

BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN

BUDGET: Tax Collector

Transfer \$ 1726.00 from category Other Payroll to category Printing + Binding

(within budget) from # 1005-041-4135-000000-53200-00000

to # 1005-041-4135-000000-55500-00000

Transfer \$ \_\_\_\_\_ from Budget \_\_\_\_\_ to Budget \_\_\_\_\_

from category \_\_\_\_\_ to category \_\_\_\_\_

from # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 000000

to # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 000000

Other \$ \_\_\_\_\_

Explanation: Tax bills last year were mailed in this fiscal year leaving me to use budget money from this fiscal year to pay that billing. As a result the budget money for my upcoming tax billing needs to be replenished with balances from other line items. I am foregoing my intern through this fiscal year to help accomplish that.

Lou Bunnell Signature  
Tax Collector Title  
6-6-22 Date

Board of Selectmen

Approved

Comments:

Yes No

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date \_\_\_\_\_

**BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN**

BUDGET: Tax Collector

Transfer \$ 320.00 from category Dues + Fees to category Printing + Binding

(within budget) from # 1005-041-4135-000000-58100-00000

to # 1005-041-4135-000000-55500-00000

Transfer \$ \_\_\_\_\_ from Budget \_\_\_\_\_ to Budget \_\_\_\_\_

from category \_\_\_\_\_ to category \_\_\_\_\_

from # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 00000

to # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 00000

Other \$ \_\_\_\_\_

Explanation:

*same as previous*

Lori Bushnell Signature  
Tax Collector Title  
6-6-22 Date

Board of Selectmen

Approved

Comments:

Yes No

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date \_\_\_\_\_

**BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN**

BUDGET: Tax Collector

Transfer \$342.22 from category Office Operating Supply to category Printing + Binding

(within budget) from #1005-041-4135-000000-56120-00000

to #1005-041-4135-000000-55500-00000

Transfer \$ \_\_\_\_\_ from Budget \_\_\_\_\_ to Budget \_\_\_\_\_

from category \_\_\_\_\_ to category \_\_\_\_\_

from # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 00000

to # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 00000

Other \$ \_\_\_\_\_

Explanation:

*Same as previous*

Loni Bushnell Signature

Tax Collector Title

6-6-22 Date

<u>Board of Selectmen</u>	<u>Approved</u>		<u>Comments:</u>
	Yes	No	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Date \_\_\_\_\_

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name Description

Voucher Batch Number: 1436

06/08/2022

Amount

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ADKINS PRINTING AND STATIONERS					
Check Group: B29986					
	1	0	5273 5/24/2022	1005.041.4147.000000.56120.00000	\$122.91
BLANK DOG LICENSE POSTCARDS					
Check #: 11991					
PO/Invoice Total:					\$122.91
Vendor Total:					\$122.91
ADVANCED COPY TECHNOLOGIES					
Check Group: B8459					
	1	0	INV147165 5/20/2022	1005.041.4199.000000.54300.00000	\$12.20
SENIOR CENTER COPIER CONTRACT OVERAGE 2/28-5/29/22					
	1	0	INV147167 5/20/2022	1005.041.4199.000000.54300.00000	\$34.65
SENIOR CENTER COPIER MAINTENANCE CONTRACT 4/22-7/21/22					
Check #: 11992					
PO/Invoice Total:					\$46.85
MAINTENANCE - FINANCE PRINTERS					
	1	221550	INV147168 5/20/2022	1005.041.4199.000000.54300.00000	\$363.16
Check #: 11992					
PO/Invoice Total:					\$363.16
Vendor Total:					\$410.01
ALWAYS SHOWTIME ENTERTAINMENT					
Check Group:					
	1	221444	SHOWTIME STEVE 6/4 4/25/2022	1005.045.4501.000000.53400.00000	\$250.00
"SHOWTIME STEVE" PROGRAM 6/4/22 10AM					
Check #: 11993					
PO/Invoice Total:					\$250.00
Vendor Total:					\$250.00

Add  
on

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2021-2022

Voucher Batch Number: 1436

06/08/2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>ANTHEM BLUE CROSS</b>						
Check Group:						
RETIREE MEDICAL JUNE 2022		1	0	1341613G 5/17/2022	1005.000.0000.000000.20770.00000	\$458.57
				Check #: 11994	PO/Invoice Total:	\$458.57
					Vendor Total:	\$458.57
<b>ANTHEM LIFE</b>						
Check Group:						
TOWN LIFE INSURANCE - JUNE 2022		1	0	8005399 5/18/2022	1005.041.4141.000000.52100.00000	\$167.19
				Check #: 11995	PO/Invoice Total:	\$167.19
					Vendor Total:	\$167.19
<b>ARAMARK</b>						
Check Group:						
UNIFORMS FOR NEW HIRE BRYANNA	T1253	1	221520	24602120 5/21/2022	1005.041.4199.000000.56930.00000	\$359.59
				Check #: 11996	PO/Invoice Total:	\$359.59
					Vendor Total:	\$359.59
<b>BAKER &amp; TAYLOR</b>						
Check Group:						
CREDIT - BOOKS AND AUDIOVISUAL MATERIALS	B13638	1	220358	3241611. 7/8/2021	1005.045.4501.000000.56400.00000	(\$2.07)
4 BOOKS AND AUDIOVISUAL MATERIALS		1	220358	5017741015 5/13/2022	1005.045.4501.000000.56400.00000	\$41.31
				Check #: 11997	PO/Invoice Total:	\$39.24
					Vendor Total:	\$39.24

