

**ADDENDUM #1 – 3/8/24. This revised front-end document shall supersede all previous versions.**

**INVITATION TO BID**

**March 8, 2024**

**Contractor Services Associated with:  
Oliver Ellsworth Humidity Mitigation  
730 Kennedy Rd, Windsor, CT 06095**

**THIS IS AN INVITATION FOR BIDS AND THE TOWN RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE, HIGH OR LOW, AS IT DETERMINES TO BE IN THE BEST INTERESTS OF THE TOWN OF WINDSOR.**

**INTENT AND GENERAL INFORMATION**

In accordance with the provisions of Connecticut General Statutes (CGS) Section 10-291 as amended; The Town of Windsor solicits proposals from CONNECTICUT LICENSED CONTRACTORS FOR Renovations and Improvements to project as listed above.

Bidders may obtain hard copies of complete sets of Bidding Documents available from **Advanced Reprographics, upon a non-refundable payment to be advised at the time of order/pick-up for EACH SET.** Make check payable to **Advance Reprographics.** Go to <https://advancedrepro.net/> and click on “PLANROOM” at the top of the page. Plans and specifications will be available for viewing and purchasing.

**SCOPE OF WORK**

The selected CONTRACTOR will provide equipment and services per project drawings and specifications. All work to be performed during school 2024 scheduled summer break. No work to be performed while school is in session.

**WINDSOR WILL BE RESPONSIBLE FOR AND ARRANGE ALL HAZMAT TESTING, AIR SAMPLING, AND REMOVAL THEREOF. DO NOT INCLUDE ANY HAZMAT COSTS IN YOUR LUMP SUM BID PRICING.**

## **BID AND SUBMITTAL CONDITIONS:**

### **THE BIDS SHALL INCLUDE:**

1. Bidders will submit TWO sets of their sealed bid with enclosed BID FORM.
2. A statement of staff availability and their experience and background.
3. A projected time schedule of the work. It is expected that project work will need to be coordinated with Windsor Board of Education, for site availability.
4. A list of all sub-contractors to be use on this project shall be included in submitted bid.
5. Performance and Payment Bond: A performance and payment bond in the full amount of the Contract is required from awarded bidder, and shall be included in the bid price. AIA Document A311 or comparable legal bond form shall be used as the form for the bond, except that such bond must be consistent with Supplementary Instruction to Bidders.
6. Bid Security: Bid security payable to the Town of Windsor is required in the amount of five percent (5%) of the base bid proposal, and shall be in the form of a certified check or Bid Bond. Bid Bonds must be AIA Document A310 or comparable legal bond form, issued by a Surety Company licensed in the State of Connecticut.
7. **Signed Non-Collusion form by officer must be with bid to be considered.**
8. **State of Connecticut Prevailing Wages Rates apply to this project.**
9. **All Request for Information shall be emailed to the Architect/Engineer, who will release timely addendums. Last day to submit questions is by:**

**Monday, March 18, 2024 5:00 PM**

### **SUBMISSION REQUIREMENTS**

***Bids will be received at the Windsor Finance Department located at the Windsor Town Hall, attention:***

***James Bourke  
Director of Finance  
Windsor Town Hall  
275 Broad Street  
Windsor, CT 06095***

***Bid will be accepted until Thursday, March 28, 2024 11:00 AM at which time bids will be opened in the Windsor Town Hall, (room to be determined).***

**Contact Marco Aglieco at 860-285-1870 with any and all questions related to this project. A mandatory walkthrough is scheduled for Thursday, March 14, 2024 3:00 PM. Upon arrival, sign-in at project location and assemble on site.**

**All bids must be signed by an Officer of the Company and include the following documents: Completed proposal sheet, Non-Collusion Sheet, List of Subcontractors Sheet, and Addendum Acknowledgement Sheet.**

## **TERMS AND CONDITIONS**

Unless otherwise modified, the following terms and conditions will apply to professional services rendered. Bids must be held firm and may not be withdrawn for ninety (90) days after the bid opening.

### **Services to be Provided**

The Contractor shall provide services as set forth in their bid and in accordance with the terms identified herein. The services provided will be performed on behalf of and solely for the Town of Windsor and any information, tests, reports, correspondence, and conclusions shall not be released to other parties unless authorized by the Town of Windsor or in accordance with any applicable state or federal law.

### **Billing and Payment**

The Town of Windsor will pay the Contractor for services performed in accordance with the signed Agreement. Invoices will be submitted periodically or upon completion of services rendered for approval to the Public Building Commission (PBC). The Town reserves the right to request substantiating information on any bill submitted. The Town will, within 10 days after approval by the PBC of an invoice requesting payment, either indicate the approval of payment and process the invoice or indicate to the Contractor in writing, the reason for refusing to approve said invoice. In the latter case, the Contractor will make the necessary corrections and resubmit the invoice. The Town will, within 30 days of a PBC approved invoice, pay the amount to the Contractor.

### **Court Litigation and Waiver of Jury Trial**

Notwithstanding the existence of any provision for arbitration of disputes in the contract or any legislation providing for arbitration, any dispute arising under this contract shall not be submitted to arbitration and the parties shall be left to the remedies at law. It is further expressly agreed that both parties waive and relinquish their right to a trial by jury of any dispute arising out of this contract. The intent of the parties is not to have a jury decide any aspect of any dispute which may arise under this contract.

### **Mediation**

All claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be submitted to non-binding mediation. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate its representative and shall meet at the Windsor Town Hall within ten (10) days after the service of notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting.

Should the parties themselves be unable to agree on a resolution of this dispute, and then the parties shall appoint a third party, who shall be a competent and impartial party and who shall be acceptable to each party, to mediate the dispute. Each party shall pay the fees and expenses of the party mediator and such costs shall be borne equally by both parties. Upon agreement of the parties, either party may waive the first step in the mediation process and appoint a mutually acceptable mediator.

