Town of Stonington
K-12 School Building Committee
Special Meeting Minutes
Tuesday, August 6, 2019
6:00 p.m.
Central Office, Old Mystic, CT
Page 1 of 4

Members Present: Rob Marseglia, Chairman; June Strunk, Vice Chair; Deb Downie, Dan Oliverio, George Crouse, Wendy Wilbert,

Debra Widmer, Bobby Mitchell and Blunt White.

Members Absent: Julie Holland, Secretary; Rob Sundman, Kathy Sanford

Recording Secretary: Sandy Tissiere

Guests and Citizens: Van Riley, Superintendent, Stonington Public Schools; Peter Anderson, Director of Operations and Facilities, Stonington Public Schools; Chuck Warrington, Senior Project Manager, Colliers; Greg Smolley, Studio Director, CT and Senior Project Manager, DRA; John Hawley, Vice President, Building Unit Manager; Gilbane and Don Fiore, citizen

#### Call to Order

Chairman Marseglia called the K-12 School Building Committee meeting to order at 6:04 p.m.

#### 2. Seating of Alternates

Debra Widmer, Blunt White and Bobby Mitchell were seated as alternates.

# Approval of Outstanding Minutes

The minutes of June 18, 2019 and July 16, 2019 were submitted for approval.

The following motion was made by June Strunk and seconded by Deb Downie:

Motion #1: To approve the minutes of June 18, 2019.

All: Aye

The minutes of July 16, 2019 were tabled.

#### 4. Update from Commissioning Agent

Chuck Warrington reported the continuing issue at Deans Mill School is the air condition and VRF units and getting them running. Fergusen is trouble-shooting the issue to find a solution. Also, at Deans Mill School, CES is working with Trane on connecting the kitchen fans to the rooftop units. The commissioning agent team is meeting about every three days to continue to find resolution to all outstanding issues.

There was an air conditioning issue in the technology office at West Vine Street School that has been resolved. Also, at West Vine Street School, there will be an emergency generator test coordinated with the transformer test. These tests will need to be done at Deans Mill School as well.

The open commissioning items are the Deans Mill School Veritable Refrigerant Flow Systems, closing out the West Vine Street School issues of hot or cold classroom temperatures; all systems have been tested and found to be working correctly; and, at Deans Mill School, the kitchen exhaust fans being connected to the rooftop unit.

Dr. Riley asked about the issue with the vent issues that still exist with the kitchens and cafeterias. This item is still being worked on by CES and Trane coordinating the systems to work together.

# BDAs - Executive Session - discuss ROM/schedule from Tactical Communications

No executive session was needed. Chuck Warrington reported all the antennas in the building with the exception of the gym and the utility room have been installed and this installation will be completed in two weeks (Deans Mill School). The state BDA and battery backup have been installed and the roof antenna has been designed and sent over to DRA and approved it to be installed. There is one more custom component that is ordered to be installed. Rob Marseglia will contact Tactical Communications regarding the importance of the BDA system being completed.

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#### Architect

- a. Architect Updates
  - 1) Office furniture DMS delivery on 6/24; WVSS delivery on 7/8

The office furniture has been delivered and installed at both schools. The Deans Mill School office will be completed once it is painted and carpet installed.

2) Update - FF & E updates - discuss furniture lists/missing items (including K chairs/rugs

The vendors have been to the schools and most of the missing items have been located. The vendors will be contacted regarding any items still missing to prove the items were delivered, or, if the items cannot be located, to replace them.

3) Update - Technology

Chuck Warrington reported there are quotes to be approved.

4) DMS - Kindergarten locker ordering and installation

John Hawley reported the goal is to have all the lockers installed before school starts.

5) WVSS - roof leak near room 164/inadequate flashing

John Hawley said this item was submitted as a change order and the materials have been ordered and the goal is to get all the flashing installed and the work completed before school starts.

6) DMS - Review Quote for K and 1st grade tables

Greg Smolley and Chuck Warrington worked with different vendors to get the right color tables in the shortest amount of time and there are quotes for committee consideration that will be discussed later in the meeting.