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2021-2022

Voucher Batch Number: 1436

06/08/2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BIG Y FOOD, INC.						
Check Group: T40356						
COFFEE & CREAM		1	0	045-000303046 1-IN 5/4/2022	1005.044.4427.000000.56010.00000	\$20.37
Check #: 11998						
PO/InvoiceTotal:						\$20.37
Vendor Total:						\$20.37
COMCAST.						
Check Group:						
INTERNET 5/30-6/29/22 #5775 HERRICK PARK		1	0	#5775 5/30-6/29/22 5/23/2022	1005.041.4199.000000.55300.00000	\$110.35
Check #: 11999						
PO/InvoiceTotal:						\$110.35
Vendor Total:						\$110.35
CONNECTICUT OCCUPATIONAL MEDICINE PARTNE						
Check Group:						
MEMBER PHYSICALS		1	220694	253347 5/2/2022	1005.042.4203.000000.53400.00000	\$222.00
Check #: 12000						
PO/InvoiceTotal:						\$222.00
Vendor Total:						\$222.00
COTT SYSTEMS INC.						
Check Group: T1079						
MONTHLY HOSTED SOLUTION - JUNE 2022		1	220323	146988 6/1/2022	1005.041.4147.000000.53520.00000	\$650.00
Check #: 12001						
PO/InvoiceTotal:						\$650.00
Vendor Total:						\$650.00
CROPLEYS GARDEN CENTER & LANDSCAPING						

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name Description

Voucher Batch Number: 1436

06/08/2022

Amount

Check Group:

MULCH, PLANTS & FLOWERS	1	221291	1856	1005.041.4199.000000.56010.000000	\$1,180.00
			4/12/2022		

Check #: 12002

PO/Invoice Total: \$1,180.00  
Vendor Total: \$1,180.00

CT INFORMATION TECHNOLOGY INSTITUTE

Check Group:

MODULE 1 REGISTRAR TRAINING - S. PIEROG	1	0	34304	1005.041.4197.000000.53200.000000	\$200.00
			5/12/2022		

Check #: 12003

PO/Invoice Total: \$200.00  
Vendor Total: \$200.00

CTCMA

Check Group:

ANNUAL CONFERENCE 6/3/22	1	0	2022	1005.041.4107.000000.53200.000000	\$100.00
			CONFERENCE		
			5/25/2022		

Check #: 12004

PO/Invoice Total: \$100.00  
Vendor Total: \$100.00

DEPT. OF ENERGY AND ENVIRON. PROTECTION

Check Group:

FILING OF 2021 MS4 ANNUAL REPORT	1	0	2021 MS4	1005.041.4107.000000.53300.000000	\$187.50
			REPORT		
			5/25/2022		

Check #: 12005

PO/Invoice Total: \$187.50  
Vendor Total: \$187.50

EVERSOURCE.

Check Group:

Printed: 06/01/2022 3:59:25 PM Report: rptAPVoucherDetail 2021.4.18 Page: 4

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name Description

Voucher Batch Number: 1436

06/08/2022

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Electricity 4/21-5/20/22 #2007 FIRE DEPT	1	0	#2007 4/21-5/20/22 5/20/2022	1005.041.4199.000000.56220.00000	\$480.52
Electricity 4/21-5/20/22 #2014 TOWN HALL	1	0	#2014 4/21-5/20/22 5/20/2022	1005.041.4199.000000.56220.00000	\$427.33
Electricity 4/21-5/20/22 #2020 98 NOTCH REAR	1	0	#2020 4/21-5/20/22 5/20/2022	1005.041.4199.000000.56220.00000	\$369.79
Electricity 4/21-5/20/22 #2031 LIONS	1	0	#2031 4/21-5/20/22 5/20/2022	1005.041.4199.000000.56220.00000	\$55.30
Electricity 4/21-5/20/22 #2041 INP	1	0	#2041 4/21-5/20/22 5/20/2022	1005.041.4199.000000.56220.00000	\$44.18
Electricity 4/21-5/20/22 #2045 BML	1	0	#2045 4/21-5/20/22 5/20/2022	1005.041.4199.000000.56220.00000	\$515.01
Electricity 4/21-5/20/22 #2055 GAZEBO	1	0	#2055 4/21-5/20/22 5/20/2022	1005.041.4199.000000.56220.00000	\$44.00
Electricity 4/21-5/20/22 #2075 98 NOTCH SSS	1	0	#2075 4/21-5/20/22 5/20/2022	1005.041.4199.000000.56220.00000	\$44.00
Electricity 4/21-5/20/22 #2086 RST	1	0	#2086 4/21-5/20/22 5/20/2022	1005.041.4199.000000.56220.00000	\$64.50
Electricity 4/21-5/20/22 #2092 NRMC	1	0	#2092 4/21-5/20/22 5/20/2022	1005.041.4199.000000.56220.00000	\$726.42
Electricity 4/21-5/20/22 #4029 BHF	1	0	#4029 4/21-5/20/22 5/20/2022	1005.041.4199.000000.56220.00000	\$19.60
Electricity 4/21-5/20/22 #4069 BALLFIELD	1	0	#4069 4/21-5/20/22 5/20/2022	1005.041.4199.000000.56220.00000	\$188.13



# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2021-2022

Voucher Batch Number: 1436

06/08/2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HIGH RIDGE FARM 4/13-5/16/22		1	0	#5034 4/13-5/16/22	1005.041.4199.000000.56220.00000	\$12.58
Electricity 4/21-5/20/22 #6034 BI-OP SHED		1	0	#6034 4/21-5/20/22	1005.041.4199.000000.56220.00000	\$44.94
Electricity 4/21-5/20/22 #9098 TENNIS COURTS		1	0	#9098 4/21-5/20/22	1005.041.4199.000000.56220.00000	\$190.12
Check #: 12006						
PO/Invoice Total:						\$3,226.42
Vendor Total:						\$3,226.42
FRONTIER.						
Check Group:						
TOWN TELEPHONE #1243 NRMCM 5/17-6/16/22		1	0	#1243 5/17-6/16/22	1005.041.4199.000000.55300.00000	\$315.46
Check #: 12007						
PO/Invoice Total:						\$315.46
Vendor Total:						\$315.46
GEORGINA'S RESTAURANT AND BANQUETS						
Check Group: B8419						
DINNER FOR ELECTION WORKERS		1	0	ORDER #71031 5/24/2022	1005.041.4107.000000.56300.00000	\$87.58
Check #: 12008						
PO/Invoice Total:						\$87.58
Vendor Total:						\$87.58
HARTFORD COURANT MEDIA GROUP						
Check Group:						
TOWN MEETING LEGAL NOTICE		1	0	52846529000 4/30/2022	1005.041.4107.000000.55400.00000	\$124.68