Any third-party mediator designated to serve in accordance with the provisions of the Agreement shall be disinterested and shall be qualified to evaluate the performance of both parties.

This process shall be considered as a condition precedent to moving to court.

### **Equitable Relief**

Nothing herein shall prevent either party from obtaining a court order enforcing the mediation process or such other temporary or equitable relief until such time that the dispute is settled or finally adjudicated.

### **Insurance**

The CONTRACTOR shall, after being awarded the Contract but prior to starting work, furnish Certificates of Insurance, including Automobile, Commercial General Liability, Professional Liability, Umbrella Liability, and Worker's Compensation insurance in the following amounts:

#### **1. Commercial General Liability Insurance:**

- a. The CONTRACTOR shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.
- b. The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract)

#### **2. Commercial Automobile Liability Insurance**

- a. The CONTRACTOR shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

#### **3. Worker's Compensation Insurance**

- a. The CONTRACTOR shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers Liability Insurance as follows:
  - i. Bodily Injury by Accident - \$100,000 each accident
  - ii. Bodily Injury by Disease - \$500,000 policy limit
  - iii. Bodily Injury by Disease - \$100,000 each employee

#### **4. Umbrella Liability Insurance**

- a. The CONTRACTOR shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.

#### **5. Professional Liability Insurance**

- a. The CONTRACTOR Shall provide Professional Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.

Each Policy of Insurance shall include a waiver of subrogation in favor of the Town of Windsor and shall provide no less than thirty (30) days notice to the Town of Windsor in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile, and Umbrella Liability shall name the Town of Windsor as an additional insured. A copy of the endorsement naming the Owner as an additional insured must be provided along with the certificate.

**Certificates of Insurance, acceptable to the Town of Windsor shall be delivered to the Town of Windsor prior to the commencement of the work and kept in force throughout the term hereof.**

#### **USE OF ARCHITECTS DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS**

The drawings, specifications and other documents prepared by the architect for this project shall be the joint property of the owner and the architect, provided, however, the rights of ownership shall be limited as follows:

1. Contractor shall provide the owner with all close out documents, and / any all manuals and documentations.
2. The Owner shall have the unlimited right to submit or distribute documents to meet official regulatory requirements or for similar purposes in connection with the project.

**Oliver Ellsworth Humidity Mitigation**

**Proposal Sheet**

**Town of Windsor**  
Windsor Town Hall  
Finance Department  
275 Broad Street  
Windsor, Connecticut 06095

TO: Mr. James Bourke  
Director of Finance  
Town of Windsor  
275 Broad Street  
Windsor, CT 06095

The undersigned \_\_\_\_\_ doing business in the  
Town of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_,  
submits herewith, in conformity with the RFP dated February 26, 2024, the following proposal.

**PROPOSAL LUMP SUM BID**

\$ \_\_\_\_\_

( \_\_\_\_\_ )  
Written Amount

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_



**Oliver Ellsworth Humidity Mitigation**

**Non-Collusion Sheet**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says:

That he/she is, \_\_\_\_\_ the party making the foregoing proposal for bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Town of Windsor, State of Connecticut, or any person interested in the proposed contract, and that all statements in said proposal for bid are true.

\_\_\_\_\_  
Signature (Signature should be notarized)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Name of Company/Corporation

\_\_\_\_\_  
Date

Personally appeared \_\_\_\_\_, and acknowledged the same to be his free act and deed as such \_\_\_\_\_, and the free act and deed of said corporation before me.

In Witness Whereof, I hereunto set me hand and seal.

Notary Public  
My Commission Expires



**Oliver Ellsworth Humidity Mitigation**

**List of Subcontractors Sheet**

**List all Subcontractors to be used on project:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

**Minimum Rates and Classifications  
for Building Construction**

ID#: 24-59015

**Connecticut Department of Labor  
Wage and Workplace Standards**

By virtue of the authority vested in the Labor Commissioner under provisions of Section 31-53 of the General Statutes of Connecticut, as amended, the following are declared to be the prevailing rates and welfare payments and will apply only where the contract is advertised for bid within 20 days of the date on which the rates are established. Any contractor or subcontractor not obligated by agreement to pay to the welfare and pension fund shall pay this amount to each employee as part of his/her hourly wages.

Project Number:

Project Town: Windsor

State#:

FAP#:

Project: Oliver Ellsworth Humidity Mitigation: HVAC Upgrades

<b>CLASSIFICATION</b>	<b>Hourly Rate</b>	<b>Benefits</b>
1b) Asbestos/Toxic Waste Removal Laborers: Asbestos removal and encapsulation (except its removal from mechanical systems which are not to be scrapped), toxic waste removers, blasters. <b>**See Laborers Group 7**</b>		
1c) Asbestos Worker/Heat and Frost Insulator	45.56	32.65
2) Boilermaker	46.21	29.35
3a) Bricklayer, Cement Mason, Concrete Finisher (including caulking), Stone Masons	41.11	34.65 + a
3b) Tile Setter	37.1	30.52
3c) Tile and Stone Finishers	30.0	25.30
3d) Marble & Terrazzo Finishers	31.07	24.23
3e) Plasterer	42.77	29.63

-----LABORERS-----

4) Group 1: General laborers, carpenter tenders, concrete specialists, wrecking laborers and fire watchers.	33.5	25.59
4) Group 1a: Acetylene Burners (Hours worked with a torch)	34.5	25.59
4a) Group 2: Mortar mixers, plaster tender, power buggy operators, powdermen, fireproofers/mixer/nozzleman (Person running mixer and spraying fireproof only).	33.75	25.59
4b) Group 3: Jackhammer operators/pavement breaker, mason tender (brick), mason tender (cement/concrete), forklift operators and forklift operators (masonry).	34.0	25.59
4c) **Group 4: Pipelayers (Installation of water, storm drainage or sewage lines outside of the building line with P6, P7 license) (the pipelayer rate shall apply only to one or two employees of the total crew who primary task is to actually perform the mating of pipe sections) P6 and P7 rate is \$26.80.	34.5	25.59
4d) Group 5: Air track operator, sand blaster and hydraulic drills.	34.25	25.59
4e) Group 6: Blasters, nuclear and toxic waste removal.	36.5	25.59
4f) Group 7: Asbestos/lead removal and encapsulation (except it's removal from mechanical systems which are not to be scrapped).	36.5	25.59
4g) Group 8: Bottom men on open air caisson, cylindrical work and boring crew.	31.78	25.59
4h) Group 9: Top men on open air caisson, cylindrical work and boring crew.	31.24	25.59
4i) Group 10: Traffic Control Signalman	20.1	25.59