#### b. Architect Actions

Greg Smolley reported they did a site walk with Mizzy Construction, Colliers, Gilbane and Peter Anderson at West Vine Street School, Area A site, to turn maintenance over and addressed a few items that were not acceptable just yet. These items were turned over to Gilbane to be addressed by Mizzy Construction. Chuck Warrington reported the paving is all completed including line striping.

# 7. Construction Manager

- a. CM Update Including
  - WSS Repaving update

This item covered under 6. B. Architect Updates

2) HVAC systems - mechanical and electrical system deficiencies that were connected

This item covered under item 4. Update from Commissioning Agent

3) WVSS and DMS -- Review of punch list items, and completion ECD

John Hawley reported they are down to less than a dozen punch list items.

4) DMS Paving schedule

John Hawley said this schedule has been reviewed and sald paving is scheduled August 26 - August 30, 2019. There is professional development that week so the area where staff will park will be ready; this will be coordinated with Principal McCurdy.

5) Schedule to replace damaged flagpole base ring at WVSS

John Hawley said the ring appears to be damaged from the counter-weight for the flag being dropped on it. John Hawley said he is looking for a replacement split ring, however, if the counter-weight is dropped there will be the same situation.

6) Flagpole lights at WVSS are not operating

John Hawley said he was unaware of this issue saying there is an electrician coming on Tuesday and he will share this item.

7) Discuss possible corrections to WVSS exterior parking lot lights remain "on" all night

John Hawley reported he has not had time to address this issue but it is his understanding the lights are not on a timer but on light sensor saying he thinks is the way the system is designed. John Hawley said there are timers that can be installed. The protocol needs to be reviewed by the school district to proceed with what the operational and safety requirements are by the Stonington police department.

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The West Vine Street School signage poles that are set in concrete were discussed. The hollow poles did not have caps so when water got into them over the winter, it froze and damaged the poles. Holes will be drilled and caps will put on the poles and they will be repainted to prevent this from happening in the future. Peter Anderson will check on this item.

The Sensory Garden electricity was discussed. Custom Electric will be on site next week and this item is on their schedule. Dan Oliverio asked about the water to the Sensory Garden. Chuck Warrington said there is water there but there are some changes that have to be made to the irrigation system. Greg Smolley says that Westerly Water Department came for an inspection and cited there needs to be a backflow preventer installed.

b. CM Actions

No CM actions taken.

#### B. OPM

- a. OPM Update
  - 1) Furniture updates

This item discussed under item 6. a. 1. Office Furniture,

2) <u>Timeline</u>

Chuck Warrington said they are in the process of completing this Item.

b. OPM Actions

Chuck Warrington distributed the invoices, quotes and the financial statements (attachment #1).

The Deans Mill School invoices were submitted for approval as follows: Colliers, invoice #2570, \$7,932.00; Langan, invoice #56443, \$7,968.04; Robert H. Lord, invoice #33227, \$5,539.24; Robert H. Lord, invoice #33227LIB, \$5,986.00; Robert H. Lord, invoice #33227Sico, \$1,399.86; Robert H. Lord, invoice #3387, \$8,708.44; Robert H. Lord, invoice #33227V.1, \$6,560.51; Insalco, invoice #8358, \$672.84; Anchor Engineering, invoice #32230, \$1,715.00 and WB Meyer, invoice #120-007092, \$810.00 for a total amount of \$47,291.93.

The following motion was made by George Crouse and seconded Dan Oliverio:

Motion #2: To approve the Deans Mill School invoices, dated 8/6/19,in the amount of \$47,291.93 as presented: All: Aye

The West Vine Street School invoices were submitted for approval as follows: Colliers, invoice #2571, \$7,932.00; RH Lord, invoice #33228LB, \$5,934.90; RH Lord, invoice #33228, \$395.60; RH Lord, invoice #33228a, \$3,165.68; RH Lord, invoice #3328H1, \$22,572.86, RH Lord, invoice #33388, \$321.30 and Anchor Engineering, invoice #32229, \$1,715.00 for a total amount of \$42,036.94.

