ILO OF STANDARD THREE PIECE  
W/ CUTTING EDGE & QUICK LINK SWIVEL BAR**
- INSTALL POLY FENDERS OVER REAR AXLE ----- #329 \$ 950.00
- ONE COAL DOOR -----#362 \$ 600.00
- LED 404 STROBES 2 INSTALLED IN CAB SHIELD & 2 IN REAR POSTS -----#370 \$ 1,000.00
- TURNBUCKLE TAILGATE SAFETY LOCKS -----#417 \$ 350.00
- AERO ELECTRIC COVER W/ MESH -----#369 \$ 2,250.00
- 10' MONROE STAINLESS STEEL 6.5 YD HYDRAULIC SANDER -----#562 \$21,000.00
- STAINLESS STEEL SPILL SHIELDS FRONT & REAR** ----- #571 x 2\$ 2,600.00
- (2) SPOTLIGHTS IN REAR TO VIEW SPREAD OF MATERIAL -----#370 X 2\$ 500.00
- (2) MONROE 75 GALLON LIQUID TANKS INSTALLED W/ CROSSOVER KIT--#577 \$ 4,800.00
- BAWER 18 X 18 X 24 STAINLESS STEEL TOOLBOX INSTALLED -----#330 \$ 650.00
- 3/4" PLATE ONLY (NO HOOK) -----#363 \$ 850.00
- INSTALL CUSTOMER SUPPLIED LED STT LIGHTS IN REAR OF SANDER  
IN S/S LIGHT BOXES SHOP LABOR (3 HRS.) -----#850 X 3 \$ 435.00

**NON CONTRACT ITEMS:**

- INSTALL HEAVY DUTY SPINNER GUARD (BOLT ON) ----- \$ 500.00

I HAVE READ AND APPROVED THE ABOVE QUOTATION  
AND HEREBY AUTHORIZE YOU TO COMPLETE THE WORK.

**TOTALS 70,185.00**

CUSTOMER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

QUOTATION IS VOID AFTER 30 DAYS.

QUOTED BY: NICK COVATIS



Greater Boston Police Council

MAPC

Western Star

2020/2021 Cooperative Procurement Specifications

**Town of Boxford**

7B Spofford Rd  
 Boxford, MA 01921

Attn: Eric Wendell

Re: Quotation for 2023 Western Star 47X Single Axle Truck / 44,000 GVW

Item #	Item Description	Cost
W47	Western Star 47X	\$ 97,410.00
269	Cummins L9 350 hp 1050 lb ft tq	\$ 2,893.00
278	Allison 3000 RDS	\$ 7,210.50
284	18,000 lb front axle	\$ 4,350.50
289	26,000 lb rear axle	\$ 7,309.50
296	120,000 ksi 11 1/8" x 3.64" x 1/2" HD Frame Rail	\$ 1,523.50
298	24" Frame extension	\$ 1,078.00
300	Vertical exhaust	\$ 764.50
303	315/80R 22.5 front tires	\$ 825.00
308	Power windows/door locks	\$ 242.00
309	Exterior Sun visor	\$ 291.50
310	Adjustable steering wheel	\$ 132.00
311	Dual polished air horns	\$ 253.00
312	Air Suspension drivers seat	\$ 401.50
321	Compression brake	\$ 2,585.00
322	Driver controlled diferential lock	\$ 1,232.00
327	Dash mounted PTO switch	\$ 181.50
329	Custom paint	\$ 979.00
333	Bright finish heated mirrors with remote	\$ 764.50
339	Positive load disconnectg switch	\$ 192.50
346	Plow light wiring to frame with cab switch	\$ 203.50
353	Positive and negative jumpstart post	\$ 93.50
359	Aluminum air tanks	\$ 484.00
	<b>Total</b>	<b>\$ 131,400.00</b>
	2009 IH 7400 6 wheel plow/dump trk w/sander and tank:	\$ 22,500.00

**Options**

271	Detroit DD13 engine 370 HP 1250 lb ft tq	\$12,897.50
522	Engine warranty 5 years/100K miles	\$ 3,685.00
528	Chassis coverage 5 years/100K miles	\$ 5,225.00
529	Transmission coverage 5 years	\$ 880.00
533	Tow/roadside service (\$550.00 cap per event)	\$ 990.00

**Advantage Truck Group**  
 411 Hartford Turnpike  
 Shrewsbury, MA 01545  
 Rich Coutu

**Town of Boxford**



PROJECT DETAIL SHEET (ES005)

**Spofford Flooring**

Department:	<b>Elementary Schools</b>
Category:	<b>Facilities Renovation/ Repair</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2023-FY2027 Project Cost:	<b>\$240,000</b>
Estimated Useful Life:	<b>25 Years</b>



**Description and Justification:**

Replace Flooring at Spofford Pond  
 Phased floor replacement at the school.

Estimated Costs by Fiscal Year	
FY2023	\$60,000
FY2024	\$90,000
FY2025	\$90,000
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$240,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (ES006)

**Cole Flooring**

Department:	<b>Elementary Schools</b>
Category:	<b>Facilities Renovation/ Repair</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2023-FY2027 Project Cost:	<b>\$240,000</b>
Estimated Useful Life:	<b>25 Years</b>



**Description and Justification:**

Replace Flooring at Harry Lee Cole  
  
Phased floor replacement at the school

Estimated Costs by Fiscal Year	
FY2023	\$60,000
FY2024	\$90,000
FY2025	\$90,000
FY2026	\$0
FY2027	\$0
<b>Total Five-Year Cost</b>	<b>\$240,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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