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4j) Group 11: Toxic Waste Removers A or B With PPE	36.5	25.59
5) Carpenter, Acoustical Ceiling Installation, Soft Floor/Carpet Laying, Metal Stud Installation, Form Work and Scaffold Building, Drywall Hanging, Modular-Furniture Systems Installers, Lathers, Piledrivers, Resilient Floor Layers.	37.61	27.61
5a) Millwrights	40.56	28.87
6) Electrical Worker (including low voltage wiring) (Trade License required: E1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9)	43.75	32.47+3% of gross wage
7a) Elevator Mechanic (Trade License required: R-1,2,5,6)	64.01	39.19+a+b
-----LINE CONSTRUCTION-----		
Groundman	26.5	6.5% + 9.00
Linemen/Cable Splicer	48.19	6.5% + 22.00
8) Glazier (Trade License required: FG-1,2)	41.18	24.55 + a
9) Ironworker, Ornamental, Reinforcing, Structural, and Precast Concrete Erection	42.37	40.02 + a
-----OPERATORS-----		
Group 1: Crane Handling or Erecting Structural Steel or Stone; Hoisting Engineer (2 drums or over). (Trade License Required)	52.78	27.80 + a
Group 1a: Front End Loader (7 cubic yards or over); Work Boat 26 ft. and Over	48.37	27.80 + a

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Group 2: Cranes (100 ton rate capacity and over); Bauer Drill/Caisson. (Trade License Required)	52.41	27.80 + a
Group 2a: Cranes (under 100 ton rated capacity).	51.51	27.80 + a
Group 2b: Excavator over 2 cubic yards; Pile Driver (\$3.00 premium when operator controls hammer)	48.0	27.80 + a
Group 3: Excavator; Gradall; Master Mechanic; Hoisting Engineer (all types of equipment where a drum and cable are used to hoist or drag material regardless of motive power of operation), Rubber Tire Excavator (Drott-1085 or similar); Grader Operator; Bulldozer Finegrade. (slopes, shaping, laser or GPS, etc.). (Trade License Required)	47.1	27.80 + a
Group 4: Trenching Machines; Lighter Derrick; CMI Machine or Similar; Koehring Loader (Skooper); Goldhofer.	46.64	27.80 + a
Group 5: Specialty Railroad Equipment; Asphalt Spreader, Asphalt Reclaiming Machine; Line Grinder; Concrete Pumps; Drills with Self Contained Power Units; Boring Machine; Post Hole Digger; Auger; Pounder; Well Digger; Milling Machine (over 24 mandrel).	45.92	27.80 + a
Group 5 continued: Side Boom; Combination Hoe and Loader; Directional Driller.	45.92	27.80 + a
Group 6: Front End Loader (3 up to 7 cubic yards); Bulldozer (rough grade dozer).	45.55	27.80 + a
Group 7: Asphalt Roller; Concrete Saws and Cutters (ride on types); Vermeer Concrete Cutter; Stump Grinder; Scraper; Snooper; Skidder; Milling Machine (24" and under mandrel).	45.14	27.80 + a
Group 8: Mechanic; Grease Truck Operator; Hydroblaster; Barrier Mover; Power Stone Spreader; Welding; Work Boat Under 26 ft.; Transfer Machine; Rigger Foreman.	44.67	27.80 + a
Group 9: Front End Loader (under 3 cubic yards); Skid Steer Loader regardless of attachments; (Bobcat or Similar); Forklift, Power Chipper; Landscape Equipment (including Hydroseeder); Vacuum Excavation	44.14	27.80 + a

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Truck and Hydrovac Excavation Truck (27 HG pressure or greater).

Group 10: Vibratory hammer; ice machine; diesel and air, hammer, etc. 41.69 27.80 + a

Group 11: Conveyor, earth roller, power pavement breaker (whiphammer), robot demolition equipment. 41.69 27.80 + a

Group 12: Wellpoint Operator. 41.61 27.80 + a

Group 13: Compressor Battery Operator. 40.92 27.80 + a

Group 14: Elevator Operator; Tow Motor Operator (solid tire no rough terrain). 39.54 27.80 + a

Group 15: Generator Operator; Compressor Operator; Pump Operator; Welding Machine Operator; Heater Operator. 39.06 27.80 + a

Group 16: Maintenance Engineer. 38.28 27.80 + a

Group 17: Portable Asphalt Plant Operator; Portable Crusher Plant Operator; Portable Concrete Plant Operator; Portable Grout Plant Operator; Portable Water Filtration Plant Operator. 43.46 27.80 + a

Group 18: Power Safety Boat; Vacuum Truck; Zim Mixer; Sweeper; (Minimum for any job requiring a CDL license); Rigger; Signalman. 40.54 27.80 + a