The following motion was made by George Crouse and Dan Oliverio:

Motion #3: To approve the West Vine Street School invoices, dated 8/6/19, in the amount of \$42,036.94, as presented. All: Aya

Chuck Warrington presented the quotes from CDW-G for the document cameras and headphones for approval.

The following motion was made by June Strunk and seconded by Dan Oliverio:

Motion #4: To approve the CDW-G quote for headphones and document cameras for West Vine Street School in the amount of \$10,256.75.

All: Aye

The following motion was made by June Strunk and seconded by Blunt White:

Motion #5: To approve the CDW-G quote for headphones and document cameras for Deans Mill School in the amount of \$10,497.25.

All: Aye

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Chuck Warrington presented quotes for the tables from two vendors for consideration of choice for approval by the committee. Chuck Warrington said they are recommending Insalco as they can deliver the needed items at less lead time.

The following motion was made by George Crouse and seconded by Dan Oliverio:

**Motion #6**: To award the contract to Insalco for Deans Mill School for 20 tables and 96 boxes in the amount of \$6,453.44. All: Aye

The following motion was made by George Crouse and seconded by Dan Oliverio:

**Motion #7:** To award the contract to insalco for West Vine Street School for 4 tables in the amount of \$1,032.64. All: Ave

Chuck Warrington distributed the finanical reports and said the remaining amounts were at Deans Mill School is 1.6 million and, at West Vine Street School, the amount is \$218,900.

#### 9. K-12 BC Items

- a. WVSS Paving sloping walkway to garden
  - It has been recommended by Milone and MacBroome all the walkways be paved. The financing of paving the walkways is still in discussion. It was recommended Milone and MacBroome's recommendations submitted to Stonington Public Works.
- b. Ribbon Cutting Ceremonles WVSS Saturday, 9/21; DMS Saturday, 9/28 The ribbon cutting ceremonies were discussed. There is an invited guest list that has been created that will have more names added. The ceremonies will be 1 ½ hours with the presentation first followed by a directed tour. Sandy Tissiere will create an invitation and perform the mailing to the invited guests.

#### 10. New Business

There wasn't any new business for discussion.

#### 11. Old Business

Dan Oliverio asked about the Gaga pit at Deans Mill School. Chuck Warrington said the town will install the foundation and he is getting a quote for the structure.

#### 12. Adjourn

Motion #8: The following motion was made by George Crouse and seconded by Wendy Wilbert to adjourn the meeting at 7:46 p.m.

Julie Holland, Secretary

# **ATTACHMENT #1**



Stonington K-12 Building Committee
Rob Maneglia, Chairman
June Strunk, Vice-Choltman
Robert Sundman
Julia Holland
George Crouse
Deboroh Downle
Kathy Sanford
Dan Oliverio
Wendy Wilbarl

# Stonington Deans Mill School

State Project No.: 137-0047 Invoice Approval Cover Sheet

# **Building Committee Date: 8/6/19**

(Where discrepancies exist between the amount shown on the cover sheet and the actual invoice, the lavoice appears)

		INVOICES		-
Town Acct.	Company	Invoice No.	Date	Amount
405001-81118	Colliers	2570	6/30/2019	\$ 7,932.00
405001-81113	Langan	56443	7/15/2019	\$ 7,968.04
405001-81107	Robert H. Lord	33227	3/12/2019	\$ 5,539.24
405001-81107	Robert H. Lord	33227LIB	9/10/2019	\$ 5,986.00
405001-81107	Robert H. Lord	33227Sico	5/17/2019	\$ 1,399.86
405001-81107	Robert H. Lord	33387	3/12/2019	\$ 8,708.44
405001-81107	Robert H. Lord	33227V.1	9/10/2018	\$ 6,560.51
405001-81107	Insalco	8358	7/29/2019	\$ 672.84
	Anchor Engineering	32230	7/12/2019	\$ 1,715.00
405001-81109	WB Meyer	120-007092	5/31/2019	\$ 810.00

Total of Involces

\$ 47,291.93

#### Approvals:

Stonington K-12 Building Committee

chairs sign)		
of two	Robert Marseglla, Chairperson	Date
(One c	June Strunk, Vice-Chairperson	Date
ures		
fficial Signature	Robert Simmons, First Selectman	Date
n Officia	James Sullivan, Finance Director	Date
Tow WO		Date

Coiliers international, Owners Project Manager

Charles E. Warrington, Jr., P.E.