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1436

06/08/2022

Fiscal Year: 2021-2022

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	52846529000 4/30/2022	1005.041.4115.000000.55400.00000	\$103.83
	1	0	52846529000 4/30/2022	1005.041.4107.000000.55400.00000	\$73.88
SPECIAL TOWN MEETING LEGAL NOTICE				Check #: 12009	PO/Invoice Total: \$302.39
PUBLIC HEARING LEGAL NOTICE				Vendor Total:	\$302.39
HIGHLAND PARK MARKET					
Check Group:					
	1	0	02-702664 4/19/2022	1005.044.4427.000000.56010.00000	\$12.98
PASTRIES FOR TOWN LEADER COFFEEHOUSE EVENT ON 4/19/22					
	1	0	04-617886 4/25/2022	1005.044.4427.000000.56010.00000	\$3.00
CREAM				Check #: 12010	PO/Invoice Total: \$15.98
Vendor Total:					\$15.98
IIA FIRE DEPARTMENT TESTING.					
Check Group: T19280					
	1	221426	INV-027643 5/7/2022	1005.042.4203.000000.54302.00000	\$4,458.80
ANNUAL FIRE HOSE & LADDER TESTING				Check #: 12011	PO/Invoice Total: \$4,458.80
Vendor Total:					\$4,458.80
JOHN VALERI					
Check Group:					
	1	0	053022 5/1/2022	1005.045.4501.000000.53400.00000	\$125.00
ZOOM BOOK DISCUSSION PROGRAM LEADER 5/19/22				Check #: 12012	PO/Invoice Total: \$125.00
Vendor Total:					\$125.00

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2021-2022

Voucher Batch Number: 1436

06/08/2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LAFRAMBOISE WATER SERVICE INC	B3773					Vendor Total: \$125.00
Check Group:						
SALT TREATMENT		1	0	50551 5/17/2022	1005.041.4199.000000.54300.00000	\$92.00
				Check #: 12013		PO/InvoiceTotal: \$92.00
Check Group:						
1 QUARTER OF SERVICES AS CERTIFIED WELL OPERATOR FOR NOTCH RD WELL SYSTEM		1	220926	50650 5/18/2022	1005.041.4199.000000.54300.00000	\$409.02
				Check #: 12013		PO/InvoiceTotal: \$409.02
Vendor Total:						\$501.02
LOWES BUSINESS ACCOUNT	T1158					
Check Group:						
BROOMS & DUST PANS		1	0	25838 5/4/2022	1005.041.4199.000000.56010.00000	\$117.90
				Check #: 12014		PO/InvoiceTotal: \$117.90
Check Group:						
FERTILIZER		1	221434	28212 5/2/2022	1005.041.4199.000000.56010.00000	\$452.97
				Check #: 12014		PO/InvoiceTotal: \$452.97
Vendor Total:						\$570.87
MICHELSON, KANE, ROYSTER & BARGER PC						
Check Group:						
TOWN LEGAL FEES APRIL 2022		1	0	508M APRIL 2022 4/30/2022	1005.041.4107.000000.53020.00000	\$1,104.97

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name Description

Voucher Batch Number: 1436

06/08/2022

Amount

Account

Invoice Invoice Date

PO No.

QTY

Vendor #

Check #: 12015

PO/InvoiceTotal: \$1,104.97

Vendor Total: \$1,104.97

MIDWEST TAPE

T29773

Check Group:

4 DVDs & BCD

1 221477

502073828  
5/6/2022

1005.045.4501.000000.56400.000000

\$93.71

3 DVDs & BCD

1 221477

502115948  
5/16/2022

1005.045.4501.000000.56400.000000

\$99.97

Check #: 12016

PO/InvoiceTotal: \$193.68

Vendor Total: \$193.68

MUNICIPAL EMERGENCY SERVICES

Check Group:

RECHARGED 20LB EXTINGUISHER

1 0

IN1711734  
5/12/2022

1005.042.4203.000000.54302.000000

\$74.71

Check #: 12017

PO/InvoiceTotal: \$74.71

Check Group:

SCBA FIT TESTING FOR MEMBERS

1 220556

IN1708468  
5/4/2022

1005.042.4203.000000.54302.000000

\$435.00

Check #: 12017

PO/InvoiceTotal: \$435.00

Vendor Total: \$509.71

NATHAN L. JACOBSON & ASSOC, INC.

12272

Check Group:

SELECTMAN - TOWN HALL EXPANSION

1 0

94839  
5/12/2022

1005.041.4107.000000.53300.000000

\$203.00

SELECTMAN - HEBRON RD CULVERT

1 0

94840  
5/12/2022

1005.041.4107.000000.53300.000000

\$300.15

**Town of Bolton**

**Voucher Detail Listing**

Fiscal Year: 2021-2022

Vendor Remit Name  
Description

Voucher Batch Number: 1436

06/08/2022

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SELECTMAN - NPDES PHASE II	1	0	94841 5/12/2022	1005.041.4107.000000.53300.00000	\$924.08
SELECTMAN - GENERAL CONSULT	1	0	94842 5/12/2022	1005.041.4107.000000.53300.00000	\$2,625.95
0963-0025 LYMAN RD CULVERT - SLBP PRE-APP	1	0	94843 5/12/2022	1005.041.4107.000000.53300.00000	\$155.80
0963-0039 COMMUNITY CONNECTIVITY GRANT - DESIGN	1	0	94844 5/12/2022	1005.041.4107.000000.53300.00000	\$100.05
0963-0047 NATHAN HALE GREENWAY PARKING AREA - LOTCIP APP	1	0	94845 5/12/2022	1005.041.4107.000000.53300.00000	\$1,488.40
0963-0050 LOTCIP APPLICATION - STUDY	1	0	94846 5/12/2022	1005.041.4107.000000.53300.00000	\$3,309.40
0968 PLANNING & ZONING COMMISSION - GENERAL CONSULT	1	0	94847 5/12/2022	1005.041.4107.000000.53300.00000	\$133.40
0968-0046 GEORGINA'S RESTAURANT PATIO - INSPECTION	1	0	94848 5/12/2022	2988.041.4151.415134.25000.00000	\$910.31
0968-0047 BOLTON MOBIL 129 BOSTON TPKE - INSPECTION	1	0	94849 5/12/2022	2988.041.4151.415135.25000.00000	\$133.40
0968-0048 BOLTON VET - STUDY	1	0	94850 5/12/2022	2988.041.4151.415138.25000.00000	\$533.60
0968-0049 MARK ANTHONY LN CULVERT - STUDY	1	0	94851 5/12/2022	1005.041.4107.000000.53300.00000	\$77.90
0968-0051 CONVENIENCE STORE 271 HOP RIVER RD - STUDY	1	0	94852 5/12/2022	2988.041.4151.415136.25000.00000	\$414.20
0968-0052 17 HOWARD RD - STUDY	1	0	94853 5/12/2022	2988.041.4151.415137.25000.00000	\$600.30