-----PAINTERS (Including Drywall Finishing)-----

10a) Brush and Roller 37.62 24.55

10b) Taping Only/Drywall Finishing 38.37 24.55

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10c) Paperhanger and Red Label	38.12	24.55
10e) Blast and Spray	40.62	24.55
11) Plumber (excluding HVAC pipe installation) (Trade License required: P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2)	48.28	35.50
12) Well Digger, Pile Testing Machine	37.26	24.05 + a
13) Roofer (composition)	41.8	22.65
14) Roofer (slate & tile)	42.3	22.65
15) Sheetmetal Worker (Trade License required for HVAC and Ductwork: SM-1,SM-2,SM-3,SM-4,SM-5,SM-6)	41.89	43.22
16) Pipefitter (Including HVAC work) (Trade License required: S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4, G-1, G-2, G-8 & G-9)	48.28	35.50
-----TRUCK DRIVERS-----		
17a) 2 Axle, Helpers	32.16	30.51 + a
17b) 3 Axle, 2 Axle Ready Mix	32.27	30.51 + a
17c) 3 Axle Ready Mix	32.33	30.51 + a
17d) 4 Axle	32.39	30.51 + a
17e) 4 Axle Ready Mix	32.44	30.51 + a

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17f) Heavy Duty Trailer (40 Tons and Over)	34.66	30.51 + a
17g) Specialized Earth Moving Equipment (Other Than Conventional Type on-the-Road Trucks and Semi-Trailers, Including Euclids)	32.44	30.51 + a
17h) Heavy Duty Trailer up to 40 tons	33.39	30.51 + a
17i) Snorkle Truck	32.54	30.51 + a
18) Sprinkler Fitter (Trade License required: F-1,2,3,4)	47.55	32.27 + a
19) Theatrical Stage Journeyman	25.76	7.34

*Welders: Rate for craft to which welding is incidental.*

*\*Note: Hazardous waste removal work receives additional \$1.25 per hour for truck drivers.*

*\*\*Note: Hazardous waste premium \$3.00 per hour over classified rate*

Crane with 150 ft. boom (including jib) - \$1.50 extra

Crane with 200 ft. boom (including jib) - \$2.50 extra

Crane with 250 ft. boom (including jib) - \$5.00 extra

Crane with 300 ft. boom (including jib) - \$7.00 extra

Crane with 400 ft. boom (including jib) - \$10.00 extra

All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyman instructing and supervising the work of each apprentice in a specific trade.



*The Prevailing wage rates applicable to this project are subject to annual adjustments each July 1st for the duration of the project.*

*Each contractor shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.*

*It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's website.*

*The annual adjustments will be posted on the Department of Labor's Web page:*

*www.ct.gov/dol. For those without internet access, please contact the division listed below.*

*The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project.*

*All subsequent annual adjustments will be posted on our Web Site for contractor access.*

*Contracting Agencies are under no obligation pursuant to State labor law to pay any increase due to the annual adjustment provision.*

*Effective October 1, 2005 - Public Act 05-50: any person performing the work of any mechanic, laborer, or worker shall be paid prevailing wage*

All Person who perform work ON SITE must be paid prevailing wage for the appropriate mechanic, laborer, or worker classification.

All certified payrolls must list the hours worked and wages paid to All Persons who perform work ON SITE regardless of their ownership i.e.: (Owners, Corporate Officers, LLC Members, Independent Contractors, et. al)

Reporting and payment of wages is required regardless of any contractual relationship alleged to exist between the contractor and such person.

**~~Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clause (29 CFR 5.5 (a) (1) (ii)).**

Please direct any questions which you may have pertaining to classification of work and payment of prevailing wages to the Wage and Workplace Standards Division, telephone (860)263-6790.

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**As of:** March 4, 2024



# Windsor Public Schools 2023-2024 School Calendar



## August 2023

Aug. 16-18 New Teacher Orientation, NO SCHOOL  
Aug. 22 Opening Day for Staff, NO SCHOOL  
Aug. 23-25 Teacher PD, NO SCHOOL  
**Aug. 28 FIRST DAY OF SCHOOL - FULL DAY**

## September 2023

Sep. 4 Labor Day, NO SCHOOL  
Sep. 19 Teacher PD (**Early Dismissal**)

## October 2023

Oct. 9 Indigenous Peoples Day, NO SCHOOL  
Oct. 17 Teacher PD (**Early Dismissal**)  
Oct. 19 (**Early Dismissal**) WHS Only (Parent Teacher Conferences)  
Oct. 25-27 (**Early Dismissal**) Sage Park MS Only (Parent Teacher Conferences)

## November 2023

Nov. 7 Election Day, Teacher PD, NO SCHOOL  
Nov. 22-24 Thanksgiving Break, NO SCHOOL  
Nov. 29-30 (**Early Dismissal**) PK-5 Only (Parent Teacher Conferences)

## December 2023

Dec. 1 (**Early Dismissal**) PK-5 Only (Parent Teacher Conferences)  
Dec 22 (**Early Dismissal**) & 25-29 Winter Break NO SCHOOL

## January 2024

Jan. 1 New Year's Day, NO SCHOOL  
Jan. 9 Teacher PD (**Early Dismissal**)  
Jan. 15 Martin Luther King, Jr. Day, NO SCHOOL  
Jan. 16-19 (**Early Dismissal**) WHS Only (Semester 1 Exams)

## February 2024

Feb. 6 Teacher PD NO SCHOOL  
Feb. 19-20 Presidents' Day Break, NO SCHOOL

## March 2024

Mar. 5 Teacher PD (**Early Dismissal**)  
Mar. 7 (**Early Dismissal**) WHS Only (Parent Teacher Conferences)  
Mar. 13-15 (**Early Dismissal**) PK-5 Only (Parent Teacher Conferences)  
Mar. 20-22 (**Early Dismissal**) Sage Park MS Only (Parent Teacher Conferences)  
Mar. 29 Good Friday, NO SCHOOL

## April 2024

Apr. 8-12 Spring Break, NO SCHOOL

## May 2024

May 7 Teacher PD (**Early Dismissal**)  
May 27 Memorial Day, NO SCHOOL  
May 31 (**Early Dismissal**) WHS Only (Semester 2 Exams)

## June 2024

June 3-5 (**Early Dismissal**) WHS Only (Semester 2 Exams)  
**June 6 LAST DAY OF SCHOOL (Early Dismissal) Pending Snow Days**  
June 18 Potential Last Day of School