Date





Stanington K-12 Building Committee
Rob Marsegila, Chairman
June Strunk, Vice-Chairman
Robert Sundman
Julie Holland
George Crouse
Deborah Downle
Kathy Sanford
Dan Oilverlo
Wendy Wilbert

# **Stonington West Vine Street School**

State Project No.: 137-0048 Invoice Approval Cover Sheet

# Building Committee Date: 08/06/2019

(Where discrepancies exist between the amount shown on the cover sheet and the actual invoice, the invoice governs)

	INVOICES							
Town Acct.	Company	Invoice No.	Date	T	Amount			
405002-81118		2571	6/30/2019	\$	7,932.00			
405002-81107	RH Lord	33228LB	8/27/2018	\$	5,934.90			
405002-81107	RH Lord	33228	3/12/2019	\$	395.60			
405002-81107	RH Lord	33228a	3/12/2019	\$	3,165.28			
405002-81107	RH Lord	33228H1	3/12/2019	\$	22,572.86			
405002-81107	RH Lord	33388	3/12/2019	\$	321.30			
405002-81126	Anchor Engineering	32229	7/12/2019	\$	1,715.00			

Total of Invoices \$ 42,036.94

# Approvals:

Stonington K-12 Building Committee

5		
'One of two chairs required to sign)	Robert Marseglia, Chairperson	Date
(One of t	June Strunk, Vice-Chairperson	Date
Se		
gnatur	Robert Simmons, First Selectman	Date
Town Official Signatures	James Sullivan, Finance Director	Date
Town C		Date

Colliers International, Owners Project Manager

Charles E. Warrington, Jr., P.E., Director Date	Date
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# **QUOTE CONFIRMATION**



# DEAR CHRIS WILLISTON,

Thank you for considering CDW $\bullet$ G for your computing needs. The details of your quote are below. <u>Click here</u> to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KSWS185	7/17/2019	WEST VINE	6516299	\$10,256.75

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Cyber Acoustics ACM-70B Headphone	479	382512	\$3.25	\$1,556.75
Mfg. Part#: ACM-70B				
UNSPSC: 52161514				
Contract: State of Connecticut Audio Visual (19PSX0015)				
Elmo TT-X1 Visual Presenter - document camera	15	4216668	\$580.00	\$8,700.00
Mfg. Part#: 1351				
UNSPSC: 45121517				
Contract: State of Connecticut Audio Visual (19PSX0015)				

PURCHASER BILLING INFO	SUBTOTAL	\$10,256.75			
Billing Address:	SHIPPING				
STONINGTON PUBLIC SCHOOLS ACCTS PAYABLE	SALES TAX	\$0.00			
PO BOX 479 OLD MYSTIC, CT 06372-0479 Phone: (860) 572-0506	GRAND TOTAL	\$10,256.75			
Payment Terms: NET 30 Days-Govt/Ed					
DELIVER TO	Piease remit payments to:				
Shipping Address: WEST VINE ST SCHOOL CHRIS WILLISTON 17 W VINE ST PAWCATUCK, CT 06379 Phone: (860) 572-0506 Shipping Method: UPS Ground (2- 3 Day)	CDW Government 75 Remittance Drive Sulte 1515 Chicago, IL 60675-1515				

Need	l Assistance?	CDW•G SALES CONTACT IN	FORMATION	
Chris Lipford	I	(855) 822-6530	1	chrilip@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <a href="http://www.cdwg.com/content/terms-conditions/product-sales.aspx">http://www.cdwg.com/content/terms-conditions/product-sales.aspx</a>
For more information, contact a CDW account manager

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Thank you for considering CDW•G for your computing needs. The details of your quote are below. <u>Click here</u> to convert your quote to an order.