Check #: 12018

PO/InvoiceTotal: \$11,909.94

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2021-2022

Voucher Batch Number: 1436

06/08/2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>PATRICE L CARSON</b> Vendor Total: \$11,909.94						
Check Group:						
CONSULTING SERVICES 5/16-5/22/22		27	0	W/E 5/22/22 5/29/2022	1005.041.4151.000000.53300.00000	\$1,755.00
CONSULTING SERVICES 5/23-5/29/22		24.5	0	W/E 5/29/22 5/29/2022	1005.041.4151.000000.53300.00000	\$1,592.50
Check #: 12019						
<b>PATRIOT SUPPLY, LLC</b> PO/Invoice Total: \$3,347.50 Vendor Total: \$3,347.50						
Check Group:						
NEW FLAG POLE AT QUARRYVILLE CEMETERY AS PER QUOTE	T8476	1	221512	QUARRYVILLE 5/26/22 5/26/2022	5202.043.4327.000000.56010.00000	\$1,045.00
Check #: 12020						
<b>RECDESK LLC</b> PO/Invoice Total: \$1,045.00 Vendor Total: \$1,045.00						
Check Group:						
ANNUAL SUBSCRIPTION 5/1/22-4/30/23		1	0	INV-12440 5/18/2022	1005.041.4107.000000.53520.00000	\$2,200.00
Check #: 12021						
<b>SANDY PIEROG</b> PO/Invoice Total: \$2,200.00 Vendor Total: \$2,200.00						
Check Group:						
REIMBURSEMENT FOR ELECTION WORK FOOD - 5/24/22 REFERENDUM	T40756	1	0	SHOP RITE 5/23/22 5/23/2022	1005.041.4197.000000.56120.00000	\$38.33
Check #: 12022						



## Town of Bolton

### Voucher Detail Listing

Voucher Batch Number: 1436

06/08/2022

Fiscal Year: 2021-2022

Vendor Remit Name  
Description

Amount

Account

Invoice  
Invoice Date

PO No.

QTY

Vendor #

STATE OF CT - DEPT OF EMERGENCY

B40325

Check Group:

RST OVERTIME 1/1-3/31/22

1 0

DPS73463  
4/28/2022

1005.042.4201.000000.55010.00000

\$913.26

Check #: 12024

PO/Invoice Total: \$913.26

Vendor Total: \$913.26

STEPHEN HOPKINS, CPA, PC

T19088

Check Group:

Auditing Services - BOLTON LAKES

1 0

BLRWPCA 01-22  
5/23/2022

1005.041.4123.000000.53410.00000

\$5,000.00

Auditing Services - TOWN

1 0

BOLTON 02-22  
5/23/2022

1005.041.4123.000000.53410.00000

\$1,500.00

Check #: 12025

PO/Invoice Total: \$6,500.00

Vendor Total: \$6,500.00

TILCON CONNECTICUT INC.

T1039

Check Group:

ASPHALT

1 220615

1770833  
5/19/2022

1005.043.4303.000000.57500.00000

\$560.06

Check #: 12026

PO/Invoice Total: \$560.06

Vendor Total: \$560.06

TREASURER -- STATE OF CT

Check Group:

TOWN HALL INTERNET ACCESS APRIL-JUNE 2022

1 0

CEN118224  
5/18/2022

1005.041.4199.000000.55300.00000

\$369.00

BML INTERNET ACCESS APRIL-JUNE 2022

1 0

CEN190224  
5/18/2022

1005.041.4199.000000.55300.00000

\$369.00

Check #: 12027



**Town of Bolton**

**Voucher Detail Listing**

Voucher Batch Number: 1436

06/08/2022

Fiscal Year: 2021-2022

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
VERIZON WIRELESS					
Check Group:					
	1	0	9905820935 5/6/2022	1005.042.4203.000000.55300.00000	\$111.55
	1	0	9906839293 5/18/2022	1005.041.4199.000000.55300.00000	\$26.18
	1	0	9906839293 5/18/2022	1005.041.4199.000000.55300.00000	\$50.41
	1	0	9906839293 5/18/2022	1005.044.4427.000000.55300.00000	\$17.94
	1	0	9906839293 5/18/2022	1005.044.4427.000000.55300.00000	\$17.94
	1	0	9906839293 5/18/2022	1005.041.4199.000000.55300.00000	\$40.01
Check #: 12028					
PO/InvoiceTotal: \$264.03					
Vendor Total: \$264.03					
VILLAGE SPRING DISTRIBUTOR LLC					
Check Group:					
	1	0	156801 - TOWN HALL 5/12/2022	1005.041.4199.000000.56010.00000	\$16.85
	1	0	156802 - LIBRARY 5/12/2022	1005.045.4501.000000.56120.00000	\$15.90
	1	0	156803 - B & G 5/12/2022	1005.041.4199.000000.56010.00000	\$6.95
Check #: 12029					
PO/InvoiceTotal: \$39.70					

**Town of Bolton**

**Voucher Detail Listing**

Fiscal Year: 2021-2022      Voucher Batch Number: 1436      06/08/2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
W.H. PREUSS & SONS, INC.	T24631					Vendor Total: \$39.70
Check Group: HARDWARE FOR SCAG MOWERS		1	0	138467 5/19/2022	1005.041.4199.000000.56100.00000	\$65.88
				Check #: 12030		PO/InvoiceTotal: \$65.88
Check Group: BLADES FOR SCAG MOWER		1	221519	138464 5/19/2022	1005.041.4199.000000.56100.00000	\$208.62
				Check #: 12030		PO/InvoiceTotal: \$208.62
Vendor Total:						\$274.50
WILLIAM HEBERT	T40367					Vendor Total: \$44.05
Check Group: REIMBURSEMENT - DUNKIN DONUTS REFRESHMENTS FOR ELECTION WORKERS		1	0	DUNKIN 5/24/22 5/24/2022	1005.041.4197.000000.56120.00000	\$44.05
				Check #: 12031		PO/InvoiceTotal: \$44.05
Vendor Total:						\$44.05
Grand Total:						\$44,690.20