AUGUST (4)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER (20)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER (21)				
M	T	W	T	F
				1
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER (18)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER (16)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY (21)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY (18)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH (20)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL (17)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY (22)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE (4)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

SCHOOL HOURS			
	Hours	Early Dismissal	2 Hour Delay
High School	7:35am-2:20pm	7:35am-12:25pm	9:35am-2:20pm
Middle School	8:05am-2:50pm	8:05am-12:55pm	10:05am-2:50pm
Elementary	8:40am-3:25pm	8:40am-1:30pm	10:40am-3:25pm
Full Day PreK	9:00am-3:00pm	9:00am-1:30pm	11:00am-3:00pm
PreK AM	8:40am-11:35am	8:40am-10:50am	No AM PreK
PreK PM	12:30pm-3:25pm	11:25am-1:30pm	12:30pm-3:25pm

**School Delay and Closing Information**  
www.windsorct.org,  
860-687-2000 x 1180 Local  
radio and television stations

  No School  
   Teacher PD, No School  
   First/Last Day of School  
   Teacher PD, Early Dismissal  
   Early Dismissal

## Windsor Public Schools 2023-2024 School Calendar Windsor, CT

### August 2023

16-18 New Teacher Orientation, NO SCHOOL  
22 Opening Day for Staff, NO SCHOOL  
23-25 Teacher PD, NO SCHOOL  
28 FIRST DAY OF SCHOOL - FULL DAY

### September 2023

4 Labor Day, NO SCHOOL  
19 Teacher PD (Early Dismissal)

### October 2023

9 Indigenous Peoples Day, NO SCHOOL  
17 Teacher PD (Early Dismissal)  
19 (Early Dismissal) WHS Only (Parent Teacher Conferences)  
25-27 (Early Dismissal) Sage Park MS Only (Parent Teacher Conferences)

### November 2023

7 Election Day, Teacher PD, NO SCHOOL  
22-24 Thanksgiving Break, NO SCHOOL  
29-30 (Early Dismissal) PK-5 Only (Parent Teacher Conferences)

### December 2023

1 (Early Dismissal) PK-5 Only (Parent Teacher Conferences)  
22 (Early Dismissal) & 25-29 Winter Break NO SCHOOL

### January 2024

1 *New Year's Day, NO SCHOOL*  
9 Teacher PD (Early Dismissal)  
15 Martin Luther King, Jr. Day, NO SCHOOL  
16-19 (Early Dismissal) WHS Only (Semester 1 Exams)

### February 2024

6 Teacher PD NO SCHOOL  
19 -20 Presidents' Day Break, NO SCHOOL

### March 2024

5 Teacher PD (Early Dismissal)  
7 (Early Dismissal) WHS Only (Parent Teacher Conferences)  
13-15 (Early Dismissal) PK-5 Only (Parent Teacher Conferences)  
20-22 (Early Dismissal) Sage Park MS Only (Parent Teacher Conferences)  
29 *Good Friday, NO SCHOOL*

### April 2024

8-12 Spring Break, NO SCHOOL

### May 2024

7 Teacher PD (Early Dismissal)  
27 Memorial Day, NO SCHOOL  
31 (Early Dismissal) WHS Only (Semester 2 Exams)

### June 2024

3-5 (Early Dismissal) WHS Only (Semester 2 Exams)  
6 (Early Dismissal) Last Day of School  
18 Potential Last Day of School

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860-687-2000 x 1180 Local radio and television stations

**Student Days 181, Teacher Days 187**  
**Board Approved: February 15, 2022**



# Windsor Public Schools 2024-2025 School Calendar



AUGUST (5)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER (21)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER (22)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER (17)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER (15)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY (21)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**August 2024**  
 Aug. 14-16 New Teacher Orientation, NO SCHOOL  
 Aug. 20 Opening Day for Staff, NO SCHOOL  
 Aug. 21-23 Teacher PD, NO SCHOOL  
**Aug. 26 FIRST DAY OF SCHOOL - FULL DAY**

**September 2024**  
 Sep. 2 Labor Day, NO SCHOOL  
 Sep. 17 Teacher PD (Early Dismissal)

**October 2024**  
 Oct. 14 Indigenous Peoples Day, NO SCHOOL  
 Oct. 15 Teacher PD (Early Dismissal)  
 Oct. 17 (Early Dismissal) WHS Only (Parent Teacher Conferences)  
 Oct. 23-25 (Early Dismissal) Sage Park MS Only (Parent Teacher Conferences)

**November 2024**  
 Nov. 5 Election Day, Teacher PD, NO SCHOOL  
 Nov. 27-29 Thanksgiving Break, NO SCHOOL

**December 2024**  
 Dec. 4-6 (Early Dismissal) PK-5 Only (Parent Teacher Conferences)  
 Dec. 23-31 Winter Break, NO SCHOOL

**January 2025**  
 Jan. 1 New Year's Day, NO SCHOOL  
 Jan. 14 Teacher PD (Early Dismissal)  
 Jan. 13-17 (Early Dismissal) WHS Only (Semester 1 Exams)  
 Jan. 20 Martin Luther King, Jr. Day, NO SCHOOL

**February 2025**  
 Feb. 11 Teacher PD, NO SCHOOL  
 Feb. 17-18 Presidents' Day Break, NO SCHOOL

**March 2025**  
 Mar. 4 Teacher PD (Early Dismissal)  
 Mar. 6 (Early Dismissal) WHS Only (Parent Teacher Conferences)  
 Mar. 12-14 (Early Dismissal) PK-5 Only (Parent Teacher Conferences)  
 Mar. 19-21 (Early Dismissal) Sage Park MS Only (Parent Teacher Conferences)

**April 2025**  
 Apr. 14-17 Spring Break, NO SCHOOL  
 Apr. 18 Good Friday, NO SCHOOL

**May 2025**  
 May 6 Teacher PD (Early Dismissal)  
 May 26 Memorial Day, NO SCHOOL  
 May 30 (Early Dismissal) WHS Only (Semester 2 Exams)

**June 2025**  
 June 2-5 (Early Dismissal) WHS Only (Semester 2 Exams)  
**June 5 LAST DAY OF SCHOOL (Early Dismissal) Pending Snow Days**  
 June 17 Potential Last Day of School

SCHOOL HOURS		
Hours	Early Dismissal	2 Hour Delay
High School	7:35am-2:20pm	7:35am-12:25pm
Middle School	8:05am-2:50pm	8:05am-12:55pm
Elementary	8:40am-3:25pm	8:40am-1:30pm
Full Day PreK	9:00am-3:00pm	9:00am-1:30pm
PreK AM	8:40am-11:35am	8:40am-10:50am
PreK PM	12:30pm-3:25pm	11:25am-1:30pm
		9:35am-2:20pm
		10:05am-2:50pm
		10:40am-3:25pm
		11:00am-3:00pm
		No AM PreK
		12:30pm-3:25pm

FEBRUARY (17)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH (21)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL (17)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY (21)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE (4)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

For School Delay and Closing Information

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860-687-2000 x 1180 Local radio and television stations

No School
  Teacher PD, No School
  First/Last Day of School
  Teacher PD, Early Dismissal
  Early Dismissal

Student Days 181  
 Teacher Days 187  
 Board Approved: January 17, 2024

## Windsor Public Schools 2024-2025 School Calendar Windsor, CT

### **August 2024**

14-15 New Teacher Orientation, NO SCHOOL  
20 Opening Day for Staff, NO SCHOOL  
21- 23 Teacher PD, NO SCHOOL  
26 FIRST DAY OF SCHOOL - FULL DAY

### **September 2024**

2 Labor Day, NO SCHOOL  
17 Teacher PD (Early Dismissal)

### **October 2024**

14 Indigenous Peoples Day, NO SCHOOL  
15 Teacher PD (Early Dismissal)  
17 (Early Dismissal) WHS Only (Parent Teacher Conferences)  
23-25 (Early Dismissal) Sage Park MS Only (Parent Teacher Conferences)

### **November 2024**

5 Election Day, Teacher PD, NO SCHOOL  
27-29 Thanksgiving Break, NO SCHOOL

### **December 2024**

4-6 (Early Dismissal) PK-5 Only (Parent Teacher Conferences)  
23-31 Winter Break, NO SCHOOL

### **January 2025**

1 New Year's Day, NO SCHOOL  
14 Teacher PD (Early Dismissal)  
20 Martin Luther King, Jr. Day, NO SCHOOL  
13- 17 (Early Dismissal) WHS Only (Semester 1 Exams)

### **February 2025**

11 Teacher PD, NO SCHOOL  
17-18 Presidents' Day Break, NO SCHOOL

### **March 2025**

4 Teacher PD (Early Dismissal)  
6 (Early Dismissal) WHS Only (Parent Teacher Conferences)  
12-14 (Early Dismissal) PK-5 Only (Parent Teacher Conferences)  
19-21 (Early Dismissal) Sage Park MS Only (Parent Teacher Conferences)

### **April 2025**

14-17 Spring Break, NO SCHOOL  
18 Good Friday, NO SCHOOL

### **May 2025**

6 Teacher PD (Early Dismissal)  
26 Memorial Day, NO SCHOOL  
30 (Early Dismissal) WHS Only (Semester 2 Exams)

### **June 2025**

2-5 (Early Dismissal) WHS Only (Semester 2 Exams)  
5 LAST DAY OF SCHOOL (Early Dismissal) Pending Snow Days  
17 Potential Last Day of School

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## GENERAL CONDITIONS SPECIFICATION

### PART 1 - GENERAL

#### 1.1 GENERAL

- A. Architect's General Conditions are a part of this Division. All work shall be done in strict accordance with all applicable Codes and Regulations of local and State Agencies and utility companies. This Contractor shall bear the cost of all fees, permits, licenses and taxes and any utility company charges in connection with the work. All equipment installed shall be UL listed.
- B. AIA Document A201- current version, "General Conditions of the Contract for Construction" is hereby made part of these Specifications.
- C. Prime Contractor shall be the Mechanical Contractor who shall arrange and be responsible for all work in Contract Documents including any subcontracted work.
- D. A copy of the School schedule has been included in this package. Any approved work taking place during the School year will be limited to after hours starting at 4:00pm until the time that the Custodial staff leaves the building. No work including roof work, lifting of equipment and work activities within the School footprint shall take place during School hours. All ceiling tiles shall be replaced at the end of each work day during the School year.
- E. Date for Substantial Completion is 8/16/24. Light work may continue until 8/26/24, but will be limited to exterior work.
- F. Contractor shall obtain information on the existing Roof Manufacturer and Warranty and all cuts/repair/etc need to be undertaken by a certified Roofing Contractor whose work will not terminate the remaining years of the Warranty.
  - 1. Greg Rose  
Simon Roofing Products  
6 Strongs Avenue  
Portland, CT 06480  
860-559-5175  
Grose@simonroofingproducts.com
- G. Any modifications to the Fire Sprinkler branch piping shall be done by a Registered Fire Protection Subcontractor.
- H. Contractor shall provide an updated CPM schedule monthly at the time of billing, for review and acceptance by Town personnel.

## 1.2 SCOPE

- A. Provide a complete HVAC system and all other equipment as shown on the Drawings and herein specified, including but not limited to:
  - 1. System shall be complete in all respects, tested, accepted and ready to operate.

## 1.3 SUBMITTALS

- A. Submit electronic copies of manufacturer's drawings of the following to the Owner and Engineer for approval:
  - 1. Submit information on any other equipment to be used when requested by the Engineer.
  - 2. Submit electronic copies of ductwork shop drawings showing clearances with structural members and major equipment of other trades.

## 1.4 GUARANTEE

- A. Materials, equipment and workmanship shall have standard warranty against defects in material and workmanship. Any failure due to defective or improper material, equipment, workmanship or design shall be made good, forthwith, by and at the expense of the Contractor, including any damage done to areas, materials and other systems resulting from this failure. Guarantee period shall extend for one year from the Date of Acceptance.
- B. The HVAC Contractor shall provide a guarantee covering all material and workmanship for 1 year following the Date of Acceptance.

## 1.5 DEFINITION

- A. As used on Contract Documents, the term "to provide" shall mean "to furnish, install and connect completely in the specified or approved manner the item or material described."

## 1.6 OPERATING AND MAINTENANCE INSTRUCTIONS

- A. Upon completion of the project, the HVAC Contractor shall fully instruct the Owner in the operation, adjustment and maintenance of all equipment and systems furnished.
- B. The HVAC Contractor shall provide the Owner with three (3) sets of complete maintenance and operating instructions, and technical data, in booklet form, of all equipment and devices furnished in the Contract.

## 1.7 CONTRACTOR'S INSPECTION

- A. Contract Drawings are diagrammatic and do NOT show every required fittings, etc. The Contractor shall familiarize himself with the existing site conditions, prior to submitting a bid, and shall include all equipment and accessories necessary for complete and operational systems.

- B. The HVAC Contractor shall examine the Architectural Drawings and the drawings and specifications of other trades to determine the extent of work. The HVAC Contractor shall visit the site and become familiar with the project and local conditions before submitting a Bid. Drawings are diagrammatic and indicate the general arrangement of systems and work included in the Contract. If so directed by the Architect or Engineer, the HVAC Contractor shall, without extra charge, make reasonable modifications in the layout to prevent conflict with those of other trades and for proper installation of work. Refer to the Architect's Reflected Ceiling Plan for exact location of air diffusers, registers and grilles. The Contractor shall coordinate locations of equipment with all trades before starting construction. Any modifications to the equipment layout required for installation shall be performed at no additional cost to the Owner.

#### 1.8 ARRANGEMENT OF WORK

- A. Work shall be coordinated between trades to prevent unnecessary interference. Work shall present a neat coordinated appearance. Install work as necessary to provide maximum possible headroom, adequate clearance and ready access for inspection, operation, safe maintenance and repair, and Code conformance. Where space appears inadequate, consult the Owner before proceeding with installation.

#### 1.9 INSURANCE

- A. Furnish insurance certificates required by the Owner.

#### 1.10 PERMITS, LAWS, ORDINANCES, CODES AND STANDARDS

- A. Obtain permits, inspections, licenses and certificates required. Permit fees have been waved for this project, but Contractor will have to pay State of CT Educational fees, however. Work of this Contract shall meet current accepted editions of the State Building Code, State Fire Safety Code and other laws, rules and regulations of local, State and Federal authorities including, but not limited to: National Fire Protection Association #13; National Fire Protection Association #90A; National Fire Protection Association #90B; National Fire Protection Association #99; International Plumbing Code; International Mechanical Code; National Fire Protection Association #70 (National Electrical Code); and local utility company requirements. Pay utility company backcharges. Equipment, materials and components listed UL Product Directories, shall bear UL labels.

#### 1.11 FILTERS AND STRAINERS

- A. Any equipment which operates with filters or strainers shall have filters and strainers installed at all times.

#### 1.12 WORK BY OTHERS

- A. The HVAC Contractor shall install all motors provided under the HVAC Contract ready for wiring by the Electrical Contractor and shall furnish and deliver to the Electrical Contractor



wiring diagrams for all motor starters for installation and wiring. The HVAC Contractor shall furnish motor starters, relays and all temperature control equipment to the Electrical Contractor for installation and wiring. The General Contractor shall perform all excavation, backfill, chases, openings, cutting, patching and finish work.

#### 1.13 FIELD MEASUREMENTS

- A. The HVAC Contractor shall verify in the field all measurements necessary for the work. Verify thermostat locations with the Owner before installation.
- B. The HVAC Contractor shall coordinate supply and return ductwork locations with structure, conduits and piping of other trades.

#### 1.14 WORKMANSHIP

- A. Equipment and materials shall be new, of first quality, selected and arranged to fit properly into spaces indicated. Install equipment and materials in accordance with manufacturer's recommendations.

#### 1.15 COORDINATION WITH OWNER

- A. All work shall be scheduled with the Owner. Interruptions in the Owner's access to the site shall be subject to Owner limitations of date and duration.

#### 1.16 OPERATION OF SERVICES AND UTILITIES

- A. Shutdown of existing services and utilities shall, without exception, be coordinated with the proper utility and with the Owner as to date, time of day, and duration before any service is interrupted. Notify the Owner of estimated duration of shutdown period at least ten days in advance of proposed shutdown.

#### 1.17 PROTECTION

- A. Close open ends of work with temporary covers or plugs during construction to prevent entry of obstructing material or damaging water. Protect existing property, equipment and finishes from damage. Repair, to original condition, existing property that has been damaged during execution of the work.

#### 1.18 CLEANING

- A. Work site must be kept clean. Rubbish, debris and leftover or excess materials shall be removed daily.

1.19 LUBRICATION

- A. No equipment shall be operated for temporary service or testing without proper lubrication. Items requiring lubrication shall be left freshly and fully lubricated at time of substantial completion. Furnish Owner with one (1) complete new set of any special lubrication devices required for servicing, e.g., grease guns, fittings and adapters.

1.20 PAINTING

- A. Mechanical and electrical equipment and materials shall have prime coat and standard manufacturer's finish. Painting of finished surfaces (excluding ceilings) shall be one coat primer and two coats vinyl base semi-gloss paint. Painting of ceiling shall be one coat primer and two coats flat white paint. Primer shall be omitted on repainting of existing surfaces.