QUOTE#	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KSWS386	7/17/2019	DEANS MILL	6516299	\$10,497.25

QUOTE DETAILS					The second of th
ITEM		QTY	CDW#	UNIT PRICE	EXT. PRICE
Cyber Acoustics ACM-7	08 Headphone	\$53	382512	\$3.25	\$1,797.25
Mfg. Part#: ACM-708				•	
UNSPSC: 52161514					
Contract: State of Connec	ticut Audio Visuai (19PSX0015)				
Elmo TT-X1 Visual Pres	enter - document camera	15	4216668	\$580.00	\$8,700.00
Mfg. Part#: 1351				·	
UNSPSC: 45121517					
Contract: State of Connec	ticut Audio Visual (19PSX0015)				

PURCHASER BILLING INFO	SUBTOTAL	\$10,497.25
Billing Address:	SHIPPING	\$0.00
STONINGTON PUBLIC SCHOOLS ACCTS PAYABLE	SALES TAX	\$0.00
PO BOX 479 OLD MYSTIC, CT 06372-0479	GRAND TOTAL	\$10,497.25
Phone: (850) 572-0506 Payment Terms: NET 30 Days-Govt/Ed		
DELIVER TO	Please remit payments to:	
Shipping Address: DEANS MILL SCHOOL 35 DEANS MILL RD STONINGTON, CT 06378-2104 Shipping Method: UPS Ground (2- 3 Day)	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Nee	i Assistance?	CDW•G SALES CONTACT IN	FORMATION	
Chris Lipford	I	(855) 822-6530	i	chrilip@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <a href="http://www.cdwg.com/content/terms-conditions/product-sales.aspx">http://www.cdwg.com/content/terms-conditions/product-sales.aspx</a>
For more information, contact a CDW account manager

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Deans Mill - KI adjustable activity tables Prepared for Charles Warrington/Colliers

Item	Mfg	늘		ğ	List	Ext List	Sell - %	Sell	Ext Sell	=
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		Standard	KI Laminates	*****						-
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		Standard	Ki Laminates		*********		*******			
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2	₹	ЕРВ	Intellect Activity Table, Clear Plastic Book Box,227-32" Height	96	\$ 24.00	\$ 2,304.00	44 000	\$ 13.44	\$ 1,2	1,290.24
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			Grand Total			\$ 11,524.00	44.000		\$ 6,4	6,453.44
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West Vine - KI adjustable activity tables
Prepared for Chuck Warrington/Colliers

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Equipment for Educators"

Highway 65 South, Conway, AR 72032 - orders@vlrco.com 2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

# QUOTATION #8207568

Sold To: STONINGTON PUBLIC SCHOOLS 49 N STONINGTON ROAD OLD MYSTIC CT 06372 Ship To:

STÖNINGTON PUBLIC SCHOOLS 49 N STONINGTON ROAD OLD MYSTIC CT 06372

REFERENCE: TABLES W/ BOOK BOXES

Quotation Date: 8/5/2019

We appreciate the opportunity to quote the enclosed prices for our products. Unless otherwise indicated, prices are net and do not include sales tax. Please refer to the above referenced Quotation Number when corresponding with Virco regarding this quote. We offer our quotation priced from the ST OF CT 16PSX0190 CLASSROOM AND SCHOOL FURNITURE Contract. Our quotation is subject to the following terms and conditions:

1) FOB Point:

FOB Destination - Delivered & Installed

2) Payment Terms:

Net 30 days (subject to credit approval)

Prices Are Firm:

For Orders Received By 12/31/2019 Orders received after this date are subject

to re-quote

4) For Shipment By:

Customer Must Take Delivery Before 12/31/2019

Shipment from Virco:

PLEASE NOTE: Quick Ship Items are in stock and ready to ship quickly, usually in 5 business days. Classroom Basics models are assembled upon receipt of an order from components we stock and are usually ready to ship in 4 weeks except for July and August when lead-times may be extended. Models not included in Quick Ship or Classroom Basics are Made-to-Order and are usually ready within 6-8 weeks except for July and August when lead-times may be extended. Custom products or specials: Extended lead times may apply, contact your Sales Representative for more information. If products with different leadtimes are on the same purchase order, the longest leadtime will apply to the entire order. Additional shipping and handling charges will apply to orders that are requested to be partial shipped before the Virco acknowledged due date. Orders that specify shipment later than the preceding dates will be

subject to re-quote

Color:

Standard Virco colors only unless specified otherwise

7) Purchase Order:

We require customer approval by purchase order or signed quote to be emailed

to Orders@virco.com or faxed to (800) 258-7367 or (800) 396-8232

8) Acknowledgement:

Final acceptance and acknowledgement of orders will be as stated on the

standard Virco Purchase Order Acknowledgment

9) Quantity:

Any change in quantities may result in a price change



# QUOTATION #8207568

Shipping To: STONINGTON PUBLIC SCHOOLS

Equipment for Educators

item #	Supplier/Model #	Description	Unit Price	Qty	Extension
1	Virco Inc #483672	Table, 4000 Series, Activity Table, Standard Legs, 36" X 72" X 1-1/8 " High-Pressure Laminate Particleboard Top With Backing Sheet And T-Mold Edge Banding, 22"-30" Adjustable Height, Tubular Steel Legs, Nylon-Base Swivel Glides (4 ea LaminateHollyberry (RED431) Universal T Mold EdgeChar Black (BLK01) FrameChar Black (BLK01)) (4 ea LaminateAtlantis (BLU043) Universal T Mold EdgeChar Black (BLK01) FrameChar Black (BLK01) (4 ea LaminateMarlgold (YLW031) Universal T Mold EdgeChar Black (BLK01) FrameChar Black (BLK01))	\$268.70	12	\$3,224.40
2 .	Virco Inc #483672LO	Table, 4000 Series, Activity Table, All-Chrome Short Legs, 36" X 72" X 1-1/8" High-Pressure Laminate Particleboard Top With Backing Sheet And T-Mold Edge Banding, 17"-25" Adjustable Height, Tubular Steel Legs, Nylon-Base Swivel Glides (2 ea LaminateHollyberry (RED431) Universai T Mold EdgeChar Black (BLK01) FrameChar Black (BLK01)) (2 ea LaminateAtlantis (BLU043) Universal T Mold EdgeChar Black (BLK01) FrameChar Black (BLK01) (2 ea LaminateMarigold (YLW031) Universal T Mold EdgeChar Black (BLK01) FrameChar Black (BLK01)	\$275.00	6	\$1,650.00
6	Virco Inc #X-483672	SPECIAL: Table, 4000 Series, Activity Table, Standard Legs, 36" X 72" X 1-1/8" High-Pressure Laminate Particleboard Top With Backing Sheet And T-Mold Edge Banding, 22"-30" Adjustable Height, Tubular Steel Legs, Nylon-Base Swivel Glides. MODIFICATION: Wilson Art Laminate Hunter Green D79-60 / Black-edge & uppers - (Color Not Selected)	\$309.50	4	\$1,238.00
7 ;	Virco Inc #X-483672LO	SPECIAL: Table, 4000 Series, Activity Table, All-Chrome Short Legs, 36 "X 72" X 1-1/8" High-Pressure Laminate Particleboard Top With Backing Sheet And T-Mold Edge Banding, 17"-25" Adjustable Height, Tubular Steel Legs, Nylon-Base Swivel Glides. MODIFICATION: Wilson Art Laminate Hunter Green D79-60 / Black-edge & uppers - (Color Not Selected)	\$316.50	2	\$633.00
9	Virco Inc #UBOOK	Book Box, plastic book box, for use under 4000 series activity tables, 15W x 14D x 4 1/2H (24 ea Soft PlasticRed (RED70)) (24 ea Soft PlasticNavy (BLU51)) (24 ea Soft PlasticSquash (YLW47)) (24 ea Soft PlasticForest Green (GRN75))	\$20.90	96	\$2,006.40
				:	\$8,751.80

Torrance Phone: 310-533-0474 800-448-4726 FAX: 800-258-73



# QUOTATION #8207568

Shipping To: STONINGTON PUBLIC SCHOOLS

Equipment for Educators<sup>\*</sup>

Supplier/Model #

Item#

Description	<b>Unit Price</b>	Qty	Extension

The undersigned certifies understanding and agreement of this Quote Letter and has authority to sign for purchase.

STONINGTON PUBLIC SCHOOLS 49 N STONINGTON ROAD OLD MYSTIC CT 06372

X	
	PO # (if available)
,	
` <u></u>	Name (Print)
,	
·	Authorized Signature

If paying by credit card, please call 877-311-9157. The credit specialist will be pleased to assist with your payment.

# How To Place Your Order With Virco

# 3 Ways To Order:

- 1. Email your PDF quote from Virco to **orders@virco.com** (please make sure the quote is signed before submitting)
- 2. Email your standard PO to orders@virco.com
- 3. Order online at Shop.Virco.com (must register with Inside Sales)

# What to Expect Once Order Is Placed (see below to complete the order process)

- · We will respond to let you know your order was received.
- · Once we process your order, an electronic or paper acknowledgment will be sent

# In Order to Complete the Order Process, Virco Must Receive The Following Information

Αςςοι	int Info	Product Info
abla	"Sold To" Information	Model (Ex: 9018, ZBOOMMFG)
	"Ship To" Information	
$\nabla$	Pricing source	Color/Finish for the Following: CHAIRS
Delive	ary Info	Bucket Color Frame Color Glide
V	Delivery contact information (name and phone number for a call before delivery)	(Ex: Navy/Chrome/Nylon Glides)  TABLES/DESKS
abla	Special delivery requests such as specific delivery hours	Top/Edge Banding  Frame Color  Glide  (Ex: Dry Creek Plum/Adobe/Silver Mist/Felt Glides)
$\checkmark$	Requested delivery date if applicable (orders without requested delivery dates will be entered under ASAP priority and will be shipped as soon as product is ready)	Frame Color (Ex: Moonstone)
	**Please note - our system only allows 8 lines of 30 characters each	





Highway 65 South, Conway, AR 72032 - orders@virco.com 2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

# QUOTATION #8207568

# VIRCO FULL SERVICE GUIDELINES

At Virco, we're committed to providing you with the highest quality and most cost effective delivery and installation services. That's because your complete satisfaction, as well as the safety of our employees and of any other personnel at your facility is of paramount importance. With that in mind, please be aware of the following **IMPORTANT CONDITIONS** that apply to Virco delivery and installation services:

- \* Virco Full Service deliveries include inside delivery of product to a staging area in the building closest to the unloading area or 100 feet from the trailer(s); whichever is closer. Unless otherwise noted on the quote, truck access to the building must be no further than fifty yards from the building entrance. Building access outside this distance may result in a change order to offset the additional expense to move furniture into the building.
- \* The customers designated representative must count all cartons of furniture unloaded from the trailer(s). The number of cartons received should match the Bill of Lading exactly. Any shortages, overages and/or apparent freight damage must be noted on the Bill of Lading before it is signed and the carrier leaves the premises.
- \* Paperwork for all shortages and damages will be immediately processed and replacements will be shipped as soon as possible.
- \* Virco quotes that include installation services, are based on a project site that is 90% complete with little or no obstruction from the general contractor, their sub-contractors or other trades. This includes the use of an elevator for multi-story buildings. If conditions are not at the anticipated level of completion and delivery and installation are still required, a change order may be submitted for the additional work required to complete the project on schedule.
- \* In rare cases, Virco may agree to work under hard-hat conditions. Working in hard-hat conditions may result in unforeseen additional costs. Change orders may be submitted to offset the additional work required to complete the project on schedule.
- \* Virco's installation services are based on working Monday through Friday from 7 AM to 5 PM, unless noted otherwise on the quote and customer purchase order. Unforeseen project conditions that require working days and hours different than those noted above, may result in change orders to offset the additional costs associated with working outside the intended project scope.
- \* If a customer reschedules a delivery or installation date from that which was initially requested and printed on a Purchase Order, this may cause a rescheduling delay. Because Virco's Field Service Department schedules many deliveries and installations to committed time frames, it often happens that equipment and resources have already been fully allocated on any given date. While Virco will do its best to accommodate specific rescheduling requests, we reserve the right to reschedule on the next available date.