End of Report

## McCavanagh, Kathleen

---

**From:** Scala, Jeff <JScala@tectonicengineering.com>  
**Sent:** Friday, June 3, 2022 12:27 PM  
**To:** McCavanagh, Kathleen  
**Cc:** Rupert, Jim  
**Subject:** RE: BOS Meeting  
**Attachments:** DB QBS Solicitation.docx; Fire house consultant solicitation.docx

Kathy,

Attached are the draft solicitations for the BOS consideration.

Few things to consider:

1. town attorney review?
2. duration between solicitation and receipt of responses?
3. what will be the official location of posting of information and any addenda?
4. location (s) for advertising? Since this is specialty work, wide advertising is suggested. The Temporary Building Commission could create a listing of direct contacts if desired.
5. Who should receive questions regarding the solicitations?
6. Who to provide responses to questions?
7. A protest period is provided. Is the BOS okay with 5 days? How soon after receipt of a protest could a response be provided?
8. Is BOS okay with "non collusion" statements? Does the town have a standard?
9. What are the towns insurance requirements for this type of professional services?
10. Does the town required a "resolution" for signatures on the forms?

Let me know if you have any questions.

Jeff Scala  
VP Regional Director CT

**Tectonic**

PRACTICAL SOLUTIONS. EXCEPTIONAL SERVICE.

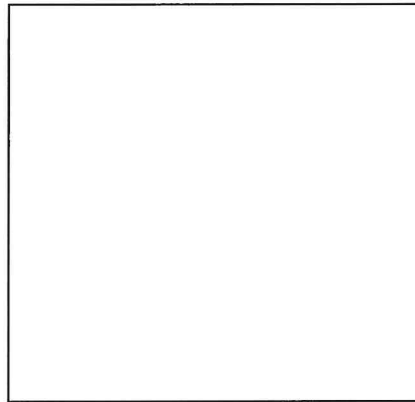
ENGINEERING - SURVEYING - CONSTRUCTION INSPECTION

Add  
on

REQUEST FOR PROPOSALS

Design Build Team QBS Solicitations For  
**BOLTON FIREHOUSE**  
TOWN OF BOLTON, CONNECTICUT

RFP -



**PROPOSALS DUE:**  
**, 2022**  
**3:00PM**

**Submit to:**  
Board of Selectmen  
Town of Bolton Connecticut  
222 Bolton Center Road  
Bolton CT 06043

1 **TABLE OF CONTENTS**

2 **Contents**

3 REQUEST FOR PROPOSALS ..... 1

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7 GRIEVANCE AND PROTEST PROCEDURES: ..... 4

8 RFP REQUIREMENTS ..... 5

9 SELECTION ..... 5

10 EXCEPTIONS ..... 7

11 LITIGATION ..... 8

12 NON-COLLUSION AFFIDAVIT ..... 9

13  
14

15 **DESCRIPTION**

16 The Town of Bolton is preparing to expand and renovate the existing fire house located on 168 Bolton Center Rd,  
 17 Bolton, CT 06043. The expansion will include an additional garage bay plus additional space on the first floor and partial  
 18 second floor. The Town desires to use a design build (D/B) process to minimize the total project durations using a two-  
 19 phase selection process. This solicitation is to qualify Design Build Teams to design and build the project. Up to three  
 20 qualified teams may be short listed to prepare technical and fee proposals for the subject project in the second phase.  
 21 The selected DB Team will work with Town Representatives in a collaborative effort to reach the desired goals on an  
 22 expedited schedule.

23  
24  
25

This phase is based on Qualifications of the Architect / Engineer and Contractor(s) Team.

26 **PROPOSAL INSTRUCTIONS**

- 27 ● Sealed proposals for RFP- Design Build Team QBS Solicitations for Bolton Firehouse will be  
 28 received at Board of Selectman, Town of Bolton, 222 Bolton Center Road, Bolton Ct 06043 on or before  
 29 3:00 p.m., , 2022. Late proposals may be rejected. Notice of receipt will be provided if requested.
- 30 ● The official bid documents are obtained from Bid Notification System at or, if applicable, the .  
 31 Copies of bidding documents obtained from any other source are not considered official copies. In addition to  
 32 obtaining the official bid documents, all addendum pertaining to a particular bid or RFP are posted on the same  
 33 website that the official bid documents are obtained: It is incumbent upon all potential firms to view all  
 34 posted addenda prior to the bid close date. If you have obtained this document from another source, it is  
 35 recommended that you obtain an official copy. You may obtain an official copy by registering on the at  
 36 or by emailing a request to .
- 37 ● Written questions and inquiries concerning this Request for Proposals shall be submitted to at least seven  
 38 calendar days before proposals are due. Verbal questions will not be entertained.
- 39 ● Proposers must submit one original, plus 7 copies, plus one (1) copy on USB flash drive clearly labeled  
 40 "COMPANY NAME RFP ### DB Team Qualifications" of their Proposal. The originals must be clearly marked.  
 41 All proposals must be filled out in ink or be typewritten. Proposals submitted in pencil will be rejected as

1 unresponsive. Proposals which have been corrected by white out or crossed out and have not been initialed  
2 and/or dated will be rejected as unresponsive.