1.21 CUTTING AND PATCHING

- A. Areas disturbed by new construction or demolition shall be patched and repaired to match existing conditions. Patch painting of ceilings shall include painting of entire ceiling of room involved. Patch painting of other surfaces shall be to nearest cut-off point.

1.22 WATERPROOFING

- A. Provide necessary sleeves, caulking and flashing required to make openings waterproof.

1.23 FIREPROOFING

- A. At closing of each working day, provide temporary firestopping in every opening cut between floors and through fire-rated partitions. Permanent firestops shall be provided around sleeves and at other permanent openings through fire-rated partitions and floors, as required. Materials used for fire stopping shall be Class A "Noncombustible" with firestopping capabilities equal to that of adjacent construction.

1.24 BASES AND SUPPORTS

- A. Provide necessary supports, pads, bases and piers required. Equipment shall be securely attached to building structure in acceptable manner. Attachments shall be of strong and durable nature, as determined by the Owner.

1.25 ACCESS

- A. Provide adequately sized access doors, for access to concealed equipment and components requiring servicing or inspection. Doors shall have fire ratings equal to construction in which they are located.

1.26 TESTS

- A. Perform tests required by the Owner, legal authorities and agencies. Each piece of equipment, including motors and controls, shall be operated continuously for minimum one-hour test. Correct all defects appearing during tests, and repeat tests until no defects are disclosed. Final tests shall be made in the Owner's presence.

1.27 INSTRUCTION TRAINING

- A. Competent technicians shall provide instruction to Owner's personnel. Instructions shall include, but are NOT limited to, following:
  - 1. Familiarization with HVAC Control System, hardware and operation procedures.
  - 2. Familiarization with Management System Hardware.
  - 3. Use of management system software.
  - 4. Troubleshooting and service procedures.
- B. Motors Used with Reduced-Voltage and Multispeed Controllers: Match wiring connection requirements for controller with required motor leads. Provide terminals in motor terminal box, suited to control method.
- C. Motors Used with Variable Frequency Controllers: Ratings, characteristics, and features coordinated with and approved by controller manufacturer.
  - 1. Windings: Copper magnet wire with moisture-resistant insulation varnish, designed and tested to resist transient spikes, high frequencies, and short time rise pulses produced by pulse-width modulated inverters.
  - 2. Energy- and Premium-Efficient Motors: Class B temperature rise; Class F insulation.
  - 3. Inverter-Duty Motors: Class F temperature rise; Class H insulation.
  - 4. Thermal Protection: Comply with NEMA MG 1 requirements for thermally protected motors.
  - 5. Motors shall have a shaft grounding brush to prevent bearing failure from presence of voltage on the shaft.

1.28 FIRE STOPS

- A. All penetrations through fire rated walls, ceilings or floors in which pipes or ducts pass shall be sealed with a UL approved fire-stop fitting classified for an hourly rating equal to the rating of the wall, ceiling or floor.

1.29 REMOVAL, RELOCATION AND/OR ABANDONMENT

- A. Certain items of existing equipment and piping or ductwork may be indicated for removal, relocation or abandonment. Items noted for removal shall be disconnected and turned over to the Owner or disposed of by the Contractor if the Owner so requests. Items noted for relocation are intended for reuse in another location as designated on the Drawings. It shall be the responsibility of the Contractor to remove the material from its present location, store the material in a safe place and reinstall the material in its new location. Questions regarding the

suitability of the material or equipment shall be brought to the attention of the Architect/Engineer in writing. Abandonment shall be defined as abandoning in place any item so designated and shall include proper piping or ductwork termination within any occupied or open area. All abandoned pipes and ducts shall be disconnected and capped at their mains. All abandoned pipes shall be capped.

#### 1.30 PIPE PRESSURE TESTING

- A. Piping systems shall be pressure tested as indicated below for each system. All piping shall be tested before it is covered, concealed or made otherwise inaccessible.
- B. Leaks found during pressure tests shall be corrected by remaking the joint, tightening or other suitable method. The Contractor shall not add any “stop-leak” type compounds to the piping system.
- C. Any system requiring leak repair shall be retested in the same manner as the original test.
- D. The Contractor shall furnish all booster pumps, compressors, hoses and equipment required to perform all pressure tests.

#### 1.31 BALANCING AIR AND WATER SYSTEMS

- A. This contract is for all labor, materials and equipment required for the air and water systems.
- B. Air systems to be balanced include air conditioning, make-up and exhaust systems. Balancing shall include rebalancing (adjusting of sheaves and replacing belts and motors as indicated) of exhaust fans, rooftop air conditioning units and make-up air units as required to provide air flows specified. The Balancing Contractor shall secure a set of as-built ductwork plans prior to commencing work.
- C. The Balancing Contractor shall attend a coordination meeting with the HVAC and ATCS Contractors to coordinate sensor locations.
- D. Upon completion of all tests and balancing operations, the Contractor shall submit a single electronic copy of the certified Balancing Report to the Mechanical Contractor. This report shall include all data for each of the air and water systems.
- E. Balancing of systems shall be followed up after building is occupied; any rebalancing shall be done as required to meet occupant’s requirements without extra charge.

#### 1.32 START UP AND ADJUSTMENT

- A. Startup of equipment shall be performed according to manufacturer’s recommendations. Startup and adjustment shall include services required to check out, test and balance devices to ensure proper sequencing of operation, prior to instruction of the Owner’s maintenance personnel.

- B. Prior to startup, equipment shall be checked for physical damage, loose connections, loose parts, leaks and other defects and defects shall be corrected.
- C. Furnish startup/adjustment services by manufacturer, for following equipment. Manufacturer shall be responsible for supervising and inspecting equipment installation and for equipment start up and adjustment.
  - 1. DX condensing units for split systems.
  - 2. DX condensing sections of packaged units.
  - 3. Pumps. Before starting pumps, manufacturer shall inspect and properly align pumps and motors. Manufacturer shall furnish certified readings of pump head, pump gpm, motor amperage and motor voltage under full load conditions.

END OF SECTION