Highway 65 South, Conway, AR 72032 - orders@virco.com 2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

# Of Educators

# QUOTATION #8207568

- \* Virco's quotes, unless otherwise noted, are based on delivering your order as a complete project to maximize shipping efficiencies. Requests for multiple deliveries due to construction delays, may result in additiona freight charges. Freight charges will be added to the invoice.
- \* Installation charges include the delivery, set-up and placement of furniture one time only. Virco will not set furniture in place multiple times so that contractors can have sequential access to particular areas of a school.
- \* Every room will have a posted inventory list and will include product model numbers, descriptions, quantity and color. Upon placement of the furniture the room sheet will be noted, dated and initialed. Thereafter if  $\epsilon$  contractor or school personnel moves Virco furniture for any reason, it will be the responsibility of others to return furniture to its proper location.
- \* Upon the substantial completion of the project, a walk through will be scheduled and each room list will be reviewed and confirmed. All uncompleted work or additional needs will be noted and signed by a district representative. At the end of the initial walk through, 90% of the invoice value should be processed for payment. The remaining 10% will be used as a retainer until completion of the project.
- \* After the initial walk through, all subsequent work and walk throughs will only be related to the open issues for that room.
- \* The customer is responsible for the following:
  - Safe access to and from staging areas and rooms.
  - A site contact, who must be available to provide room access and answer pertinent questions during the installation.
  - Tables and or desks will be assembled to the following height unless noted otherwise. Table or desk height requests must be noted on the room list and agreed to by the customer.

- Pre-K & K --> 23 inches - 1st & 2nd Grade --> 26 inches - 3rd & 4th Grade --> 28 inches - 5th Grade to Adult --> 29 inches

- \* Each item will be moved from the staging area to its destination, as identified by the on-site contact only one time. In this context, Virco suggests that a large venue such as a cafeteria or multi-purpose room be designated as a staging area.
- \* Furniture will be unboxed and assembled in or near its destination.
- \* Customer requests that product remain in cartons and be installed at a later date may result in a change order to off-set the costs associated with additional trip charges by the contracted installer.

# QUOTATION #8207568

# Untitled Room 1

Supplier/Model #/Description/Color Qty: 4 ea
Virco Inc #483672 - Table, 4000 Series, Activity Table, Standard Legs, 36" X 72" X 1-1/8" High-Pressure Laminate Particleboard Top With Backing Sheet And T-Mold Edge Banding, 22"-30" Adjustable Height, Tubular Steel Legs, Nylon-Base Swivel Gilides.
Color: Laminate->Atlantis (BLU043) Universal T Mold Edge->Char Black (BLK01)  (RLK01)  (Aty: 2 ea
Virco Inc #483672LO - Table, 4000 Series, Activity Table, All-Chrome Short Legs, 36 " X 72" X 1-1/8" High-Pressure Laminate Particleboard Top With Backing Sheet And T-Mold Edge Banding, 17"-25" Adjustable Height, Tubular Steel Legs, Nylon-Base Swivel Glides.
Color: Laminate->Hollyberry (RED431 Universal T Mold Edge->Char Black (BLK01) Frame->Char Black (BLK01)  Qty: 2 ea
Activity Table, All-Chrome Short Legs, 36 " X 72" X 1-1/8" High-Pressure Laminate Particleboard Top With Backing Sheet And T-Mold Edge Banding, 17"-25" Adjustable Height, Tubular Steel Legs, Nylon-Base Swivel Glides.
Color: Laminate->Marigold (YLW031) Universal T Mold Edge->Char Black Image Does Not Reflect Actual Color Bid (BLK01) Frame->Char Black (BLK01)

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Oty: 24 ea

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Swivel Glides.

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West Vine St School Financial Status Report - 8/6/19 S(000)

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