- 3 ● Proposer may not withdraw a proposal within one hundred twenty (120) days after the actual date proposals are  
4 due.
- 5 ● Proposers shall indicate, on the outside of the sealed envelope, the following information:

6 Envelope 1

7 **RFP-**

8 **Design Build Team QBS Solicitations For Bolton Firehouse**  
9 **, 2022 at 3:00 pm.**

10 **“Company Name RFP ### QUALIFICATIONS”**

- 11 ● The following forms (signed and dated) must be submitted  
12 1. Exceptions  
13 2. Non-Collusion Affidavit, completed, signed and dated.  
14 3. Acknowledgement of Insurance Requirements signed and dated.  
15 4. Litigation form(s) signed and dated
- 16 ● Should the proposer find discrepancies or omissions in the specifications, they shall provide notify at once
- 17 ● **Exceptions to the RFP shall be clearly noted.** Exceptions not acceptable may affect scoring and could be  
18 grounds for rejection of the proposal.
- 19 ● The proposal digital file shall be a single PDF file, not exceeding 10 megabytes. The file shall be bookmarked, all  
20 pages numbered consecutively, have a front and rear cover and have a table of contents. A digital copy of the  
21 Microsoft Project file for the schedule must also be provided. The contents shall be in the order requested. Divider  
22 pages between sections are not desired.
- 23 ● The Town of Bolton, and/or authorized designee, shall be the only authorized persons to make changes or  
24 alterations to these specifications. Such changes shall be posted as an addendum on the following website  
25 .
- 26 ● Proposers who are required to adhere to the prevailing wage schedules must do so if awarded the contract.  
27 The Town may audit adherence to this schedule at any time.
- 28 ● The Town of Bolton reserves the right to reject all proposals, parts of all proposals, or all proposals for any one  
29 or more supplies or contractual services included in the proposed contract, when such rejection is in the best  
30 interest of the Town.
- 31 ● The Town reserves the right to award to single or multiple firms, in whole or in part, by item, by class, by category,  
32 or to establish primary/secondary contracts, whichever the Town deems to be in the best interest of the Town.
- 33 ● The short-listed Teams will be based on QUALIFICATIONS best meeting the needs of the Town, based in all or  
34 in part, but not limited to:  
35  
36 1. Project Understanding  
37 2. Approach  
38 3. Experience of the Firm with Similar Projects  
39 4. Experience, Qualifications and Availability of Key Personnel  
40 5. References  
41 6. Exceptions acceptable to the Town  
42 7. Schedule in total continuous calendar days. The schedule shall be presented using Microsoft Project,  
43 durations, predecessors / successors shall be shown.



- 1  
2 Who has also demonstrated judgment and integrity, is of good reputation, experienced in his work, whose record  
3 of past performance is established as satisfactory, and whose financial status is such to provide no risk to the  
4 Owner in its contractual dealings.
- 5 ● Upon acceptance of any proposal, the successful proposer shall execute a contract, if applicable, in accordance  
6 with the specifications, with the Town Bolton, State of Connecticut.
  - 7 ● A contract shall not be assignable in whole or in part without the written consent of the Town.
  - 8 ● Prior to any firm receiving payment for goods and/or services rendered, the Town requires that all firms have a  
9 current completed IRS form W-9 on file with the Town Board of Finance.
  - 10 ● By submission of this proposal, each Proposer and each person signing on behalf of any proposer certifies, and  
11 in the case of a joint proposal each party thereto certifies as to its own organization, agrees to all terms and  
12 conditions unless noted otherwise and accepted by the Town  
13

14 **GRIEVANCE AND PROTEST PROCEDURES:**

- 15 1. Any protest to the Town's consideration of any proposal must be submitted in writing and received by the First  
16 Selectman no later than five (5) calendar days after the selection. A written reply to the protest will be sent to  
17 the protesting firm by the Board of Selectman. . A formal reply will be provided withing xx days.
- 18 2. The protest must contain:
  - 19 ■ Identification of the statute, ordinance or procedure that is alleged to have been violated.
  - 20 ■ A precise statement of the relevant facts.
  - 21 ■ Identification of the issues to be resolved.
  - 22 ■ Aggrieved party's argument and support documentation.

23  
24 **Any notice of protest received after the deadline will not be considered.**  
25



1 **RFP REQUIREMENTS**

2 This RFP is intended to provide interested engineering firms with an opportunity to demonstrate their qualifications for  
 3 this project. The content of the proposal shall include the following information:  
 4

- 5 **1.** Letter of Interest: Limited to 1 page, at least 10 font  
 6 **2.** Project Understanding, Approach and Availability: Limited to 7 pages, at least 10 font  
 7 **3.** For each Team Member Company as STANDARD FORM 330 (REV. 7/2021) Part 1 (only) with the  
 8 following limits:  
 9
  - 7 projects maximum, not to exceed 2 pages each
  - 7 resumes, not to exceed 2 pages
  - One resume must be of the lead Professional Engineer
  - One resume must be of the lead Licensed Architect
  - One resume must be of the Construction Manager/ Superintendent
  - Section H Additional Information shall be limited to 3 pages
  - All input information shall be at least 10 font  
 10 **4.** Schedule – A schedule prepared in Microsoft Project shall be provided. The schedule shall be detailed  
 11 to demonstrate the overall approach including but not limited to, Notice to Proceed, milestones, material  
 12 procurement phase, hold points and total time. A copy of the file is required.  
 13 **5.** Copy of Company License(s) to practice Engineering / Architecture / Construction for each identified  
 14 team member.  
 15 **6.** Copy of Key Staff Professional Engineer, Architect or other professional licenses  
 16 **7.** Forms  
 17
  - Exceptions: one for the prime contractor and one for the lead architect / engineer firm
  - Litigation: one for the prime contractor and one for the lead architect / engineer firm
  - Non-Collusion: one for the prime contractor and one for the lead architect / engineer firm

17 **SELECTION**

18 Proposals will be evaluated using the following criteria:

19 Engineering / Architect Professional

EVALUATION CRITERIA	
Cover Letter, Understanding & Approach	35%
Experience, Qualifications and Availability of Key Personnel	40%
Example Projects	25%
References	*
<b>TOTAL</b>	<b>100.00%</b>

20 \* References for Engineering / Architect Professionals are required and considered with the experience and  
 21 qualifications scoring.  
 22

23 Contractor

EVALUATION CRITERIA	
Experience, Qualifications and Availability of Key Personnel	50%
Example Projects	20%
Schedule	10%
References	20%
<b>TOTAL</b>	<b>100.00%</b>

- 1
- 2 Combined Score shall be out 200%

Design Build Team QBS Solicitations  
RFP-

**EXCEPTIONS**

The following exceptions are noted:

1.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

\_\_\_\_\_  
Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

Design Build Team QBS Solicitations  
RFP-

**LITIGATION**

The following previous 5 year, current and anticipated litigations are noted:

1.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

Title

Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

Design Build Team QBS Solicitations  
RFP-

**NON-COLLUSION AFFIDAVIT**

"By submission of this, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The content in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such proposal with any other bidder or with any competitor.

Unless otherwise required by law, the contents of this proposal which have been presented have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other competitor.

No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition."

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

Title

Print

Date: \_\_\_\_\_ 2022

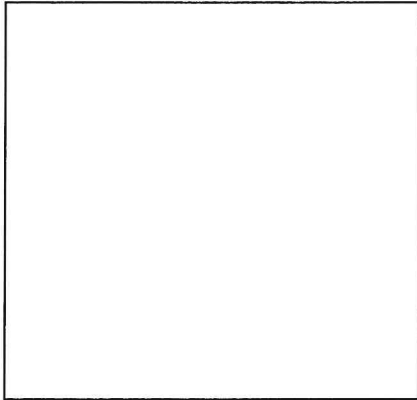
THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL



REQUEST FOR PROPOSALS

**PROFESSIONAL ENGINEERING /  
ARCHITECTURAL SERVICES FOR  
BOLTON FIREHOUSE  
TOWN OF BOLTON, CONNECTICUT**

RFP -



**PROPOSALS DUE:  
, 2022  
3:00PM**

**Submit to:**  
Board of Selectmen  
Town of Bolton Connecticut  
222 Bolton Center Road  
Bolton CT 06043

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8 RFP REQUIREMENTS ..... 5

9 SELECTION ..... 5

10 EXCEPTIONS ..... 6

11 LITIGATION ..... 7

12 NON-COLLUSION AFFIDAVIT ..... 8

13 FEES AND DIRECT COSTS ..... 10

14  
15

16 **DESCRIPTION**

17 The Town of Bolton is preparing to expand and renovate the existing firehouse located on 168 Bolton Center Rd, Bolton,  
 18 CT 06043. Professional architectural / engineering / planning services are requested. The Town desires to use a design  
 19 build (D/B) process to minimize the total project durations using a two-phase selection process. This solicitation is for  
 20 services required to prepare the project scope, technical specifications, D/B Team Selection Process, and other services  
 21 necessary to awarding the project to a D/B Team. The selected individual(s) or Firm will work with Town  
 22 Representatives in a collaborative effort to reach the desired goal.

23

24 Services may include:

- 25 1. Providing technical expertise
- 26 2. Investigations
- 27 3. Preliminary cost estimate
- 28 4. Assistance with preparing technical specifications
- 29 5. Other services as may be needed

30

31 **PROPOSAL INSTRUCTIONS**

- 32 ● Sealed proposals for RFP- Professional Engineering / Architectural Services for Bolton Firehouse  
 33 will be received at Board of Selectman, 222 Bolton Center Road, Bolton CT 06043 on or before 3:00 p.m.,  
 34 , 2022. Late proposals may be rejected. Notice of receipt will be provided if requested.
- 35 ● The official bid documents are obtained from Bid Notification System at or, if applicable, the .  
 36 Copies of bidding documents obtained from any other source are not considered official copies. In addition to  
 37 obtaining the official bid documents, any and all addendum pertaining to a particular bid or RFP are posted on  
 38 the same website that the official bid documents are obtained: It is incumbent upon all potential firms to  
 39 view all posted addenda prior to the bid close date. If you have obtained this document from another source, it is  
 40 recommended that you obtain an official copy. You may obtain an official copy by registering on the at  
 41 or by emailing a request to .



- 1 ● Written questions and inquiries concerning this Request for Proposals shall be submitted to \_\_\_\_\_ at least 7  
2 calendar days before proposals are due. Verbal questions will not be entertained.
- 3 ● Proposers must submit 1 original, plus 7 copies, plus one (1) copy on USB flash drive (as TWO pdf documents.  
4 The Fee Proposal shall be a separate file clearly labeled "COMPANY NAME RFP ### FEE PROPOSAL) of their  
5 Proposal, unless otherwise stated in the specifications. The originals must be clearly marked. All proposals must  
6 be filled out in ink or be typewritten. Proposals submitted in pencil will be rejected as unresponsive. Proposals  
7 which have been corrected by white out or crossed out and have not been initialed and/or dated will be rejected  
8 as unresponsive.
- 9 ● Proposer may not withdraw a proposal within one hundred twenty (120) days after the actual date proposals are  
10 due.
- 11 ● Proposers shall indicate, **on the outside of each sealed envelope**, the following information:
- 12 Envelope 1
- 13 **RFP-**
- 14 **Professional Engineering / Architectural Services for Bolton Firehouse, 2022 at 3:00 pm.**
- 15 **"Company Name RFP ### QUALIFICATIONS"**
- 16 Envelope 2
- 17 **"COMPANY NAME RFP ### FEE PROPOSAL"**
- 18 Envelope 2 must be sealed inside of Envelope 1, Failure to do so may result in rejection of the proposal as  
19 being unresponsive.
- 20 ● The following forms (signed and dated) must be submitted
- 21 1. Exceptions
- 22 2. Non-Collusion Affidavit, completed, signed and dated.
- 23 3. Acknowledgement of Insurance Requirements signed and dated.
- 24 4. Litigation form(s) signed and dated
- 25 5. Fee Proposal Form/ Hourly Fee pages(s) Note: Such exceptions will be noted in the proposal  
26 specification. The fee proposal and hourly rate page(s) must be sealed in Envelope 2.
- 27 ● Should the proposer find discrepancies or omissions in the specifications, they shall provide notify at once
- 28 ● **Exceptions to the RFP shall be clearly noted.** Exceptions not acceptable may affect scoring and could be  
29 grounds for rejection of the proposal.
- 30 ● The proposal digital file shall be a single PDF file, not exceeding 10 megabytes. The Fee Proposal shall be a  
31 single PDF file. The files shall be bookmarked, all pages numbered consecutively, have a front and rear cover  
32 and have a table of contents. The contents shall be in the order requested. Divider pages between sections are  
33 not desired.
- 34 ● The Town of Bolton, and/or authorized designee, shall be the only authorized persons to make changes or  
35 alterations to these specifications. Such changes shall be posted as an addendum on the following website  
36
- 37 ● Proposers who are required to adhere to the prevailing wage schedule, shall obtain a current schedule and  
38 include a copy in the response. The Town may audit adherence to this schedule at any time.
- 39 ● The Town of Bolton reserves the right to reject all proposals, parts of all proposals, or all proposals for any one  
40 or more supplies or contractual services included in the proposed contract, when such rejection is in the best  
41 interest of the Town.

- 1 ● The Town reserves the right to award to single or multiple firms, in whole or in part, by item, by class, by category,  
2 or to establish primary/secondary contracts, whichever the Town deems to be in the best interest of the Town.
- 3 ● The contract will be awarded to the RESPONSIBLE PROPOSER best meeting the needs of the Town, based in all  
4 or in part, but not limited to:  
5
  - 6 1. Project Understanding
  - 7 2. Approach
  - 8 3. Experience of the Firm with Similar Projects
  - 9 4. Experience, Qualifications and Availability of Key Personnel
  - 10 5. References
  - 11 6. Exceptions acceptable to the Town
  - 12 7. Proposed Hours and Cost

13  
14 Who has also demonstrated judgment and integrity, is of good reputation, experienced in his work, whose record  
15 of past performance is established as satisfactory, and whose financial status is such to provide no risk to the  
16 Owner in its contractual dealings.

- 17 ● Upon acceptance of any proposal, the successful proposer shall execute a contract, if applicable, in accordance  
18 with the specifications, with the Town Bolton, State of Connecticut.
- 19 ● A contract shall not be assignable in whole or in part without the written consent of the Town.
- 20 ● Prior to any firm receiving payment for goods and/or services rendered, the Town requires that all firms have a  
21 current completed IRS form W-9 on file with the Town Board of Finance.
- 22 ● By submission of this proposal, each Proposer and each person signing on behalf of any proposer certifies, and  
23 in the case of a joint proposal each party thereto certifies as to its own organization, agrees to all terms and  
24 conditions unless noted otherwise and accepted by the Town  
25

## 26 GRIEVANCE AND PROTEST PROCEDURES:

- 27 1. Any protest to the Town's consideration of any proposal must be submitted in writing and received by the First  
28 Selectman no later than five (5) calendar days after the selection. A written reply to the protest will be sent to  
29 the protesting firm by the Board of Selectman. A formal reply will be provided withing xx days.
- 30 2. The protest must contain:
  - 31 ■ Identification of the statute, ordinance or procedure that is alleged to have been violated.
  - 32 ■ A precise statement of the relevant facts;
  - 33 ■ Identification of the issues to be resolved;
  - 34 ■ Aggrieved party's argument and support documentation.

35  
36 **Any notice of protest received after the deadline will not be considered.**  
37

## RFP REQUIREMENTS

This RFP is intended to provide interested firms with an opportunity to demonstrate their qualifications for this project. The content of the proposal shall include the following information:

1. Letter of Interest: Limited to 1 page, at least 10 font
2. Project Understanding, Approach and Availability: Limited to 3 pages, at least 10 font
3. STANDARD FORM 330 (REV. 7/2021) Part 1 (only) with the following limits:
  - 7 projects maximum, not to exceed 2 pages each
  - 3 resumes, not to exceed 2 pages each
  - Section H Additional Information shall be limited to 3 pages
  - All input information shall be at least 10 font
4. Copy of Company License(s) to practice Engineering / Architecture
5. Copy of Key Staff Professional Engineer, Architect or other professional licenses
6. Forms
  - Exceptions
  - Litigation
  - Non-Collusion
7. Fees and Direct Costs - An estimate of hours and cost for the project, shall be included as part of the project proposal. The estimate should be prepared in a cost-plus format including staff hours, hourly rates, overhead rate, fixed fee/profit and direct non-salary costs. The submitted hour and cost estimate will be ranked based upon alignment of anticipated work effort with project understanding and cost efficiency. The Selected Consultant must be able to demonstrate audited overhead rates. Town reserves the right to request audit information at any time. The hour and cost proposal shall serve only as a basis to begin negotiations with the selected firm.

## SELECTION

Proposals will be evaluated using the following criteria:

EVALUATION CRITERIA	
Cover Letter, Understanding & Approach	25%
Experience, Qualifications and Availability of Key Personnel	40%
Example Projects	25%
Fees and Direct Costs	10%
<b>TOTAL</b>	<b>100.00%</b>

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PROFESSIONAL SERVICES FOR  
RFP-  
**EXCEPTIONS**

The following exceptions are noted:

1.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

1  
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PROFESSIONAL SERVICES FOR  
RFP-

**LITIGATION**

The following previous 5 year, current and anticipated litigations are noted:

**2.**

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Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

26

PROFESSIONAL SERVICES FOR  
RFP-

**NON-COLLUSION AFFIDAVIT**

"By submission of this, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor.

No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

Title

Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

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**PROFESSIONAL SERVICES FOR  
RFP-**

**Statement of Understanding of Indemnification  
and Insurance Requirements**

I (We) have read the Indemnification and Insurance Requirements cited in the subject Request for Proposals and understand the obligations thereof. These requirements have been reviewed with our insurance agent and/or legal counsel and it was determined that the Indemnification and Insurance requirements are acceptable. Upon receipt of a designation from the Town of Bolton to perform the services described in the subject RFP, I (we) intend to enter into an agreement with the Town of Bolton that will include the Indemnification and Insurance requirements as stated within the RFP.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

\_\_\_\_\_  
Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

PROFESSIONAL SERVICES FOR  
RFP-

**FEES AND DIRECT COSTS**

Notes:

- Such exceptions will be noted in the proposal specification. The fee proposal and hourly rate page(s) must be sealed in Envelope 2.
- The total of all hours shall be 160 hours. The actual number of hours shall be used for comparison purposes and are subject to change based on negotiations, scope and other factors.

Fee

Name	Title	Billing Rate	Hours	Amount
<b>Totals</b>			<b>160</b>	

Direct Costs

Description	Units	Unit Rate

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

Title

Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL