



Town of Reading Meeting Posting with Agenda

2018-07-16 LAG

Board - Committee - Commission - Council:

Killam School Building Committee

Date: 2025-12-15

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda:

Purpose: General Business

Meeting Called By: Joshua Delaune on behalf of Chair Carla Nazzaro

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

Join Zoom Meeting

<https://us06web.zoom.us/j/82968532247?pwd=r5LFeOPLZ8RV5pMbaCrX0wiKqfERv3.1>

Meeting ID: 829 6853 2247

Passcode: 655242

1. Call to Order
2. Public Comment
3. KSBC Liaison Reports
 - a. RFP Update
 - b. Fence Design*
4. CPL Financial Review*
 - a. Invoices
 - i. CPL*
 - ii. LBA*
 - iii. Modular*
 - iv. Other*
 - b. Commitments
 - i. Bid Docs*
 - ii. Facilities Clerk Contract*
 - iii. Church Parking Lot*
 - iv. Other*
5. CPL Schedule Review*
6. Early Package*
7. Pre-Qual "Working group" Discussion*
8. Off-Site Improvement Add Alternate*
9. Approval of Prior Meeting Minutes (11/12/25 Meeting) *
10. Future Agenda Items and Next Meeting dates
11. Adjourn*

*Noted Potential vote required

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.



December 11, 2025

Town of Reading
Killam Elementary School
Project Budget and Cost Summary



Project Leader

A	C	D	E	F	G	H	I	J	K
	(Bud. Adj. Tab)	(C+D)	(Com. Cost tab)	(E-F)	Forecast. tab, >G	(F+G+H)	(Invoice Tab)	(I-J)	
Description	BUDGET			COST				CASH FLOW	
	PFA	Authorized	Approved	Committed	Uncommitt	Forecast	Total	Expenditur	Balance To
	Approved	Changes	Budget	Costs	ed Costs	Costs	Project	es to Date	Spend
20 Construction									
Construction	\$101,521,394	\$0	\$101,521,394	\$0	\$101,521,394	\$0	\$101,521,394	\$0	\$101,521,394
Change Orders		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$101,521,394	\$0	\$101,521,394	\$0	\$101,521,394	\$0	\$101,521,394	\$0	\$101,521,394
30 Architectural & Engineering									
Design Development	\$2,200,000	-\$312,500	\$1,887,500	\$1,887,500	\$0	\$0	\$1,887,500	\$1,887,500	\$0
Construction Documents	\$3,200,000	\$142,500	\$3,342,500	\$3,342,500	\$0	\$0	\$3,342,500	\$1,002,750	\$2,339,750
Bidding / Negotiations	\$350,000	-\$63,500	\$286,500	\$286,500	\$0	\$0	\$286,500	\$0	\$286,500
Closeout	\$275,000	-\$54,358	\$220,642	\$191,000	\$29,642	\$0	\$220,642	\$0	\$220,642
Construction Administration	\$3,200,000	\$142,500	\$3,342,500	\$3,342,500	\$0	\$0	\$3,342,500	\$0	\$3,342,500
Other Basic Services	\$225,000	-\$113,806	\$111,194	\$0	\$111,194	\$0	\$111,194	\$0	\$111,194
Geotechnical & GeoEnv. Engineering	\$200,000	\$138,014	\$338,014	\$338,014	\$0	\$0	\$338,014	\$16,722	\$321,292
Site Survey	\$50,000	\$5,000	\$55,000	\$55,000	\$0	\$0	\$55,000	\$35,723	\$19,278
Survey of Existing Conditions / Wetlands	\$25,000	\$0	\$25,000	\$7,623	\$17,377	\$0	\$25,000	\$0	\$25,000
Hazardous Materials	\$200,000	\$0	\$200,000	\$172,700	\$27,300	\$0	\$200,000	\$19,800	\$180,200
Traffic Studies	\$50,000	\$59,450	\$109,450	\$109,450	\$0	\$0	\$109,450	\$25,018	\$84,432
Other Reimbursable Costs	\$50,000	\$56,700	\$106,700	\$106,700	\$0	\$0	\$106,700	\$64,777	\$41,923
Printing (Over the Minimum)	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000
A&E Feasibility Study	\$850,000	\$0	\$850,000	\$850,000	\$0	\$0	\$850,000	\$850,000	\$0
Subtotal	\$10,895,000	\$0	\$10,895,000	\$10,689,487	\$205,513	\$0	\$10,895,000	\$3,902,289	\$6,992,711
40 Administrative Costs									
OPM Feasibility Study	\$335,500	\$0	\$335,500	\$335,500	\$0	\$0	\$335,500	\$335,500	\$0
OPM Design Development	\$500,000	\$0	\$500,000	\$250,000	\$250,000	\$0	\$500,000	\$250,000	\$250,000
OPM Construction Contract Documents	\$500,000	\$0	\$500,000	\$500,000	\$0	\$0	\$500,000	\$6,733	\$493,267
OPM Bidding	\$150,000	\$0	\$150,000	\$150,000	\$0	\$0	\$150,000	\$0	\$150,000
OPM Construction Contract Admin	\$3,300,000	\$0	\$3,300,000	\$3,175,000	\$125,000	\$0	\$3,300,000	\$0	\$3,300,000
OPM Closeout	\$500,000	\$0	\$500,000	\$216,569	\$283,431	\$0	\$500,000	\$0	\$500,000
OPM: Cost Estimates	\$90,000	\$0	\$90,000	\$54,000	\$36,000	\$0	\$90,000	\$17,500	\$72,500
Advertising	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000
Other Administrative Costs	\$200,000	\$0	\$200,000	\$7,650	\$192,350	\$207,650	\$407,650	\$0	\$407,650
Other Project Costs (Moving)	\$150,000	\$0	\$150,000	\$0	\$150,000	\$0	\$150,000	\$0	\$150,000
Utility Fees	\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	\$200,000
Legal	\$100,000	\$0	\$100,000	\$0	\$100,000	\$0	\$100,000	\$0	\$100,000
Testing Services	\$400,000	\$0	\$400,000	\$0	\$400,000	\$0	\$400,000	\$0	\$400,000
Swing Space / Modular	\$750,000	\$13,898	\$763,898	\$763,898	\$0	\$0	\$763,898	\$756,857	\$7,041
Environmental & Site (FS/SD)	\$500,000	-\$188,280	\$311,720	\$283,130	\$28,590	\$0	\$311,720	\$273,130	\$38,590
Other Project Costs (FS/SD)	\$514,500	\$79,874	\$594,374	\$594,374	\$0	\$0	\$594,374	\$593,174	\$1,200
Subtotal	\$8,195,000	-\$94,508	\$8,100,492	\$6,330,121	\$1,770,371	\$207,650	\$8,308,142	\$2,232,893	\$6,075,249
50 Furniture, Fixtures and Equipment									
Furniture, Fixtures and Equipment	\$1,587,500	\$0	\$1,587,500	\$0	\$1,587,500	\$0	\$1,587,500	\$0	\$1,587,500
Equipment	\$1,587,500	\$0	\$1,587,500	\$0	\$1,587,500	\$0	\$1,587,500	\$0	\$1,587,500
Technology		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$3,175,000	\$0	\$3,175,000	\$0	\$3,175,000	\$0	\$3,175,000	\$0	\$3,175,000
Project Sub-Total									
	\$123,786,394	-\$94,508	\$123,691,886	\$17,019,608	\$106,672,278	\$207,650	\$123,899,536	\$6,135,183	\$117,764,353
70 Project Contingency									
Construction Contingency (Hard Cost)	\$5,076,069	\$0	\$5,076,069	\$5,076,069		\$0	\$5,076,069		\$5,076,069
Owner's Contingency (Soft Cost)	\$1,149,320	\$94,508	\$1,243,828	\$1,243,828		-\$207,650	\$1,036,178		\$1,036,178
Subtotal	\$6,225,389	\$94,508	\$6,319,897	\$6,319,897		-\$207,650	\$6,112,247		\$6,112,247
Project Total									
	\$130,011,783	\$0	\$130,011,783	\$17,019,608	\$112,992,175	\$0	\$130,011,783	\$6,135,183	\$123,876,600



Project Budget Adjustments

Adjustment Item	BRR	Adjusted Amount	Date Approved	CODE	Comments
Move to Owner's SC Cont from A&E FS		\$50,000.00	06/02/25	70-500	Moved to correct for New PFA
From A&E FS to Owner's SC Cont		(\$50,000.00)	06/02/25	30-290	Moved to correct for New PFA
Move to Owner's SC Cont from OPM FS		\$55,500.00	06/02/25	70-500	Moved to correct for New PFA
From OPM FS to Owner's SC Cont		(\$55,500.00)	06/02/25	40-010	Moved to correct for New PFA
Move to Other Project Costs from Eviron & Site		\$105,500.00	06/02/25	40-810	Moved to correct for New PFA
Move to Owner's SC Cont from Eviron & Site		\$8,792.00	06/02/25	70-500	Moved to correct for New PFA
From Eviron & Site to Owner's SC Cont / Other PC		(\$114,292.00)	06/02/25	40-800	Moved to correct for New PFA
Move to Environ & Site from Owner's SC Const		\$5,886.00	06/02/25	40-800	Moved to cover Designer Amd 14
From Owner's SC Const to Eviron & Site		(\$5,886.00)	06/02/25	70-500	Moved to cover Designer Amd 14
Move to A&E Const Doc from A&E Design Development		\$142,500.00	06/02/25	30-130	Internal Budget Adjustments - LBA Amd 15
From A&E Design Development to A&E Const Doc		(\$142,500.00)	06/02/25	30-120	Internal Budget Adjustments - LBA Amd 15
Move to A&E Const Admin from A&E Design Development		\$142,500.00	06/02/25	30-160	Internal Budget Adjustments - LBA Amd 15
From A&E Design Development to A&E Const Admin		(\$142,500.00)	06/02/25	30-120	Internal Budget Adjustments - LBA Amd 15
Move to Geotech from A&E Design Development		\$18,708.00	06/02/25	30-210	Internal Budget Adjustments - LBA Amd 16
From A&E Design Development to Geotech		(\$18,708.00)	06/02/25	30-120	Internal Budget Adjustments - LBA Amd 16
Move to Traffic Studies from A&E Bidding / Negotiations		\$59,450.00	07/14/25	30-260	Internal Budget Adjustments - LBA Amd 17
From A&E Bidding / Negotiations to Traffic Studies		(\$59,450.00)	07/14/25	30-140	Internal Budget Adjustments - LBA Amd 17
Move to Other Reimbable Costs from Various		\$56,700.00	07/14/25	30-270	Internal Budget Adjustments - LBA Amd 17
From A&E Design Development to Other Reimbable Costs		(\$8,792.00)	07/14/25	30-120	Internal Budget Adjustments - LBA Amd 17
From A&E Bidding / Negotiations to Other Reimbable Costs		(\$4,050.00)	07/14/25	30-140	Internal Budget Adjustments - LBA Amd 17
From A&E Closeout to Other Reimbable Costs		(\$43,858.00)	07/14/25	30-150	Internal Budget Adjustments - LBA Amd 17
Move to Site Survey from A&E Closeout		\$5,000.00	08/14/25	30-230	Internal Budget Adjustments - LBA Amd 18
From A&E Closeout to Site Survey		(\$5,000.00)	08/14/25	30-150	Internal Budget Adjustments - LBA Amd 18
Move to A&E Geotech from Other Basic Services		\$113,806.00	11/12/25	30-210	Internal Budget Adjustments - LBA Amd 19
from Other Basic Services to A&E Geotech		(\$113,806.00)	11/12/25	30-200	Internal Budget Adjustments - LBA Amd 19
Move to A&E Geotech from A&E Closeout		\$5,500.00	11/12/25	30-210	Internal Budget Adjustments - LBA Amd 21
from A&E Closeout to A&E Geotech		(\$5,500.00)	11/12/25	30-150	Internal Budget Adjustments - LBA Amd 21
Move to Modular from SC Contingency		\$1,624.19	11/12/25	40-751	Budget Adjustments - Modulease CO 01
From SC Contingency to Modular		(\$1,624.19)	11/12/25	70-500	Budget Adjustments - Modulease CO 01
Move to Modular from SC Contingency		\$4,000.00	11/12/25	40-751	Budget Adjustments - Modulease CO 01
From SC Contingency to Modular		(\$4,000.00)	11/12/25	70-500	Budget Adjustments - Modulease CO 01
Move to Modular from SC Contingency		\$8,273.74		40-751	Budget Adjustments - Modular Relocation
From SC Contingency to Modular		(\$8,273.74)		70-500	Budget Adjustments - Modular Relocation
Total Approved Adjustments to Date		\$0.00		\$	-

Town of Reading
Killam Elementary School
12/11/25



Committed Cost (Contracts/Pos)

VENDOR	AMOUNT	ISSUE DATE	SIGNED/ RETURN DATE	ENCUM (PO)	CODE	MSBA	Notes
Lavallee Brensinger Architects	\$5,886.00	5/14/2025	06/02/25	LBA Amd 14	40-800	0003-0000	LBA Amd 14 - New Contract for geothermal test well services
Lavallee Brensinger Architects	\$1,887,500.00	5/27/2025	06/02/25	LBA Amd 15	30-120	0201-0400	DD Phase
Lavallee Brensinger Architects	\$3,342,500.00	5/27/2025	06/02/25	LBA Amd 15	30-130	0201-0500	CD Phase
Lavallee Brensinger Architects	\$286,500.00	5/27/2025	06/02/25	LBA Amd 15	30-140	0201-0600	Bid Phase
Lavallee Brensinger Architects	\$70,670.00	5/28/2025	06/02/25	LBA Amd 16	30-210	0204-0300	GeoEnvironmental
Lavallee Brensinger Architects	\$3,300.00	5/28/2025	06/02/25	LBA Amd 16	30-230	0204-0400	Soil Testing
Lavallee Brensinger Architects	\$3,850.00	5/28/2025	06/02/25	LBA Amd 16	30-230	0204-0400	Building Control Plan
Lavallee Brensinger Architects	\$11,000.00	5/28/2025	06/02/25	LBA Amd 16	30-230	0204-0400	Survey
Lavallee Brensinger Architects	\$4,400.00	5/28/2025	06/02/25	LBA Amd 16	30-230	0204-0400	Certified Plot Plan
Lavallee Brensinger Architects	\$7,700.00	5/28/2025	06/02/25	LBA Amd 16	30-230	0204-0400	Site Acoustic Survey
Lavallee Brensinger Architects	\$22,000.00	5/28/2025	06/02/25	LBA Amd 16	30-270	0203-9900	Other Misc Reimb
Colliers Project Leaders	\$250,000.00	5/29/2025	06/02/25	CPL Amd 03	40-020	0102-0400	DD Phase
Colliers Project Leaders	\$500,000.00	5/29/2025	06/02/25	CPL Amd 03	40-030	0102-0500	CD Phase
Colliers Project Leaders	\$150,000.00	5/29/2025	06/02/25	CPL Amd 03	40-040	0102-0600	Bid Phase
Colliers Project Leaders	\$3,175,000.00	5/29/2025	06/02/25	CPL Amd 03	40-050	0102-0700	CA Phase
Colliers Project Leaders	\$216,569.00	5/29/2025	06/02/25	CPL Amd 03	40-060	0102-0800	Closeout Phase
Colliers Project Leaders	\$54,000.00	5/29/2025	06/02/25	CPL Amd 03	40-100	0102-1100	AMF Estimating Services DD to CD
Lavallee Brensinger Architects	-\$28,590.00	6/17/2025	07/14/25	LBA Amd 17	40-800	0003-0000	Deduct from LBA Amd 02 - Traffic Study (GPI)
Lavallee Brensinger Architects	\$50,160.00	6/17/2025	07/14/25	LBA Amd 17	30-260	0204-1200	Traffic Engineer (On-Ste)
Lavallee Brensinger Architects	\$59,290.00	6/17/2025	07/14/25	LBA Amd 17	30-260	0204-1200	Traffic Engineering (off-site)
Lavallee Brensinger Architects	\$77,000.00	6/17/2025	07/14/25	LBA Amd 17	30-270	0203-9900	Compliance Energy Modeling - TEDI, LEED and Backstop
Lavallee Brensinger Architects	\$7,700.00	6/17/2025	07/14/25	LBA Amd 17	30-270	0203-9900	Tree Removal and Protection Plan
Lavallee Brensinger Architects	\$24,750.00	8/13/2025	08/18/25	LBA Amd 18	30-230	0204-0400	Supplemental Survey - Charles & Haverhill Streets
Daily Times Chronicle	\$354.00	3/26/2025	08/18/25	PO NA	40-751	0603-0000	District advertising for Modular Relocation IFB
Daily Times Chronicle	\$348.10	5/16/2025	08/18/25	PO NA	40-751	0603-0000	District advertising for Modular Relocation IFB
Modulease	\$714,400.00	5/5/2025	08/18/25	Modulease Contract	40-751	0603-0000	Contract for modular Relocation
ADF Painting Co	\$3,000.00	8/6/2025	08/18/25	PO 26000411	40-751	0603-0000	Exterior Painting - Modular Relocation
Gienapp Architects	\$10,447.73	8/14/2025	08/18/25	GEINAPP Amd 01	40-751	0603-0000	Amendment 01 for Reimbursable Costs
Complete Cleaning Co	\$3,500.00	6/23/2025	08/18/25	MSA	40-751	0603-0000	Move contents from Classrooms to Gym
Knox Company	\$535.00	8/14/2025	08/18/25	PO 26000488-001	40-751	0603-0000	Knoxbox Surface Mount Hinged Door - Modular Relocation
Lavallee Brensinger Architects	\$113,806.00	9/26/2025	10/14/25	LBA Amd 19	30-210	0204-0300	Soil Pre-Characterization
Lavallee Brensinger Architects	\$7,623.00	9/18/2025	10/14/25	LBA Amd 20	30-235	0204-0500	Tree Survey
Complete Cleaning Co	\$140.00	10/1/2025	10/14/25	MSA	40-751	0603-0000	Modular Deep Cleaning
Lavallee Brensinger Architects	\$5,500.00	10/30/2025	10/31/25	LBA Amd 21	30-210	0204-0300	Additional Soil Pre-Characterization
Comm-Tract Corp	\$14,129.48	8/28/2025	11/12/24	PO NA	40-751	0603-0000	Modular Relocation - Fiber optic network
Partners Technology	\$2,270.88	8/19/2025	11/12/24	PO 26000521	40-751	0603-0000	Modular Relocation - Audio
Modulease	\$2,499.00	8/18/2025	11/12/24	Modulease CO 01	40-751	0603-0000	Modulease CO 01
Convergint	\$4,000.00	11/22/2024	11/12/24	MSA	40-751	0603-0000	Modular Relocation - Telecommunication Services
Gov Connection Inc	\$8,273.74	12/8/2025		26000243	40-751	0603-0000	Modular Relocation - Computer Power Supply
BidDocs Online Inc	\$7,650.00	12/9/2025		PO N/A	40-300	0102-9900	Bid Hosting

TOTAL	\$17,019,607.54						\$17,019,607.54
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Town of Reading
Killam Elementary School
12/11/25



Expenditures - Invoices/Requisitions

Invoice Amount	Vendor	Invoice Number	Invoice Date	Approval Date	CODE	Propay Code	Propay Subm. #	Description
\$30,252.50	Colliers Project Leaders	1089820	09/05/25	10/14/25	40-020	0102-0400		CPL Services August 2025 - DD
\$471,875.00	Lavallee Brensingher Architects	22499	09/12/25	10/14/25	30-120	0201-0400		LBA Services August 2025 - DD
\$2,200.00	Lavallee Brensingher Architects	22499	09/12/25	10/14/25	30-230	0204-0400		LBA Add Services August 2025 - Survey
\$770.00	Lavallee Brensingher Architects	22499	09/12/25	10/14/25	30-230	0204-0400		LBA Add Services August 2025 - Site Acoustic Survey
\$9,900.00	Lavallee Brensingher Architects	22499	09/12/25	10/14/25	30-270	0203-9900		LBA Add Services August 2025 - Compliance Energy Modeling
\$1,640.00	Complete Cleaning Co	14678	10/01/25	10/14/25	40-751	0603-0000		Move contents from Killam ES to Modulars @ Reading HS
\$1,100.00	Complete Cleaning Co	14679	10/01/25	10/14/25	40-751	0603-0000		Modular Deep Cleaning
\$234,080.00	Modulease	03	09/08/25	10/14/25	40-751	0603-0000		Pay Req 03 - Modular Relocation
\$501,375.00	Lavallee Brensingher Architects	22654	10/08/25	11/12/25	30-130	0201-0500		LBA Services September 2025 - CD
\$69,785.00	Lavallee Brensingher Architects	22654	10/08/25	11/12/25	40-800	0003-0000		LBA Add Services September 2025 - Geothermal
\$19,800.00	Lavallee Brensingher Architects	22654	10/08/25	11/12/25	30-240	0204-0200		LBA Add Services September 2025 - Hazmat
\$617.76	Lavallee Brensingher Architects	22654	10/08/25	11/12/25	30-210	0204-0300		LBA Add Services September 2025 - Geotech
\$10,450.00	Lavallee Brensingher Architects	22654	10/08/25	11/12/25	30-210	0204-0300		LBA Add Services September 2025 - Geoenvironmental
\$806.05	Lavallee Brensingher Architects	22654	10/08/25	11/12/25	30-270	0203-9900		LBA Add Services September 2025 - Other Reimbursables
\$9,900.00	Lavallee Brensingher Architects	22654	10/08/25	11/12/25	30-270	0203-9900		LBA Add Services September 2025 - Compliance Energy Modeling
\$1,925.00	Lavallee Brensingher Architects	22654	10/08/25	11/12/25	30-270	0203-9900		LBA Add Services September 2025 - Tree Removal and Protection
\$30,765.00	Colliers Project Leaders	1101071	10/05/25	11/12/25	40-020	0102-0400		CPL Services September 2025 - DD
\$14,129.48	Comm-Tract Corp	3425031	08/28/25	11/12/25	40-751	0603-0000		Modular Relocation - Fiber optic repair
\$2,270.88	Partners Technology	112283	10/29/25	11/12/25	40-751	0603-0000		Modular Relocation - Audio
\$501,375.00	Lavallee Brensingher Architects	22803	11/05/25	11/12/25	30-130	0201-0500		LBA Services October 2025 - CD
\$25,018.40	Lavallee Brensingher Architects	22803	11/05/25	11/12/25	30-260	0204-1200		LBA Add Services October 2025 - Traffic Engineer
\$28,600.00	Lavallee Brensingher Architects	22803	11/05/25	11/12/25	30-270	0203-9900		LBA Add Services October 2025 - Compliance Energy Modeling
\$1,925.00	Lavallee Brensingher Architects	22803	11/05/25	11/12/25	30-270	0203-9900		LBA Add Services October 2025 - Tree Removal and Protection
\$18,562.50	Lavallee Brensingher Architects	22803	11/05/25	11/12/25	30-230	0204-0400		LBA Add Services October 2025 - Supplemental Survey
\$59,165.00	Colliers Project Leaders	1112283	11/06/25	11/12/25	40-020	0102-0400		CPL Services October 2025 - DD
\$9,624.00	Modulease	04a	11/07/25	11/12/25	40-751	0603-0000		Pay Req 04a - Modular Relocation
\$35,720.00	Modulease	05	11/07/25	11/12/25	40-751	0603-0000		Pay Req 05 - Modular Relocation
\$4,000.00	Convergint	383695	09/05/25	11/12/25	40-751	0603-0000		Modular Relocation - Telecommunication Services
\$5,151.09	Gov Connection	76679257	07/22/25		40-751	0603-0000		Modular Relocation - Computer Power Supply
\$1,385.72	Gov Connection	76684111	07/23/25		40-751	0603-0000		Modular Relocation - Computer Power Supply
\$361.60	Gov Connection	76688904	07/24/25		40-751	0603-0000		Modular Relocation - Computer Power Supply
\$1,081.45	Gov Connection	76693187	07/25/25		40-751	0603-0000		Modular Relocation - Computer Power Supply
\$440.79	Gov Connection	76737333	08/07/25		40-751	0603-0000		Modular Relocation - Computer Power Supply
\$741.89	Gov Connection	76753761	08/12/25		40-751	0603-0000		Modular Relocation - Computer Power Supply
(\$7,929.86)	Gov Connection	77071329	11/14/25		40-751	0603-0000		Modular Relocation - Credit
\$32,149.25	Colliers Project Leaders	1122124	12/04/25		40-020	0102-0400		CPL Services November 2025 - DD (Total -)
\$6,732.75	Colliers Project Leaders	1122124	12/04/25		40-030	0102-0500		CPL Services November 2025 - CD
\$17,500.00	Colliers Project Leaders	1122124	12/04/25		40-100	0102-1100		CPL Services November 2025 - Cost Estimation
	Gov Connection	77071330	11/14/25					\$7832.95 -Modular Relocation - Computer Power Supply
\$6,135,182.54 Total Spent to Date								\$6,135,182.54



Forecast Cost

VENDOR	AMOUNT	FORECASTED DATE	SIGNED/ RETURN DATE	ENCUM (PO)	CODE	Notes
Forecasted to Cover for Parking During Construction	\$11,900.00	11/12/2025			70-500	\$700/ Mpnth for approx. 17 month construction
Forcasted to Cover Reading Clerk Salary	\$400,000.00	11/12/2025			40-300	\$70 per hour for a planned duration of project
TOTAL	\$411,900.00					\$411,900.00

Killam Elementary School

Estimated Project Cash Flow Sheet

	Month		OPM	Designer & Consultants	FF&E & Misc	Construction	Contingency	Estimated Outlay	Actual outlay	Est Cum	Act Cum
Feasibility Study Period	1	Aug-23	\$8,203					\$8,203	\$620	\$8,203	\$620
	2	Sep-23	\$15,096					\$15,096	\$11,903	\$23,299	\$12,523
	3	Oct-23	\$15,096					\$15,096	\$8,303	\$38,395	\$20,825
	4	Nov-23	\$15,096					\$15,096	\$7,433	\$53,491	\$28,258
	5	Dec-23	\$14,025					\$14,025	\$0	\$67,516	\$28,258
	6	Jan-24	\$14,584	\$20,000				\$34,584	\$32,431	\$102,100	\$60,689
	7	Feb-24	\$14,584	\$50,000				\$64,584	\$60,074	\$166,684	\$120,763
	8	Mar-24	\$14,584	\$75,000				\$89,584	\$0	\$256,268	\$120,763
	9	Apr-24	\$14,584	\$75,000				\$89,584	\$91,282	\$345,852	\$212,045
	10	May-24	\$14,584	\$75,000	\$2,500			\$92,084	\$141,991	\$437,936	\$354,036
	11	Jun-24	\$14,584	\$75,000	\$2,500			\$92,084	\$74,197	\$530,020	\$428,233
	12	Jul-24	\$14,584	\$75,000				\$89,584	\$0	\$619,604	\$428,233
	13	Aug-24	\$14,584	\$75,000				\$89,584	\$156,873	\$709,188	\$585,106
Schematic Design	14	Sep-24	\$14,584	\$75,000				\$89,584	\$219,660	\$798,772	\$804,766
	15	Oct-24	\$14,584	\$75,000				\$89,584	\$88,483	\$888,356	\$893,249
	16	Nov-24	\$14,584	\$75,000				\$89,584	\$23,026	\$977,940	\$916,275
	17	Dec-24	\$14,584	\$75,000				\$89,584	\$139,799	\$1,067,524	\$1,056,073
	18	Jan-25	\$15,174	\$75,000				\$90,174	\$181,969	\$1,157,698	\$1,238,043
	19	Feb-25	\$17,245	\$75,000				\$92,245	\$0	\$1,249,943	\$1,238,043
	20	Mar-25	\$25,000	\$75,000				\$100,000	\$0	\$1,349,943	\$1,238,043
Funding	21	Apr-25	\$25,000	\$300,000	\$25,000			\$350,000	\$0	\$1,699,943	\$1,238,043
	22	May-25	\$50,557	\$300,000	\$25,000			\$375,557	\$0	\$2,075,500	\$1,238,043
Design Develop	23	Jun-25	\$66,000	\$750,000	\$35,000			\$851,000	\$579,060	\$2,926,500	\$1,817,103
	24	Jul-25	\$66,000	\$750,000	\$450,000		\$25,000	\$1,291,000	\$609,774	\$4,217,500	\$2,426,877
	25	Aug-25	\$102,000	\$750,000	\$350,000		\$25,000	\$1,227,000	\$1,498,900	\$5,444,500	\$3,925,776
Construction Documents	26	Sep-25	\$65,000	\$475,000	\$10,000		\$25,000	\$575,000	\$52,410	\$6,019,500	\$3,978,186
	27	Oct-25	\$95,000	\$475,000	\$10,000		\$25,000	\$605,000	\$753,568	\$6,624,500	\$4,731,754
	28	Nov-25	\$65,000	\$475,000	\$10,000		\$25,000	\$575,000	\$1,345,814	\$7,199,500	
	29	Dec-25	\$122,000	\$475,000	\$10,000		\$25,000	\$632,000	\$0	\$7,831,500	
	30	Jan-26	\$86,000	\$475,000	\$10,000		\$25,000	\$596,000	\$0	\$8,427,500	
	31	Feb-26	\$104,000	\$475,000	\$10,000		\$25,000	\$614,000	\$0	\$9,041,500	
	32	Mar-26	\$128,000	\$475,000	\$10,000		\$25,000	\$638,000	\$0	\$9,679,500	
	33	Apr-26	\$128,000	\$185,000	\$10,000		\$50,000	\$373,000	\$0	\$10,052,500	
Bid	34	May-26	\$128,000	\$185,000	\$10,000		\$50,000	\$373,000	\$0	\$10,425,500	
	35	Jun-26	\$128,000	\$150,000	\$10,000	\$750,000	\$50,000	\$1,088,000	\$0	\$11,513,500	
Instruction Phase	36	Jul-26	\$128,000	\$150,000	\$10,000	\$1,500,000	\$50,000	\$1,838,000	\$0	\$13,351,500	
	37	Aug-26	\$128,000	\$150,000	\$10,000	\$2,250,000	\$75,000	\$2,613,000	\$0	\$15,964,500	
	38	Sep-26	\$121,000	\$150,000	\$10,000	\$4,500,000	\$150,000	\$4,931,000	\$0	\$20,895,500	
	39	Oct-26	\$121,000	\$150,000	\$10,000	\$5,500,000	\$200,000	\$5,981,000	\$0	\$26,876,500	
	40	Nov-26	\$121,000	\$150,000	\$10,000	\$6,500,000	\$200,000	\$6,981,000	\$0	\$33,857,500	
	41	Dec-26	\$121,000	\$150,000	\$10,000	\$6,500,000	\$300,000	\$7,081,000	\$0	\$40,938,500	
	42	Jan-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$300,000	\$7,086,000	\$0	\$48,024,500	
	43	Feb-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$300,000	\$7,086,000	\$0	\$55,110,500	
	44	Mar-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$300,000	\$7,086,000	\$0	\$62,196,500	
	45	Apr-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$200,000	\$6,986,000	\$0	\$69,182,500	
	46	May-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$200,000	\$6,986,000	\$0	\$76,168,500	
	47	Jun-27	\$126,000	\$150,000	\$10,000	\$5,500,000	\$200,000	\$5,986,000	\$0	\$82,154,500	
	48	Jul-27	\$126,000	\$150,000	\$10,000	\$4,500,000	\$300,000	\$5,086,000	\$0	\$87,240,500	
	49	Aug-27	\$126,000	\$150,000	\$50,000	\$4,500,000	\$300,000	\$5,126,000	\$0	\$92,366,500	
	50	Sep-27	\$126,000	\$150,000	\$50,000	\$4,000,000	\$300,000	\$4,626,000	\$0	\$96,992,500	
	51	Oct-27	\$133,000	\$150,000	\$100,000	\$4,000,000	\$300,000	\$4,683,000	\$0	\$101,675,500	

Killam Elementary School Estimated Project Cash Flow Sheet



Project Leaders

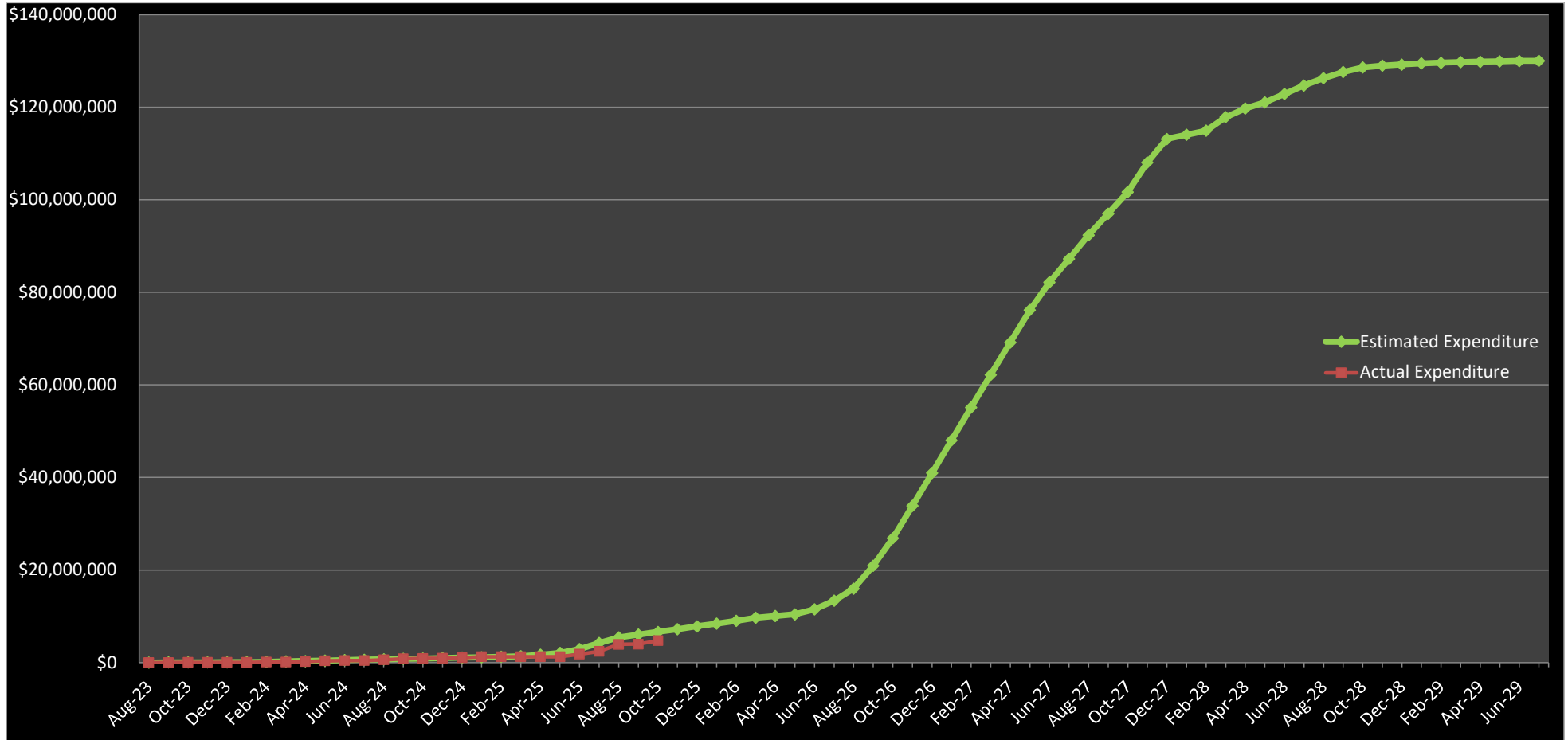
	Month		OPM	Designer & Consultants	FF&E & Misc	Construction	Contingency	Estimated Outlay	Actual outlay	Est Cum	Act Cum
Co	52	Nov-27	\$154,000	\$150,000	\$1,750,000	\$4,000,000	\$300,000	\$6,354,000	\$0	\$108,029,500	
	53	Dec-27	\$154,000	\$100,000	\$1,100,000	\$3,500,000	\$250,000	\$5,104,000	\$0	\$113,133,500	
	54	Jan-28	\$127,000	\$100,000	\$250,000	\$250,000	\$175,000	\$902,000	\$0	\$114,035,500	
	55	Feb-28	\$127,000	\$100,000	\$250,000	\$250,000	\$175,000	\$902,000	\$0	\$114,937,500	
	56	Mar-28	\$108,000	\$100,000	\$25,000	\$2,500,000	\$175,000	\$2,908,000	\$0	\$117,845,500	
	57	Apr-28	\$100,000	\$100,000	\$25,000	\$1,500,000	\$150,000	\$1,875,000	\$0	\$119,720,500	
	58	May-28	\$100,000	\$100,000	\$25,000	\$1,000,000	\$100,000	\$1,325,000	\$0	\$121,045,500	
	59	Jun-28	\$100,000	\$100,000	\$25,000	\$1,500,000	\$100,000	\$1,825,000	\$0	\$122,870,500	
	60	Jul-28	\$100,000	\$100,000	\$25,000	\$1,500,000	\$100,000	\$1,825,000	\$0	\$124,695,500	
	61	Aug-28	\$100,000	\$100,000	\$25,000	\$1,250,000	\$100,000	\$1,575,000	\$0	\$126,270,500	
	62	Sep-28	\$82,000	\$100,000	\$25,000	\$1,000,000	\$100,000	\$1,307,000	\$0	\$127,577,500	
	63	Oct-28	\$82,000	\$100,000	\$25,000	\$700,000	\$100,000	\$1,007,000	\$0	\$128,584,500	
	64	Nov-28	\$82,000	\$100,000	\$25,000	\$71,394	\$100,000	\$378,394	\$0	\$128,962,894	
	Commissioning & Close out	65	Dec-28	\$82,000	\$50,000	\$25,000		\$100,000	\$257,000	\$0	\$129,219,894
66		Jan-29	\$58,000	\$50,000	\$25,000		\$100,000	\$233,000	\$0	\$129,452,894	
67		Feb-29	\$51,000	\$40,000	\$15,000		\$50,000	\$156,000	\$0	\$129,608,894	
68		Mar-29	\$51,000	\$40,000	\$10,000		\$25,000	\$126,000	\$0	\$129,734,894	
69		Apr-29	\$19,000	\$40,000	\$5,000		\$25,000	\$89,000	\$0	\$129,823,894	
70		May-29	\$15,000	\$40,000	\$2,500		\$25,000	\$82,500	\$0	\$129,906,394	
71		Jun-29	\$15,000	\$40,000	\$2,500		\$25,000	\$82,500	\$0	\$129,988,894	
72		Jul-29	\$3,000	\$5,208			\$14,681	\$22,889	\$0	\$130,011,783	
		\$130,011,783	\$5,375,500	\$11,795,208	\$4,980,000	\$101,521,394	\$6,339,681	\$130,011,783	\$6,077,568		



Town of Reading
Killam Elementary School
Estimated Project Cash Flow Graph



December 11, 2025



December 09, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J Warren Killam Elementary School Project Management Services
Invoice #0001122124

Dear Mr. Kraunelis:

Attached please find Colliers Project Leaders (CPL) invoice #0001122124, in the amount of \$56,382.00 for Owner Project Manager services as authorized in Contract for the J Warren Killam Elementary School Project, during the month of November 2025.

In the period of November 1 - November 30, 2025, the specific tasks undertaken and billed to this invoice include:

- Prepare and attend in person School Building Committee meeting.
- Attend and prepared agendas for XLT Meetings.
- Attend Communications group meetings.
- Attend Design meetings
- Review Architect invoice
- Prepare OPM deliverables for 60% CD MSBA submission
- Coordinate with the design team for 60% CD MSBA Submission
- Coordinate with 3rd party estimator for 60% CD estimates
- Modular relocation invoices and commitment review

Please take note of our new remit to address; 101 Crawfords Corner Road Suite 3400, Holmdel, New Jersey 07733. Please feel free to contact me at (508) 215-6050 if you have any questions concerning this invoice.

Sincerely,



Justin Ferdenzi,
Project Manager
Attachment : 2025 11 Colliers Invoice #1122124

ProPay Code:
\$32,149.25: 0102-0400
\$6,732.75: 0102-0500
\$17,500.00: 0102-1100



A Division of Colliers Engineering & Design

101 Crawfords Corner Road, Suite 3400
Holmdel, NJ 07733
732 383 1950

Town of Reading
Attn: Matt Kraunelis
16 Lowell St
Reading, MA 01867

Invoice : 0001122124
Invoice Date : 12/4/2025

Project : 23010425A
Project Manager: Osterman, Derek
Project Name : Reading MA/ OPM - J. Warren
Killam Elementary School

For Professional Services Rendered Through 11/30/2025

	Fee	Remaining Fee	% Complete	Billings		
				To Date	Previous	Current
Feasibility Study / Schematic Design Phase	320,000.00	0.00	100.00	320,000.00	320,000.00	0.00
Cost Estimating	15,500.00	0.00	100.00	15,500.00	15,500.00	0.00
Design Development	250,000.00	0.00	100.00	250,000.00	217,850.75	32,149.25
Construction Documents	500,000.00	493,267.25	1.35	6,732.75	0.00	6,732.75
Bidding	150,000.00	150,000.00	0.00	0.00	0.00	0.00
Construction Administration	3,175,000.00	3,175,000.00	0.00	0.00	0.00	0.00
Completion / Closeout	216,569.00	216,569.00	0.00	0.00	0.00	0.00
Estimating	54,000.00	36,500.00	32.41	17,500.00	0.00	17,500.00
Subtotal:	4,681,069.00	4,071,336.25	13.03	609,732.75	553,350.75	56,382.00

Current Billings 56,382.00
Amount Due This Bill 56,382.00

mike.carroll@collierseng.com;
justin.ferdenzi@collierseng.com

In accordance with our business terms and conditions, acceptance of this invoice is implied unless Colliers Project Leaders USA NE, LLC is notified by 14 days from the date of this invoice. If timely payment cannot be made due to any discrepancy, please E-mail a brief explanation to Billing@colliersengineering.com and we will reply as soon as possible.
EFT/ACH PAYMENT INFO: Colliers Engineering & Design, Inc. | JP Morgan Chase | Routing 021000021 | Account# 836759092

REMIT TO: Colliers Project Leaders USA NE, LLC 101 Crawfords Corner Road, Suite 3400 | Holmdel, NJ 07733
Phone: 877-627-3772 | Fax: 732-383-1980

PM04 - Design Development**Labor****Rate Labor**

<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Assistant Project Manager	31.00	190.0000	5,890.00
Project Director	29.85	340.0000	10,149.00
Senior Director	1.00	479.0000	479.00
Senior Project Manager	59.00	265.0000	15,635.00
Total Rate Labor			32,153.00

Total Labor **32,153.00**

Total Bill Task: PM04 - Design Development **32,153.00**

PM05 - Construction Documents**Labor****Rate Labor**

<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Assistant Project Manager	9.00	190.0000	1,710.00
Financial Specialists	11.00	168.0000	1,848.00
Project Director	4.65	340.0000	1,581.00
Senior Project Manager	6.00	265.0000	1,590.00
Total Rate Labor			6,729.00

Total Labor **6,729.00**

Total Bill Task: PM05 - Construction Documents **6,729.00**

PM09 - Estimating**Outside Services****Expenses**

<i>Account / Vendor</i>	<i>Amount</i>
Subcontractors - Other	
A.M. Fogarty & Associates, Inc.	17,500.00
Total Expenses	17,500.00

Total Outside Services **17,500.00**

Total Project: 23010425A - Reading MA/ OPM - J. Warren Killam Elementary School **56,382.00**

December 11, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J. Warren Killam Elementary School Project Management – Gov Connection PO #26000243

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed and based on the recommendation from the Town of Reading, we are recommending the approval of Gov Connection PO #26000243 to the J. Warren Killam Elementary School project.

Gov Connection PO #26000243 is for Wireless access points, cabling, power supplies, and other technology related items needed for the Modular relocation project for a value of *Eight Thousand Two Hundred Seventy Three 74/100 Dollars (\$8273.74)*. (ProPay Code: 0603-0000)

As project work is ongoing, we respectfully request execution of this agreement at the earliest opportunity. Please let us know if you have any questions.

Sincerely,



Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

cc: Mike Carroll, Colliers Project Leaders
Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair



Town of Reading

Accounting Department

16 Lowell Street
Reading, MA 01867

Bill To 145001

Town of Reading
16 Lowell Street
Reading, MA 01867

Vendor

GOVCONNECTION
PO BOX 536477
PITTSBURGH, PA 15253-5906

(781) 942-9005
FAX (781) 942-9037
Tax Exempt
#04-6001277

Ship To

TREASURER'S OFFICE
TOWN OF READING
16 LOWELL ST
READING, MA 01867

Purchase Order

Fiscal Year 2026

Page 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES
PACKAGES AND SHIPPING PAPERS.**

Purchase Order Number **26000243**

Purchase Order Date **07/21/2025**

Department **145 GENERAL FINANCE**

1. Invoice must show units and unit price for each item.
2. Issue bill for each PO. Do not bill 2 or more orders on same invoice.
3. All invoices **MUST** be in duplicate and include Tax ID#.
4. Ship all goods prepaid.

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	VENDOR NUMBER	REQUISITION NUMBER	BUYER NAME	DELIVERY REFERENCE
		3130	26000250	Cindy McGrath	

NOTES

MOVING MODULARS

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	MOVING MODULARS	1.0000	EACH	\$8,273.7400	\$8,273.74

VENDOR SIGNATURE REQ'D FOR ORDERS > \$10,000

Town Manager

Sharon Angstrom, CPA

Department Head

Purchase Order Total

\$8,273.74

VENDOR COPY

December 09, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J Warren Killam Elementary School – Gov Connection
Invoice #77071330

Dear Mr. Kraunelis,

Colliers Project Leaders, the Owner's Project Manager, has reviewed the attached, Partners Technology, invoice #77071330, and recommend payment of \$7,832.92 for the Modular Relocation computer power supply items for the J Warren Killam Elementary School Project.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
77071330	Modular Relocation – Computer Power Supply	\$7,832.92	0603-0000

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,



Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

cc: Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

Attachment: Gov Connection Invoice #77071330

Connection

PUBLIC SCHOOLS SOLUTIONS

GovConnection, Inc.
2275 Research Blvd
Suite 360
Rockville MD 20855

REMIT TO ADDRESS
GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE
RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	76737333	08/07/2025

Company retains a purchase money security interest in
Equipment until payment is made in full.

Sold To:

READING PUBLIC SCHOOLS
82 OAKLAND ROAD
SCHOOL CENTRAL OFFICE
READING MA 01867

Shipped To:

HIGH SCHOOL ADMINISTRATION
62 OAKLAND RD
READING MA 01867

CORP. SALES (800)800-0019

CREDIT DEPT (888)294-0268

CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
08/06/2025	63545540	26000243	3369297	Net 30	08/07/2025	UPS - GROUND COMMERCIAL
Quantity			Item No.	Description	Unit Price	Extension
Ordered	Back Ordered	Shipped				
1		1	31299308	4U WALL MOUNT LOW PROFILE SECU MFG# SRWF4U	440.7900	440.79

***** PLEASE NOTE EFT INSTRUCTIONS *****

For electronic funds transfer, please remit to Citizens Bank:
ACH Payments: ABA # 2110-70175, Account # 1310873272
WIRE Payments: ABA #0115-00120, Account # 1310873272
Please include invoice number(s) in the transmitted information.
PLEASE SEND remit information to REMIT@CONNECTION.COM

"We provide more timely and accurate information to the business community by sharing our accounts receivable information with credit bureaus"
For your security, do not change remittance details without valid written and verbal authorization from our company.

Backordered items will be shipped and
invoiced to you as soon as they are available.

Merchandise	Sales Tax	Shipping/Packaging
440.79		

Page # 1

Invoice Total
440.79

MORGANO, LEAH

Ordered By

Julian Carr

Order No.
63545540

Company	Account No.	Invoice No.	Invoice Total
00005	3369297	76737333	440.79

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE THIS REMITTANCE
RECEIPT WITH YOUR PAYMENT

00005 3369297 767373330000044079

STANDARD TERMS AND CONDITIONS OF SALE

All purchases from PC Connection, Inc. and its subsidiaries, including PC Connection Sales Corporation, GovConnection, Inc. and MoreDirect, Inc., all doing business as Connection, (referred to herein, individually or collectively, as "Connection") are subject to these Standard Terms and Conditions of Sale ("Terms"), which may be modified from time to time by Connection without notice.

Please see <https://www.govconnection.com/content/about/legal/terms-and-conditions-sale/> for the most current and complete Terms.



PUBLIC SECTOR SOLUTIONS

GovConnection, Inc.
2275 Research Blvd
Suite 360
Rockville MD 20855

REMIT TO ADDRESS

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE
RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	77071330	11/14/2025

Company retains a purchase money security interest in
Equipment until payment is made in full.

Sold To:

READING PUBLIC SCHOOLS
82 OAKLAND ROAD
SCHOOL CENTRAL OFFICE
READING MA 01867

Shipped To:

HIGH SCHOOL ADMINISTRATION
62 OAKLAND RD
READING MA 01867

CORP. SALES (800)800-0019

CREDIT DEPT (888)294-0268

CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
11/13/2025	30153244	26000243	3369297	Net 30	11/14/2025	
Quantity			Item No.	Description	Unit Price	Extension
Ordered	Back Ordered	Shipped				
2		2	41765232	HPE ANW AP-677 US OUTDOOR AP MFG# S0P55A	2,103.0400	4,206.08
2		2	41196026	AP-270-MNT-H3 270 SERIES MT KI MFG# R6W11A	118.4400	236.88
1		1	41521885	HPE 5Y Aruba Central MFG# Q9Y60AAE	361.6000	361.60
1		1	41416729	HPE Aruba Central F 5Y E-STU MFG# Q9Y75AAE	1,062.7400	1,062.74
1		1	33824196	ARUBA 2930M 24G POE W/ 1 SLOT MFG# JL320A	1,357.5600	1,357.56
1		1	30945873	ARUBA X372 54VDC 680W PS MFG# JL086A#ABA	579.9300	579.93
2		2	31130297	ENET 50FT CAT6 PATCH CBL W/ BO MFG# C6-RD-50-ENC	14.0800	28.16

***** PLEASE NOTE EFT INSTRUCTIONS *****

For electronic funds transfer, please remit to Citizens Bank:
ACH Payments: ABA # 2110-70175, Account # 1310873272
WIRE Payments: ABA #0115-00120, Account # 1310873272

Backordered items will be shipped and
Invoiced to you as soon as they are available.

Merchandise	Sales Tax	Shipping/Packaging

Page # 1

Invoice Total

Continued

Order No.

Company

Account No.

Invoice No.

Invoice Total

PLEASE ENCLOSE THIS REMITTANCE
RECEIPT WITH YOUR PAYMENT



PUBLIC SECTOR SOLUTIONS

GovConnection, Inc.
2275 Research Blvd
Suite 360
Rockville MD 20855

REMIT TO ADDRESS

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE
RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	77071330	11/14/2025

Company retains a purchase money security interest in
Equipment until payment is made in full.

Sold To:

READING PUBLIC SCHOOLS
82 OAKLAND ROAD
SCHOOL CENTRAL OFFICE
READING MA 01867

Shipped To:

HIGH SCHOOL ADMINISTRATION
62 OAKLAND RD
READING MA 01867

CORP. SALES (800)800-0019

CREDIT DEPT (888)294-0268

CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
11/13/2025	30153244	26000243	3369297	Net 30	11/14/2025	
Quantity		Item No.	Description		Unit Price	Extension
Ordered	Back Ordered					

Please include invoice number(s) in the transmitted information.

PLEASE SEND remit information to REMIT@CONNECTION.COM

"We provide more timely and accurate information to the business community by sharing our accounts receivable information with credit bureaus"

For your security, do not change remittance details without valid written and verbal authorization from our company.

Merchandise	Sales Tax	Shipping/Packaging
7,832.95		

Backordered items will be shipped and
Invoiced to you as soon as they are available.

Page # 2

Invoice Total
7,832.95

MORGANO, LEAH

Ordered By

Order No.
30153244

Company	Account No.	Invoice No.	Invoice Total
00005	3369297	77071330	7,832.95

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE THIS REMITTANCE
RECEIPT WITH YOUR PAYMENT

00005 3369297 770713300000783295

STANDARD TERMS AND CONDITIONS OF SALE

All purchases from PC Connection, Inc. and its subsidiaries, including PC Connection Sales Corporation, GovConnection, Inc. and MoreDirect, Inc., all doing business as Connection, (referred to herein, individually or collectively, as "Connection") are subject to these Standard Terms and Conditions of Sale ("Terms"), which may be modified from time to time by Connection without notice.

Please see <https://www.govconnection.com/content/about/legal/terms-and-conditions-sale/> for the most current and complete Terms.



Town of Reading

Accounting Department

16 Lowell Street
Reading, MA 01867

(781) 942-9005
FAX (781) 942-9037
Tax Exempt
#04-6001277

Purchase Order

Fiscal Year 2026

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES
PACKAGES AND SHIPPING PAPERS.

Purchase Order Number

26000243

Purchase Order Date

07/21/2025

Department

145 GENERAL FINANCE

Bill To

145001

Town of Reading
16 Lowell Street
Reading, MA 01867

Ship To

TREASURER'S OFFICE
TOWN OF READING
16 LOWELL ST
READING, MA 01867

Vendor

GOVCONNECTION

PO BOX 536477

PITTSBURGH, PA 15253-5906

1. Invoice must show units and unit price for each item.
2. Issue bill for each PO. Do not bill 2 or more orders on same invoice.
3. All invoices MUST be in duplicate and include Tax ID#.
4. Ship all goods prepaid.

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	VENDOR NUMBER	REQUISITION NUMBER	BUYER NAME	DELIVERY REFERENCE
		3130	26000250	Cindy McGrath	

NOTES

MOVING MODULARS

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	MOVING MODULARS	1.0000	EACH	\$8,273.7400	\$8,273.74

50168582 - 582008

VENDOR SIGNATURE REQ'D FOR ORDERS > \$10,000

Town Manager

Sharon Angstrom, CPA
Department Head

Purchase Order Total

\$8,273.74

VENDOR COPY

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Eric Sedlisky
Phone: (800) 800-0019 ext. 34233
Fax: (603) 683-0968
Email: enc.sedlisky@connection.com

25783977.01

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 7/15/2025
Valid Through: 8/14/2025
Account #: K05913

Customer Contact: Julian Carr
Email: julian.carr@reading.k12.ma.us

Phone: (781) 670-2891
Fax: (781) 942-9149

QUOTE PROVIDED TO: AB#: 3369297 READING PUBLIC SCHOOLS BUSINESS OFFICE 82 OAKLAND ROAD SCHOOL CENTRAL OFFICE READING, MA 01867 US (781) 944-5800	SHIP TO: AB#: 15127573 HIGH SCHOOL ADMINISTRATION 62 OAKLAND RD READING, MA 01867 US (781) 670-2891
---	--

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	41.00 lbs	Net 30	MHEC MC01-F22

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale. All purchases from GovConnection, Inc. are subject to the Terms and Condition of our MHEC VAR Agreement MC01-F22. Any Order accepted by GovConnection, Inc. for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and condition shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	2	41765232	S0P55A	HPE ANW AP-677 US OUTDOOR AP	Aruba HPE	\$ 2,103.04	\$ 4,206.08
2	2	41196026	R6W11A	AP-270-MNT-H3 270 Series MT KI	Aruba HPE	\$ 118.44	\$ 236.88
3	1	41521885	Q9Y60AAE	5 Year Aruba Central AP Sub E-Slu	Aruba HPE	\$ 361.60	\$ 361.60
4	1	41416729	Q9Y75AAE	Aruba Central 62 / 29xx F Services 5-Year Subscription E-STU PL-N6	Aruba HPE	\$ 1,062.74	\$ 1,062.74
5	1	33824196	JL320A	2930M 1U RM L3 Managed Switch ARM Cortex-A9 1.0GHz / 1GB RAM / 4GB Flash / 20GbE PoE+ / 4xGbE	Aruba HPE	\$ 1,357.56	\$ 1,357.56
6	1	30945873	JL086A#ABA	Aruba X372 54VDC 680W P / S	Aruba HPE	\$ 579.93	\$ 579.93
7	2	31130297	C6-RD-50-ENC	CAT6 550MHz Copper Patch Cable with Boots, Red, 50ft	ENET	\$ 14.08	\$ 28.16
						Subtotal	\$ 7,832.95
						Fee	\$ 0.00
						Shipping and Handling	\$ 0.00
						Tax	Exempt!
						Total	\$ 7,832.95

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Eric Sedlisky
Phone: (800) 800-0019 ext. 34233
Fax: (603) 683-0968
Email: eric.sedlisky@connection.com

25783988.01

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 7/15/2025
Valid Through: 8/14/2025
Account #: K05913

Customer Contact: Julian Carr
Email: julian.carr@reading.k12.ma.us

Phone: (781) 670-2891
Fax: (781) 942-9149

QUOTE PROVIDED TO: AB#: 3369297 READING PUBLIC SCHOOLS BUSINESS OFFICE 82 OAKLAND ROAD SCHOOL CENTRAL OFFICE READING, MA 01867 US (781) 944-5800	SHIP TO: AB#: 15127573 HIGH SCHOOL ADMINISTRATION 62 OAKLAND RD READING, MA 01867 US (781) 670-2891
--	---

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	57.00 lbs	Net 30	MHEC MC01-F22

Important Notice — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale. All purchases from GovConnection, Inc. are subject to the Terms and Condition of our MHEC VAR Agreement MC01-F22. Any Order accepted by GovConnection, Inc. for the items included in this Quotation is expressly limited to those Terms and Conditions, any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and condition shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	1	31299308	SRWF4U	SmartRack 4U Low-Profile Vertical-Mount Switch-Depth Wall-Mount Rack Enclosure Cabinet	Tripp Lite	\$ 440.79	\$ 440.79
						Subtotal	\$ 440.79
						Fee	\$ 0.00
						Shipping and Handling	\$ 0.00
						Tax	Exempt!
						Total	\$ 440.79



ORDERING INFORMATION

GovConnection, Inc. DBA Connection
MHEC Value Added Reseller Agreement
Contract #: MC01-F22 – Contract Expiration: 30 September 2026

Please contact your account manager with questions.

Ordering Address
GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Remittance Address
GovConnection, Inc.
PO Box 536477
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Condition of our MHEC Value Added Reseller Agreement MC01-F22. Any Order accepted by GovConnection, Inc. for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and condition shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract to: SLEDOPS@connection.com

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374



ORDERING INFORMATION

GovConnection, Inc. DBA Connection
MHEC Value Added Reseller Agreement
Contract #: MC01-F22 – Contract Expiration: 30 September 2026

Please contact your account manager with questions.

Ordering Address
GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Remittance Address
GovConnection, Inc.
PO Box 536477
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: -- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Condition of our MHEC Value Added Reseller Agreement MC01-F22. Any Order accepted by GovConnection, Inc. for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and condition shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract to: SLEDOPS@connection.com

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374

December 09, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J Warren Killam Elementary School – Gov Connection
Invoice #76679257

Dear Mr. Kraunelis,

Colliers Project Leaders, the Owner's Project Manager, has reviewed the attached, Partners Technology, invoice #76679257, and recommend payment of \$5,101.09 for the Modular Relocation computer power supply items for the J Warren Killam Elementary School Project.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
76679257	Modular Relocation – Computer Power Supply	\$5,101.09	0603-0000

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,



Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

cc: Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

Attachment: Gov Connection Invoice #76679257



GovConnection, Inc.
2275 Research Blvd
Suite 360
Rockville MD 20855

REMIT TO ADDRESS

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE
RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	76679257	07/22/2025

Company retains a purchase money security interest in
Equipment until payment is made in full.

Sold To:

READING PUBLIC SCHOOLS
82 OAKLAND ROAD
SCHOOL CENTRAL OFFICE
READING MA 01867

Shipped To:

HIGH SCHOOL ADMINISTRATION
62 OAKLAND RD
READING MA 01867

CORP. SALES (800)800-0019

CREDIT DEPT (888)294-0268

CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
07/22/2025	63517783	26000243	3369297	Net 30	07/22/2025	UPS - GROUND COMMERCIAL
Quantity			Item No.	Description	Unit Price	Extension
Ordered	Back Ordered	Shipped				
2		2	41765232 SER. # SER. #	HPE ANW AP-677 US OUTDOOR AP PHTNLX016Y MFG# S0P55A PHTNLX015X MFG# S0P55A	2,140.0600	4,280.12
2		2	41196026	AP-270-MNT-H3 270 SERIES MT KI MFG# R6W11A	120.5200	241.04
1		1	30945873 SER. #	ARUBA X372 54VDC 680W PS TH56MVWW60 MFG# JL086A#ABA	579.9300	579.93

***** PLEASE NOTE EFT INSTRUCTIONS *****

For electronic funds transfer, please remit to Citizens Bank:

ACH Payments: ABA # 2110-70175, Account # 1310873272

WIRE Payments: ABA #0115-00120, Account # 1310873272

Please include invoice number(s) in the transmitted information.

PLEASE SEND remit information to REMIT@CONNECTION.COM

"We provide more timely and accurate information to the business community by sharing our accounts receivable information with credit bureaus"

For your security, do not change remittance details without valid written and verbal authorization from our company.

Merchandise	Sales Tax	Shipping/Packaging
5,101.09		

Backordered items will be shipped and
Invoiced to you as soon as they are available.

Page # 1

Invoice Total
5,101.09

MORGANO, LEAH

Ordered By Julian Carr

Order No.
63517783

Company	Account No.	Invoice No.	Invoice Total
00005	3369297	76679257	5,101.09

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE THIS REMITTANCE
RECEIPT WITH YOUR PAYMENT

00005 3369297 766792570000510109

STANDARD TERMS AND CONDITIONS OF SALE

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Please see <https://www.govconnection.com/content/about/legal/terms-and-conditions-sale/> for the most current and complete Terms.

December 09, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J Warren Killam Elementary School – Gov Connection
Invoice #76688904

Dear Mr. Kraunelis,

Colliers Project Leaders, the Owner's Project Manager, has reviewed the attached, Partners Technology, invoice #76688904, and recommend payment of \$361.60 for the Modular Relocation computer power supply items for the J Warren Killam Elementary School Project.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
76688904	Modular Relocation – Computer Power Supply	\$361.60	0603-0000

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,



Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

cc: Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

Attachment: Gov Connection Invoice #76688904



GovConnection, Inc.
2275 Research Blvd
Suite 360
Rockville MD 20855

REMIT TO ADDRESS

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE
RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	76688904	07/24/2025

Company retains a purchase money security interest in
Equipment until payment is made in full.

Sold To:

READING PUBLIC SCHOOLS
82 OAKLAND ROAD
SCHOOL CENTRAL OFFICE
READING MA 01867

Shipped To:

HIGH SCHOOL ADMINISTRATION
62 OAKLAND RD
READING MA 01867

CORP. SALES (800)800-0019

CREDIT DEPT (888)294-0268

CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
07/22/2025	63517783	26000243	3369297	Net 30	07/24/2025	UPS - GROUND COMMERCIAL
Quantity			Item No.	Description	Unit Price	Extension
Ordered	Back Ordered	Shipped				
1		1	41521885	HPE 5Y Aruba Central MFG# Q9Y60AAE	361.6000	361.60

***** PLEASE NOTE EFT INSTRUCTIONS *****

For electronic funds transfer, please remit to Citizens Bank:

ACH Payments: ABA # 2110-70175, Account # 1310873272

WIRE Payments: ABA #0115-00120, Account # 1310873272

Please include invoice number(s) in the transmitted information.

PLEASE SEND remit information to REMIT@CONNECTION.COM

"We provide more timely and accurate information to the business community by sharing our accounts receivable information with credit bureaus"

For your security, do not change remittance details without valid written and verbal authorization from our company.

Merchandise	Sales Tax	Shipping/Packaging
361.60		

Backordered items will be shipped and
Invoiced to you as soon as they are available.

Page # 1

Invoice Total
361.60

MORGANO, LEAH

Ordered By Julian Carr

Order No.
63517783

Company	Account No.	Invoice No.	Invoice Total
00005	3369297	76688904	361.60

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE THIS REMITTANCE
RECEIPT WITH YOUR PAYMENT

00005 3369297 766889040000036160

STANDARD TERMS AND CONDITIONS OF SALE

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Please see <https://www.govconnection.com/content/about/legal/terms-and-conditions-sale/> for the most current and complete Terms.

December 09, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J Warren Killam Elementary School – Gov Connection
Invoice #76684111

Dear Mr. Kraunelis,

Colliers Project Leaders, the Owner's Project Manager, has reviewed the attached, Partners Technology, invoice #76684111, and recommend payment of \$1,385.72 for the Modular Relocation computer power supply items for the J Warren Killam Elementary School Project.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
76684111	Modular Relocation – – Computer Power Supply	\$1,385.72	0603-0000

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,



Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

cc: Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

Attachment: Gov Connection Invoice #76684111



GovConnection, Inc.
2275 Research Blvd
Suite 360
Rockville MD 20855

REMIT TO ADDRESS

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE
RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	76684111	07/23/2025

Company retains a purchase money security interest in
Equipment until payment is made in full.

Sold To:

READING PUBLIC SCHOOLS
82 OAKLAND ROAD
SCHOOL CENTRAL OFFICE
READING MA 01867

Shipped To:

HIGH SCHOOL ADMINISTRATION
62 OAKLAND RD
READING MA 01867

CORP. SALES (800)800-0019

CREDIT DEPT (888)294-0268

CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
07/22/2025	63517783	26000243	3369297	Net 30	07/23/2025	UPS - GROUND COMMERCIAL
Quantity			Item No.	Description	Unit Price	Extension
Ordered	Back Ordered	Shipped				
1		1	33824196 SER. #	ARUBA 2930M 24G POE W/ 1 SLOT SG53MJZ04J MFG# JL320A	1,357.5600	1,357.56
2		2	31130297	ENET 50FT CAT6 PATCH CBL W/ BO MFG# C6-RD-50-ENC	14.0800	28.16

***** PLEASE NOTE EFT INSTRUCTIONS *****

For electronic funds transfer, please remit to Citizens Bank:

ACH Payments: ABA # 2110-70175, Account # 1310873272

WIRE Payments: ABA #0115-00120, Account # 1310873272

Please include invoice number(s) in the transmitted information.

PLEASE SEND remit information to REMIT@CONNECTION.COM

"We provide more timely and accurate information to the business community by sharing our accounts receivable information with credit bureaus"

For your security, do not change remittance details without valid written and verbal authorization from our company.

Merchandise	Sales Tax	Shipping/Packaging
1,385.72		

Backordered items will be shipped and
Invoiced to you as soon as they are available.

Page # 1

Invoice Total
1,385.72

MORGANO, LEAH

Ordered By Julian Carr

Order No.
63517783

Company	Account No.	Invoice No.	Invoice Total
00005	3369297	76684111	1,385.72

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE THIS REMITTANCE
RECEIPT WITH YOUR PAYMENT

00005 3369297 766841110000138572

STANDARD TERMS AND CONDITIONS OF SALE

All purchases from PC Connection, Inc. and its subsidiaries, including PC Connection Sales Corporation, GovConnection, Inc. and MoreDirect, Inc., all doing business as Connection, (referred to herein, individually or collectively, as "Connection") are subject to these Standard Terms and Conditions of Sale ("Terms"), which may be modified from time to time by Connection without notice.

Please see <https://www.govconnection.com/content/about/legal/terms-and-conditions-sale/> for the most current and complete Terms.

December 09, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J Warren Killam Elementary School – Gov Connection
Invoice #76693187

Dear Mr. Kraunelis,

Colliers Project Leaders, the Owner's Project Manager, has reviewed the attached, Partners Technology, invoice #76688904, and recommend payment of \$1,081.45 for the Modular Relocation computer power supply items for the J Warren Killam Elementary School Project.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
76693187	Modular Relocation – Computer Power Supply	\$1,081.45	0603-0000

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,



Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

cc: Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

Attachment: Gov Connection Invoice #76693187



GovConnection, Inc.
2275 Research Blvd
Suite 360
Rockville MD 20855

REMIT TO ADDRESS

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE
RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	76693187	07/25/2025

Company retains a purchase money security interest in
Equipment until payment is made in full.

Sold To:

READING PUBLIC SCHOOLS
82 OAKLAND ROAD
SCHOOL CENTRAL OFFICE
READING MA 01867

Shipped To:

HIGH SCHOOL ADMINISTRATION
62 OAKLAND RD
READING MA 01867

CORP. SALES (800)800-0019

CREDIT DEPT (888)294-0268

CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
07/22/2025	63517783	26000243	3369297	Net 30	07/25/2025	UPS - GROUND COMMERCIAL
Quantity			Item No.	Description	Unit Price	Extension
Ordered	Back Ordered	Shipped				
1		1	41416729 SER. #	HPE Aruba Central F 5Y E-STU PRSW2530087236 MFG# Q9Y75AAE	1,081.4500	1,081.45

***** PLEASE NOTE EFT INSTRUCTIONS *****

For electronic funds transfer, please remit to Citizens Bank:

ACH Payments: ABA # 2110-70175, Account # 1310873272

WIRE Payments: ABA #0115-00120, Account # 1310873272

Please include invoice number(s) in the transmitted information.

PLEASE SEND remit information to REMIT@CONNECTION.COM

"We provide more timely and accurate information to the business community by sharing our accounts receivable information with credit bureaus"

For your security, do not change remittance details without valid written and verbal authorization from our company.

Merchandise	Sales Tax	Shipping/Packaging
1,081.45		

Backordered items will be shipped and
Invoiced to you as soon as they are available.

Page # 1

Invoice Total
1,081.45

MORGANO, LEAH

Ordered By Julian Carr

Order No.
63517783

Company	Account No.	Invoice No.	Invoice Total
00005	3369297	76693187	1,081.45

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE THIS REMITTANCE
RECEIPT WITH YOUR PAYMENT

00005 3369297 766931870000108145

STANDARD TERMS AND CONDITIONS OF SALE

All purchases from PC Connection, Inc. and its subsidiaries, including PC Connection Sales Corporation, GovConnection, Inc. and MoreDirect, Inc., all doing business as Connection, (referred to herein, individually or collectively, as "Connection") are subject to these Standard Terms and Conditions of Sale ("Terms"), which may be modified from time to time by Connection without notice.

Please see <https://www.govconnection.com/content/about/legal/terms-and-conditions-sale/> for the most current and complete Terms.

December 09, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J Warren Killam Elementary School – Gov Connection
Invoice #76737333

Dear Mr. Kraunelis,

Colliers Project Leaders, the Owner's Project Manager, has reviewed the attached, Partners Technology, invoice #76737333, and recommend payment of \$440.79 for the Modular Relocation computer power supply items for the J Warren Killam Elementary School Project.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
76737333	Modular Relocation – Computer Power Supply	\$440.79	0603-0000

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,



Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

cc: Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

Attachment: Gov Connection Invoice #76737333



PUBLIC SECTOR SOLUTIONS

GovConnection, Inc.
2275 Research Blvd
Suite 360
Rockville MD 20855

REMIT TO ADDRESS

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE
RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	76737333	08/07/2025

Company retains a purchase money security interest in
Equipment until payment is made in full.

Sold To:

READING PUBLIC SCHOOLS
82 OAKLAND ROAD
SCHOOL CENTRAL OFFICE
READING MA 01867

Shipped To:

HIGH SCHOOL ADMINISTRATION
62 OAKLAND RD
READING MA 01867

CORP. SALES (800)800-0019

CREDIT DEPT (888)294-0268

CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
08/06/2025	63545540	26000243	3369297	Net 30	08/07/2025	UPS - GROUND COMMERCIAL
Quantity			Item No.	Description	Unit Price	Extension
Ordered	Back Ordered	Shipped				
1		1	31299308	4U WALL MOUNT LOW PROFILE SECU MFG# SRWF4U	440.7900	440.79

***** PLEASE NOTE EFT INSTRUCTIONS *****

For electronic funds transfer, please remit to Citizens Bank:

ACH Payments: ABA # 2110-70175, Account # 1310873272

WIRE Payments: ABA #0115-00120, Account # 1310873272

Please include invoice number(s) in the transmitted information.

PLEASE SEND remit information to REMIT@CONNECTION.COM

"We provide more timely and accurate information to the business community by sharing our accounts receivable information with credit bureaus"

For your security, do not change remittance details without valid written and verbal authorization from our company.

Merchandise	Sales Tax	Shipping/Packaging
440.79		

Backordered items will be shipped and
Invoiced to you as soon as they are available.

Page # 1

Invoice Total
440.79

MORGANO, LEAH

Ordered By Julian Carr

Order No.
63545540

Company	Account No.	Invoice No.	Invoice Total
00005	3369297	76737333	440.79

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE THIS REMITTANCE
RECEIPT WITH YOUR PAYMENT

00005 3369297 767373330000044079

STANDARD TERMS AND CONDITIONS OF SALE

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December 09, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J Warren Killam Elementary School – Gov Connection
Invoice #77071329

Dear Mr. Kraunelis,

Colliers Project Leaders, the Owner's Project Manager, has reviewed the attached, Partners Technology, invoice #77071329, and recommend payment of (\$7,929.86) for the credit for the Modular Relocation computer power supply items for the J Warren Killam Elementary School Project.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
77071329	Modular Relocation – Computer Power Supply Credit	(\$7,929.86)	0603-0000

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,



Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

cc: Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

Attachment: Gov Connection Invoice #77071329

ConnectionTM

PUBLIC SECTOR SOLUTIONS

GovConnection, Inc.
2275 Research Blvd
Suite 360
Rockville MD 20855

REMIT TO ADDRESS

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE
RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	77071329	11/14/2025

Company retains a purchase money security interest in
Equipment until payment is made in full.

Sold To:

READING PUBLIC SCHOOLS
82 OAKLAND ROAD
SCHOOL CENTRAL OFFICE
READING MA 01867

Shipped To:

HIGH SCHOOL ADMINISTRATION
62 OAKLAND RD
READING MA 01867

CORP. SALES (800)800-0019

CREDIT DEPT (888)294-0268

CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
11/13/2025	30153243	26000243	3369297	Net 30	11/14/2025	
Quantity			Item No.	Description	Unit Price	Extension
Ordered	Back Ordered	Shipped				
-2		-2	41765232	HPE ANW AP-677 US OUTDOOR AP MFG# S0P55A	2,140.0600	-4,280.12
-2		-2	41196026	AP-270-MNT-H3 270 SERIES MT KI MFG# R6W11A	120.5200	-241.04
-1		-1	41521885	HPE 5Y Aruba Central MFG# Q9Y60AAE	361.6000	-361.60
-1		-1	41416729	HPE Aruba Central F 5Y E-STU MFG# Q9Y75AAE	1,081.4500	-1,081.45
-1		-1	33824196	ARUBA 2930M 24G POE W/ 1 SLOT MFG# JL320A	1,357.5600	-1,357.56
-1		-1	30945873	ARUBA X372 54VDC 680W PS MFG# JL086A#ABA	579.9300	-579.93
-2		-2	31130297	ENET 50FT CAT6 PATCH CBL W/ BO MFG# C6-RD-50-ENC	14.0800	-28.16

***** PLEASE NOTE EFT INSTRUCTIONS *****

For electronic funds transfer, please remit to Citizens Bank:
ACH Payments: ABA # 2110-70175, Account # 1310873272
WIRE Payments: ABA #0115-00120, Account # 1310873272

Backordered items will be shipped and
Invoiced to you as soon as they are available.

Merchandise	Sales Tax	Shipping/Packaging

Invoice Total
Continued

Page # 1



Order No.	Company	Account No.	Invoice No.	Invoice Total

PLEASE ENCLOSE THIS REMITTANCE
RECEIPT WITH YOUR PAYMENT



PUBLIC SECTOR SOLUTIONS

GovConnection, Inc.
2275 Research Blvd
Suite 360
Rockville MD 20855

REMIT TO ADDRESS

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE
RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	77071329	11/14/2025

Company retains a purchase money security interest in
Equipment until payment is made in full.

Sold To:

READING PUBLIC SCHOOLS
82 OAKLAND ROAD
SCHOOL CENTRAL OFFICE
READING MA 01867

Shipped To:

HIGH SCHOOL ADMINISTRATION
62 OAKLAND RD
READING MA 01867

CORP. SALES (800)800-0019

CREDIT DEPT (888)294-0268

CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
11/13/2025	30153243	26000243	3369297	Net 30	11/14/2025	
Quantity		Item No.	Description		Unit Price	Extension
Ordered	Back Ordered					

Please include invoice number(s) in the transmitted information.

PLEASE SEND remit information to REMIT@CONNECTION.COM

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For your security, do not change remittance details without valid written and verbal authorization from our company.

Merchandise	Sales Tax	Shipping/Packaging
-7,929.86		

Backordered items will be shipped and
Invoiced to you as soon as they are available.

Page # 2

Invoice Total
-7,929.86

MORGANO, LEAH

Ordered By

Order No.
30153243

Company	Account No.	Invoice No.	Invoice Total
00005	3369297	77071329	-7,929.86

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE THIS REMITTANCE
RECEIPT WITH YOUR PAYMENT

00005 3369297 770713290000792986

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December 09, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J Warren Killam Elementary School – Gov Connection
Invoice #76753761

Dear Mr. Kraunelis,

Colliers Project Leaders, the Owner's Project Manager, has reviewed the attached, Partners Technology, invoice #76753761, and recommend payment of \$741.89 for the Modular Relocation computer power supply items for the J Warren Killam Elementary School Project.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
76753761	Modular Relocation – Computer Power Supply	\$741.89	0603-0000

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,



Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

cc: Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

Attachment: Gov Connection Invoice #76753761



GovConnection, Inc.
2275 Research Blvd
Suite 360
Rockville MD 20855

REMIT TO ADDRESS

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE
RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	76753761	08/12/2025

Company retains a purchase money security interest in
Equipment until payment is made in full.

Sold To:

READING PUBLIC SCHOOLS
82 OAKLAND ROAD
SCHOOL CENTRAL OFFICE
READING MA 01867

Shipped To:

READING PUBLIC SCHOOLS
Julian Carr
62 Oakland Road
READING MA 01867

CORP. SALES (800)800-0019

CREDIT DEPT (888)294-0268

CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
08/12/2025	63553539	26000425	3369297	Net 30	08/12/2025	UPS - GROUND COMMERCIAL
Quantity			Item No.	Description	Unit Price	Extension
Ordered	Back Ordered	Shipped				
1		1	30945873 SER. #	ARUBA X372 54VDC 680W PS TH55MVWQ2V MFG# JL086A#ABA	497.2500	497.25
1		1	41521885	HPE 5Y Aruba Central MFG# Q9Y60AAE	244.6400	244.64

***** PLEASE NOTE EFT INSTRUCTIONS *****

For electronic funds transfer, please remit to Citizens Bank:

ACH Payments: ABA # 2110-70175, Account # 1310873272

WIRE Payments: ABA #0115-00120, Account # 1310873272

Please include invoice number(s) in the transmitted information.

PLEASE SEND remit information to REMIT@CONNECTION.COM

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For your security, do not change remittance details without valid written and verbal authorization from our company.

Merchandise	Sales Tax	Shipping/Packaging
741.89		

Backordered items will be shipped and
Invoiced to you as soon as they are available.

Page # 1

Invoice Total
741.89

MORGANO, LEAH

Ordered By Julian Carr

Order No.
63553539

Company	Account No.	Invoice No.	Invoice Total
00005	3369297	76753761	741.89

GOVCONNECTION, INC.
DBA CONNECTION
PO BOX 536477
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE THIS REMITTANCE
RECEIPT WITH YOUR PAYMENT

00005 3369297 767537610000074189

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December 11, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J. Warren Killam Elementary School Project – Online Bidding Platform

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed the information provided by BidDocs Online Inc. and Project Dog Inc. and based on the comparison of fees and services provided, we are recommending the J. Warren Killam Elementary School project to obtain services from Bid Docs Online Inc. to facilitate project bidding and contractor Pre-Qualification.

The fee for individual services provided by BidDocs Online Inc. shall not exceed *Seven Thousand Six Hundred Fifty 00/100 Dollars (\$7650.00)*. (ProPay Code: 0102-9900)

As project work is ongoing, we respectfully request execution of these services at the earliest opportunity. Please let us know if you have any questions.

Sincerely,



Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

cc: Mike Carroll, Colliers Project Leaders
Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

FEE PROPOSAL COMPARISON ANALYSIS



Project Leaders

Town of Reading J Killam Elementary School Project

11/11/2025

Prequalification and Online Bidding Services				
Prequalification & M.G.L 149 Online Bidding Service				
FIRM NAME	Prequalification	Bid Hosting	Fee Total	COMMENTS
Projectdog Inc.	\$595	\$1,395	\$1,990	
BidDocs Online	\$4,500	\$2,500	\$7,000	Early Electrical Package #1 may be an additional \$650 for projects under \$150k

Harani Kumaresh

From: BidDocs ONLINE, Inc. <gky@biddocsonline.com>
Sent: Monday, November 10, 2025 4:35 PM
To: Harani Kumaresh
Cc: Justin Ferdenzi
Subject: Re: Prequalification and GC Bidding services for MSBA Project

Yes - BidDocs offers straightforward, all-inclusive pricing for our services. The total project cost covers the design, bidding, and construction modules.

For your convenience, we've included an outline of the key services/features provided in each project phase. You can also find this information on the BidDocs website.

Please call if you need additional information.

Thanks
Gregg Yanchenko, AIA
cell 978-808-7477

One Place — One Process

Design, Bidding and Construction

Project Cost

\$625 under \$150,000

\$1,250 for \$150,000 to \$1M

\$2,500 over \$1M

\$4,500 pre-qualification

D design

Generates

- Table of Contents
- List of Drawings
- Front-end Documents
- Design submissions
- Bid set verification

Provides

- Unlimited file sharing
- Single source reference
- Submission notifications
- Project tracking

B bidding

Generates

- Addenda
- RFI Interface
- Bid forms
- Bid submissions
- Bid tabulations
- Plan holders list

Provides

- Addenda notifications
- Bid result notifications
- Single source reference

C construction

Generates

- Conformed documents
- PCOs, Change Orders
- Requisitions
- SOV format
- RFI & Submittal cover sheets
- Completion certificates
- Closeout documents

Provides

- Unlimited file sharing
- Single source reference
- Financial tracking
- Submission notifications

S pre-qualification

Generates

- Solicitation RFQ
- Reference checks
- Evaluation scoring
- Consensus evaluation form

Provides

- Automated selection notifications
- Compiled pre-qualified bidders list
- Messaging interface

On Mon, Nov 10, 2025 at 2:05 PM Harani Kumaresh <harani.kumaresh@collierseng.com> wrote:

Hi Greg,

It was a pleasure speaking with you last week, and thank you for taking the time to demo the system. Could you please share your quote for the prequalification and bid hosting services?

Thank you,

Projectdog Inc.

18 Graf Rd, Suite 8
Newburyport, MA 01950 US
+19784999014

www.Projectdog.com



Estimate

ADDRESS
Colliers Project Leaders
100 Federal Street
Floor 13
Boston, MA 02110

ESTIMATE 2393
DATE 10/24/2025

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
E-Bid	J. Warren Killam Elementary School, Reading, MA: REQUEST FOR QUAIFICATIONS - RFQ document distribution and SOQ collection & reporting.	1	595.00	595.00
E-Bid	J. Warren Killam Elementary School, Reading, MA: Bid document distribution and Bid collection & reporting,	1	1,395.00	1,395.00
SUBTOTAL				1,990.00
TAX				0.00
TOTAL				\$1,990.00



Killiam Elementary School



ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Actual Start	Actual Finish	Total Slack
1		Forming the Team (MSBA MOD 02)	187 days	Thu 4/13/23	Tue 12/12/23			Thu 4/13/23	Tue 12/12/23	0 days
2		OPM Selection	86.5 days	Thu 4/13/23	Thu 8/3/23			Thu 4/13/23	Thu 8/3/23	0 days
10		Design Team Selection	99.25 days	Mon 8/7/23	Tue 12/12/23			Mon 8/7/23	Tue 12/12/23	0 days
28		Feasibility (MSBA MOD 03)	244 days	Mon 12/18/23	Wed 10/30/24			Mon 12/18/23	Wed 10/30/24	0 days
29		Preliminary Design Program Initiative (PDP)	179 days	Mon 12/18/23	Wed 8/7/24			Mon 12/18/23	Wed 8/7/24	0 days
30		Existing Conditions Assessment	42 days	Tue 1/2/24	Mon 2/26/24	27FS+15 days	42,43	Tue 1/2/24	Mon 2/26/24	0 days
31		Design Process	117 days	Tue 1/2/24	Fri 5/31/24	27FS+15 days	46	Tue 1/2/24	Fri 5/31/24	0 days
32		Meetings - Community, SBC, User Groups	110 days	Mon 12/18/23	Thu 5/9/24			Mon 12/18/23	Thu 5/9/24	0 days
42		Cost Estimating - Preliminary Alternatives	15 days	Thu 4/11/24	Wed 5/1/24	39FS+3 days,30	40	Thu 4/11/24	Wed 5/1/24	0 days
43		Preliminary Design Program Submission (PDP)	0 days	Mon 5/20/24	Mon 5/20/24	41FS+8 days,30	44FS+1 day,48FS+	Mon 5/20/24	Mon 5/20/24	0 days
44		MSBA PDP Review	30 days	Tue 5/21/24	Mon 7/1/24	43FS+1 day	45,50FS-10 days	Tue 5/21/24	Mon 7/1/24	0 days
45		District Response to MSBA PDP Review Comments	20 days	Mon 7/1/24	Thu 7/25/24	44	46	Mon 7/1/24	Thu 7/25/24	0 days
46		MSBA Acceptance of PDP	10 days	Fri 7/26/24	Wed 8/7/24	45,31	55	Fri 7/26/24	Wed 8/7/24	0 days
47		Preferred Schematic Report (PSR)	125 days	Tue 5/21/24	Wed 10/30/24			Tue 5/21/24	Wed 10/30/24	0 days
48		Design Process (PSR)	57.88 days	Tue 5/21/24	Mon 8/5/24	43FS+1 day		Tue 5/21/24	Mon 8/5/24	0 days
49		Meetings - Community, SBC, User Groups	43 days	Mon 6/17/24	Mon 8/12/24			Mon 6/17/24	Mon 8/12/24	0 days
55		Preferred Schematic Report Submission (PSR)	0 days	Wed 8/21/24	Wed 8/21/24	54FS+8 days,46	59FS+1 day,57FS+	Wed 8/21/24	Wed 8/21/24	0 days
56		MSBA Facilities Assessment Subcommittee (FAS)	0 days	Wed 9/11/24	Wed 9/11/24	55FS+15 days		Wed 9/11/24	Wed 9/11/24	0 days
57		MSBA Facilities Assessment Subcommittee (FAS)	0 days	Wed 9/25/24	Wed 9/25/24	55FS+27 days	62,58	Wed 9/25/24	Wed 9/25/24	0 days
58		District Response to FAS Comments	10 days	Wed 9/25/24	Tue 10/8/24	57	62	Wed 9/25/24	Tue 10/8/24	0 days
59		MSBA PSR Review	32 days	Thu 8/22/24	Wed 10/2/24	55FS+1 day	60,62	Thu 8/22/24	Wed 10/2/24	0 days
60		District Response to MSBA PSR Review Comments	9 days	Thu 10/3/24	Tue 10/15/24	59	61FS+1 day,62,66S	Thu 10/3/24	Tue 10/15/24	0 days
61		MSBA Conference Call to Review PSR	0 days	Wed 10/16/24	Wed 10/16/24	60FS+1 day	62FS+11 days	Wed 10/16/24	Wed 10/16/24	0 days
62		MSBA Board Approval of Preferred Solution	0 days	Wed 10/30/24	Wed 10/30/24	57,58,59,60,61FS+1	64,76	Wed 10/30/24	Wed 10/30/24	0 days
63		Schematic Design (MSBA MOD 04)	219 days	Wed 10/16/24	Wed 7/30/25			Wed 10/16/24	NA	1141.63 days
64		Schematic Design	28 days	Wed 10/30/24	Fri 12/6/24	62	71FS+1 day	Wed 10/30/24	Fri 12/6/24	0 days
65		Meetings - SBC	73 days	Wed 10/16/24	Wed 1/22/25			Wed 10/16/24	Wed 1/22/25	0 days
71		SD Cost Estimates	20 days	Mon 12/9/24	Mon 1/6/25	64FS+1 day	69,72,73,91	Mon 12/9/24	Mon 1/6/25	0 days
72		Establish Project Scope & Budget	10 days	Wed 1/15/25	Wed 1/29/25	71,69,70FF	74FS+5 days	Wed 1/15/25	Wed 1/29/25	0 days
73		Establish CM@R or ch149	0.88 days	Mon 12/16/24	Mon 12/16/24	71,69,70FF	79	Mon 12/16/24	Mon 12/16/24	0 days
74		OPM Informational email to MSBA	0.88 days	Fri 1/31/25	Fri 1/31/25	72FS+5 days,70	79FS+6 days	Fri 1/31/25	Fri 1/31/25	0 days
75		DESE Submittal	152 days	Wed 10/30/24	Fri 5/16/25			Wed 10/30/24	Fri 5/16/25	0 days
76		Prepare DESE Submittal	77 days	Wed 10/30/24	Tue 2/11/25	62	77	Wed 10/30/24	Tue 2/11/25	0 days
77		MSBA Review of DESE Submittal	36 days	Tue 2/11/25	Fri 3/28/25	76	78	Tue 2/11/25	Fri 3/28/25	0 days
78		DESE Review & Approve	39 days	Fri 3/28/25	Fri 5/16/25	77		Fri 3/28/25	Fri 5/16/25	0 days
79		Schematic Design Report Submission	0 days	Mon 2/10/25	Mon 2/10/25	74FS+6 days,73	80FS+1 day,86	Mon 2/10/25	Mon 2/10/25	0 days
80		MSBA SD Review	36.88 days	Tue 2/11/25	Fri 3/28/25	79FS+1 day	81	Tue 2/11/25	Fri 3/28/25	0 days
81		District Response to MSBA SD Review Comments	11 days	Mon 3/31/25	Fri 4/11/25	80	82,83	Mon 3/31/25	Fri 4/11/25	0 days
82		Project Scope and Budget Conference	0 days	Wed 3/26/25	Wed 3/26/25	81	83	Wed 3/26/25	Wed 3/26/25	0 days
83		MSBA Board Approval Schematic Design	13 days	Fri 4/11/25	Wed 4/30/25	81,82		Fri 4/11/25	Wed 4/30/25	0 days
84		50% DCAMM Designer Evaluation Submission	10 days	Thu 7/17/25	Wed 7/30/25	115		NA	NA	1141.63 days
85		Extended Design Prior to the Start of DD	46 days	Mon 3/10/25	Tue 5/13/25			Mon 3/10/25	Tue 5/13/25	0 days
86		Extendend Design	46 days	Mon 3/10/25	Tue 5/13/25	79	87	Mon 3/10/25	Tue 5/13/25	0 days
87		Owner release into DD	0 days	Tue 5/13/25	Tue 5/13/25	86	115	Tue 5/13/25	Tue 5/13/25	0 days
88		Funding the Project (MSBA MOD 05)	96.75 days	Wed 1/8/25	Tue 5/13/25			Wed 1/8/25	Tue 5/13/25	0 days
89		Reading Funding Process	96.75 days	Wed 1/8/25	Tue 5/13/25			Wed 1/8/25	Tue 5/13/25	0 days
90		Develop Meeting & Vote Language	26.88 days	Wed 1/8/25	Thu 2/13/25			Wed 1/8/25	Thu 2/13/25	0 days
91		Secure MSBA Vote & Special Town Meeting Language	18 days	Wed 1/8/25	Fri 1/31/25	71	92	Wed 1/8/25	Fri 1/31/25	0 days
92		Finalize Language with Town Council & MSBA	0 days	Fri 1/31/25	Fri 1/31/25	91	93,94	Fri 1/31/25	Fri 1/31/25	0 days
93		Submit Language to Matt to Write Article	11 days	Fri 1/31/25	Thu 2/13/25	92	96,109FS+30 days	Fri 1/31/25	Thu 2/13/25	0 days
94		Submit Language to Laura (Min 35 days before election)	0 days	Fri 1/31/25	Fri 1/31/25	92	96	Fri 1/31/25	Fri 1/31/25	0 days
95		Special Town Meeting	61.25 days	Thu 2/13/25	Mon 5/12/25			Thu 2/13/25	Mon 5/12/25	0 days
96		Information to Select Board for Special Town Meeting	0 days	Thu 2/13/25	Thu 2/13/25	94,93	97	Thu 2/13/25	Thu 2/13/25	0 days
97		Select Board Meeting - Vote to Close Warrant for Special Town Meeting	2 days	Fri 2/14/25	Tue 2/18/25	96	99,98	Fri 2/14/25	Tue 2/18/25	0 days



Killiam Elementary School



ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Actual Start	Actual Finish	Total Slack	
98		Select Board Meeting - Vote for Special Town Meeting (14 days before Town Meeting and no meeting on 04/08/25 or 04/15/25)	0 days	Tue 4/1/25	Tue 4/1/25	97	101FS+10 days,99	Tue 4/1/25	Tue 4/1/25	0 days	
99		Special Town Meeting Warrant Published	14 days	Tue 4/1/25	Thu 4/17/25	98,97	101FS+10 days,100	Tue 4/1/25	Thu 4/17/25	0 days	
100		Special Town Meeting Warrant Report Published	0 days	Thu 4/17/25	Thu 4/17/25	99	101	Thu 4/17/25	Thu 4/17/25	0 days	
101		Special Town Meeting (05/01-05/05)	2 days	Thu 5/1/25	Mon 5/5/25	98FS+10 days,99FS+103,102		Thu 5/1/25	Mon 5/5/25	0 days	
102		Post Warrant for Election	1 day	Mon 5/5/25	Tue 5/6/25	101		Mon 5/5/25	Tue 5/6/25	0 days	
103		Waiting Period after Special Town Meeting	5 days	Mon 5/5/25	Mon 5/12/25	101	112	Mon 5/5/25	Mon 5/12/25	0 days	
104		Town Meeting	32.13 days	Tue 3/25/25	Thu 5/8/25			Tue 3/25/25	Thu 5/8/25	0 days	
105		Town Meeting Warrant Published	0 days	Tue 3/25/25	Tue 3/25/25		107FS+25 days,106	Tue 3/25/25	Tue 3/25/25	0 days	
106		Town Meeting Warrant Report Published	0 days	Fri 4/4/25	Fri 4/4/25	105FS+9 days	107FS+16 days	Fri 4/4/25	Fri 4/4/25	0 days	
107		Town Meeting (04/28, 05/01, 05/05 & 05/08)	10 days	Mon 4/28/25	Thu 5/8/25	105FS+25 days,106		Mon 4/28/25	Thu 5/8/25	0 days	
108		Popular Election	34.5 days	Tue 3/25/25	Tue 5/13/25			Tue 3/25/25	Tue 5/13/25	0 days	
109		Information to Select Board for Elections	0 days	Tue 3/25/25	Tue 3/25/25	93FS+30 days	110FS+6 days	Tue 3/25/25	Tue 3/25/25	0 days	
110		Select Board Meeting - Vote for Election to happen (35 days before election and no meeting on 04/08 or 04/15)	0 days	Tue 4/1/25	Tue 4/1/25	109FS+6 days	112FS+25 days,111	Tue 4/1/25	Tue 4/1/25	0 days	
111		Select Board must notify the Town Clerk of Election	1 day	Wed 4/2/25	Wed 4/2/25	110	112	Wed 4/2/25	Wed 4/2/25	0 days	
112		Vote (Special Election - Has to be 7 days after closing and Historically on a Tu	0 days	Tue 5/13/25	Tue 5/13/25	103,110FS+25 days,115		Tue 5/13/25	Tue 5/13/25	0 days	
113		Design Development (MODULE 6)	262.25 days	Fri 5/23/25	Fri 5/1/26			Fri 5/23/25	NA	930.38 days	
114		Design Development (DD)	89.38 days	Fri 5/23/25	Wed 9/17/25			Fri 5/23/25	NA	79.88 days	
115		Design Development Drawings	41 days	Fri 5/23/25	Thu 7/17/25	112,87	117SS+15 days,118	Fri 5/23/25	Thu 7/17/25	0 days	
116		MHC - Project Notification Form Filing	0 days	Tue 7/22/25	Tue 7/22/25	115FS+3 days		Tue 7/22/25	Tue 7/22/25	0 days	
117		Register Project with USBGC	0 days	Thu 6/12/25	Thu 6/12/25	115SS+15 days	125	Thu 6/12/25	Thu 6/12/25	0 days	
118		DD Cost Estimating	15 days	Thu 7/17/25	Tue 8/5/25	115	119	Thu 7/17/25	Tue 8/5/25	0 days	
119		DD Estimate Reconciliation Meeting	2 days	Wed 8/6/25	Thu 8/7/25	118	123FS+6 days,120	Wed 8/6/25	Thu 8/7/25	0 days	
120		Finalize VE log and Reconciled Budget	2 days	Thu 8/7/25	Mon 8/11/25	119	121	Thu 8/7/25	Mon 8/11/25	0 days	
121		Review Budget with XLT	0 days	Mon 8/11/25	Mon 8/11/25	120	122	Mon 8/11/25	Mon 8/11/25	0 days	
122		Issue SBC Documents	4 days	Mon 8/11/25	Fri 8/15/25	121	123	Mon 8/11/25	Fri 8/15/25	0 days	
123		SBC Meeting	1 day	Fri 8/15/25	Mon 8/18/25	119FS+6 days,122	124	Fri 8/15/25	Mon 8/18/25	0 days	
124		SBC Meeting - Approve DD Submission	0 days	Mon 8/18/25	Mon 8/18/25	123	125FS+1 day,126FS	Mon 8/18/25	Mon 8/18/25	0 days	
125		Submit DD Package to MSBA	0 days	Tue 8/19/25	Tue 8/19/25	124FS+1 day,117	128,131	Tue 8/19/25	Tue 8/19/25	0 days	
126		Site Plan Review and Stormwater Permit Special Hearing	0 days	Mon 8/25/25	Mon 8/25/25	124FS+5 days	127	Mon 8/25/25	Mon 8/25/25	0 days	
127		Site Plan Review and Stormwater Permit Approval	8 days	Mon 8/25/25	Wed 9/3/25	126		Mon 8/25/25	Wed 9/3/25	0 days	
128		MSBA Review and Comments (Business Days)	13 days	Tue 8/19/25	Thu 9/4/25	125	129	Tue 8/19/25	Thu 9/4/25	0 days	
129		Respond to MSBA DD comments (Business Days)	10 days	Thu 9/4/25	Wed 9/17/25	128	140	NA	NA	79.88 days	
130		60% Construction Documents Phase (60% CD)	93 days	Tue 8/19/25	Thu 12/18/25			Tue 8/19/25	NA	36.5 days	
131		60% Construction Drawings	40 days	Tue 8/19/25	Thu 10/9/25	125	132	Tue 8/19/25	Thu 10/9/25	0 days	
132		SBC Meeting	0 days	Thu 10/9/25	Thu 10/9/25	131	133	Thu 10/9/25	Thu 10/9/25	0 days	
133		60% CDs for Pricing	0 days	Thu 10/9/25	Thu 10/9/25	132	134	Thu 10/9/25	Thu 10/9/25	0 days	
134		60% CD Cost Estimating	15 days	Thu 10/9/25	Wed 10/29/25	133	135FS+3 days	Thu 10/9/25	Wed 10/29/25	0 days	
135		60% CD Reconciliation Meeting	0 days	Mon 11/3/25	Mon 11/3/25	134FS+3 days	139FS+7 days,136	NA	NA	15.5 days	
136		Finalize VE log and Reconciled Budget	2 days	Mon 11/3/25	Tue 11/4/25	135	137FS+1 day	Mon 11/3/25	Tue 11/4/25	0 days	
137		Review Budget with XLT	0 days	Wed 11/5/25	Wed 11/5/25	136FS+1 day	138	Wed 11/5/25	Wed 11/5/25	0 days	
138		Issue SBC Documents	1 day	Thu 11/6/25	Thu 11/6/25	137	139FS+2 days,180	NA	NA	16.25 days	
139		SBC Meeting - Approve 60% Submission	0 days	Wed 11/12/25	Wed 11/12/25	135FS+7 days,138FS	144,140FS+1 day,1	NA	NA	15.5 days	
140		Submit 60% CD Package to MSBA	0 days	Thu 11/13/25	Thu 11/13/25	139FS+1 day,129	141	NA	NA	36.5 days	
141		MSBA Review and Comments (Business Days)	16 days	Thu 11/13/25	Thu 12/4/25	140	142	NA	NA	36.5 days	
142		Respond to MSBA 60% comments (Business Days)	11 days	Thu 12/4/25	Thu 12/18/25	141	145	NA	NA	36.5 days	
143		90% Construction Documents Phase (90% CD)	130.5 days	Wed 11/12/25	Fri 5/1/26			NA	NA	15.5 days	
144		90% Construction Documents	49 days	Wed 11/12/25	Thu 1/15/26	139	165SS,145,146	NA	NA	15.5 days	
145		90% CDs Issued for Cost Estimating	0 days	Thu 1/15/26	Thu 1/15/26	142,144	147	NA	NA	15.5 days	
146		90% CDs Issued for Code Review	0 days	Thu 1/15/26	Thu 1/15/26	144		NA	NA	1011.88 days	
147		90% CD Cost Estimating	10 days	Thu 1/15/26	Thu 1/29/26	145	148FS+2 days	NA	NA	15.5 days	
148		90% CD Reconciliation Meeting	0 days	Mon 2/2/26	Mon 2/2/26	147FS+2 days	149	NA	NA	15.5 days	
149		Finalize VE log and Reconciled Budget	2 days	Mon 2/2/26	Wed 2/4/26	148	150	NA	NA	14.75 days	
150		Review Budget with XLT	0 days	Wed 2/4/26	Wed 2/4/26	149	151	NA	NA	14.75 days	
151		Issue SBC Documents	1 day	Wed 2/4/26	Thu 2/5/26	150	152FS+2 days	NA	NA	14.75 days	



Killiam Elementary School

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Actual Start	Actual Finish	Total Slack
152		SBC Meeting - Approve 90% CD Submission	0 days	Mon 2/9/26	Mon 2/9/26	151FS+2 days	153FS+1 day	NA	NA	15.5 days
153		Submit 90% CD Package to MSBA	0 days	Tue 2/10/26	Tue 2/10/26	152FS+1 day	154	NA	NA	15.5 days
154		MSBA review of 90% Package (Business Days)	16 days	Tue 2/10/26	Tue 3/3/26	153	155	NA	NA	15.5 days
155		District Team's Response to MSBA Review of 90% package (Business Days)	11 days	Tue 3/3/26	Tue 3/17/26	154	156	NA	NA	15.5 days
156		Completion of the Bid Documents	10 days	Wed 3/18/26	Mon 3/30/26	155	158,157FS-3 days	NA	NA	14.5 days
157		Issue SBC Documents	0 days	Thu 3/26/26	Thu 3/26/26	156FS-3 days		NA	NA	879.25 days
158		SBC Meeting - Approve Bid Document Submission	0 days	Mon 3/30/26	Mon 3/30/26	156	210,159	NA	NA	14.5 days
159		100% CD Package MSBA Submission	1 day	Tue 3/31/26	Tue 3/31/26	158	160,211SS	NA	NA	12.88 days
160		100% CD Package to MSBA review	14 days	Wed 4/1/26	Fri 4/17/26	159	161	NA	NA	31.38 days
161		100% CD DCAMM Designer Evaluation	10 days	Fri 4/17/26	Fri 5/1/26	160	221	NA	NA	31.38 days
162		Construction Phase (MODULE 7)	863.5 days	Fri 11/7/25	Thu 11/30/28			NA	NA	33.88 days
163		Early Package #01 Switchgear	362 days	Wed 11/12/25	Fri 4/2/27			NA	NA	613 days
164		Bid Package for Switchgear & Generator	51 days	Wed 11/12/25	Tue 1/20/26			NA	NA	672.75 days
165		Completion of the Early Bid documents	21 days	Wed 11/12/25	Tue 12/9/25	144SS	166	NA	NA	672.75 days
166		Submit Advertisement for Early Bids	1 day	Wed 12/10/25	Wed 12/10/25	165	167FS-2 days	NA	NA	672.75 days
167		SBC Meeting - Approve Early Package-Invitation For Bid	0 days	Tue 12/9/25	Tue 12/9/25	166FS-2 days	168	NA	NA	672.75 days
168		Advertise for Early bid package	1 day	Tue 12/9/25	Tue 12/9/25	167	169	NA	NA	672.75 days
169		Early Bid Package Submission Period	21 days	Wed 12/10/25	Wed 1/7/26	168	170	NA	NA	672.75 days
170		Early Package Bids Due	0 days	Wed 1/7/26	Wed 1/7/26	169	171FS+4 days	NA	NA	672.75 days
171		SBC Meeting - Review results/ Vote to Award	0 days	Tue 1/13/26	Tue 1/13/26	170FS+4 days	172	NA	NA	672.75 days
172		Issue Notice of Award	5 days	Tue 1/13/26	Tue 1/20/26	171	174	NA	NA	672.75 days
173		Construction for Switchgear	312.63 days	Tue 1/20/26	Fri 4/2/27			NA	NA	613 days
174		Execute Contract	5 days	Tue 1/20/26	Tue 1/27/26	172	175	NA	NA	620 days
175		Shop Drawings	30 days	Tue 1/27/26	Tue 3/10/26	174	176	NA	NA	620 days
176		Fabrication and Delivery	300 days	Tue 3/10/26	Fri 4/2/27	175	177	NA	NA	671.63 days
177		GC To take Delivery of Switchgear	0 days	Fri 4/2/27	Fri 4/2/27	176		NA	NA	613 days
178		Early Package #02 Earthwork Cut down to Foundation Level	126.5 days	Fri 11/7/25	Mon 5/4/26			NA	NA	32 days
179		Early Bid Package for Earthwork	50 days	Fri 11/7/25	Wed 1/14/26			NA	NA	33.88 days
180		Completion of the Early Bid documents	21 days	Fri 11/7/25	Fri 12/5/25	138	181	NA	NA	33.88 days
181		Submit Advertisement for Early Bids	1 day	Fri 12/5/25	Mon 12/8/25	180	182	NA	NA	33.88 days
182		SBC Meeting - Approve Early Package-Invitation For Bid	0 days	Mon 12/8/25	Mon 12/8/25	181	183	NA	NA	33.88 days
183		Advertise for Early bid package	1 day	Mon 12/8/25	Tue 12/9/25	182	184	NA	NA	33.88 days
184		Early Bid Package Submission Period	24 days	Tue 12/9/25	Fri 1/9/26	183	185	NA	NA	33.88 days
185		Early Package Bids Due	0 days	Fri 1/9/26	Fri 1/9/26	184	186FS+1 day	NA	NA	33.88 days
186		SBC Meeting - Review results/ Vote to Award	0 days	Mon 1/12/26	Mon 1/12/26	185FS+1 day	187	NA	NA	33.88 days
187		Issue Notice of Award	2 days	Mon 1/12/26	Wed 1/14/26	186	189	NA	NA	33.88 days
188		EP Construction - Earthwork down and back up to elevation 86.5'	84.5 days	Wed 1/14/26	Mon 5/4/26			NA	NA	33.88 days
189		Execute Contract	5 days	Wed 1/14/26	Wed 1/21/26	187	190,191FS+10 days	NA	NA	32.13 days
190		Shop Drawing	22 days	Wed 1/21/26	Wed 2/18/26	189		NA	NA	38 days
191		Mobilize	5 days	Tue 2/3/26	Mon 2/9/26	189FS+10 days	192	NA	NA	35 days
192		Fence & Erosion Control	10 days	Mon 2/9/26	Mon 2/23/26	191	193,194	NA	NA	35 days
193		Excavation approx 6' cut	45 days	Mon 2/23/26	Tue 4/21/26	192,190	194FF+5 days	NA	NA	35 days
194		Backfill approx 1.5' fill	45 days	Mon 3/2/26	Tue 4/28/26	192,193FF+5 days	195	NA	NA	35 days
195		AS Built Final Conditions	5 days	Tue 4/28/26	Mon 5/4/26	194	196	NA	NA	35 days
196		Early package #02 complete	0 days	Mon 5/4/26	Mon 5/4/26	195	224	NA	NA	35 days
197		Base Contract	142.63 days	Wed 11/12/25	Fri 5/29/26			NA	NA	12.75 days
198		Prequalification Base Contract	97 days	Wed 11/12/25	Thu 3/19/26			NA	NA	33.88 days
199		SBC Meeting - Approve Prequal Sub Committee (PQC)	0 days	Wed 11/12/25	Wed 11/12/25	139SS	200	NA	NA	33.88 days
200		PQC - Kick-Off	7 days	Wed 11/12/25	Thu 11/20/25	199	201	NA	NA	33.88 days
201		PQC - Approve RFQ	0 days	Thu 11/20/25	Thu 11/20/25	200	202	NA	NA	33.88 days
202		PQC - Submit Ad for Qualifications	0 days	Thu 11/20/25	Thu 11/20/25	201	203	NA	NA	33.88 days
203		PQC - Advertise for Qualifications (GCs/FSB) online	1 day	Thu 11/20/25	Fri 11/21/25	202	204	NA	NA	33.88 days
204		PQC - Qualifications Submission Period	15 days	Fri 11/21/25	Thu 12/11/25	203	205	NA	NA	33.88 days
205		Qualifications Due	0 days	Thu 12/11/25	Thu 12/11/25	204	206	NA	NA	33.88 days
206		PQC - Distribute & Review SOQs	2 days	Thu 12/11/25	Mon 12/15/25	205	207	NA	NA	33.88 days



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ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Actual Start	Actual Finish	Total Slack
207		PQC - Review PreQuals	70 days	Mon 12/15/25	Tue 3/17/26	206	208	NA	NA	33.88 days
208		PQC - Complete SOQ Review and Approve List of Contractors	2 days	Tue 3/17/26	Thu 3/19/26	207	210	NA	NA	33.88 days
209		Bidding Base Contract	47.13 days	Tue 3/31/26	Fri 5/29/26			NA	NA	14.38 days
210		Advertise for bids (Central Reg, New Paper, City Hall)	5 days	Tue 3/31/26	Mon 4/6/26	208,158	214	NA	NA	25.5 days
211		Issue Bid Docs to Project Dog for Clerical Review	0 days	Tue 3/31/26	Tue 3/31/26	159SS	212	NA	NA	14.38 days
212		Bid Documents Published Online	6 days	Tue 3/31/26	Tue 4/7/26	211	213,216,214	NA	NA	14.38 days
213		Contractor Pre-Bid Briefing Session/Conference	0 days	Tue 4/7/26	Tue 4/7/26	212	215,217	NA	NA	47.38 days
214		Filed Sub-Bid time	23 days	Tue 4/7/26	Wed 5/6/26	212,210	215	NA	NA	24.38 days
215		Filed Sub-Bids Due	0 days	Wed 5/6/26	Wed 5/6/26	214,213	217	NA	NA	24.38 days
216		GC Bid Time	33 days	Tue 4/7/26	Tue 5/19/26	212	217	NA	NA	14.38 days
217		General Contractor Bids Due	0 days	Tue 5/19/26	Tue 5/19/26	216,213,215	218	NA	NA	14.38 days
218		Review Results of GC Bids with SBC	3 days	Tue 5/19/26	Fri 5/22/26	217	219	NA	NA	14.38 days
219		Vote to Approve GC Bid	0 days	Fri 5/22/26	Fri 5/22/26	218	220	NA	NA	14.38 days
220		Issue Notice of Award	0 days	Fri 5/22/26	Fri 5/22/26	219	221,223	NA	NA	14.38 days
221		Execute Contract	5 days	Fri 5/22/26	Fri 5/29/26	220,161	224,223	NA	NA	14.38 days
222		Phase 1 - New Building Construction	493.38 days	Fri 5/29/26	Mon 2/28/28			NA	NA	14.38 days
223		Notice to Proceed	1 day	Fri 5/29/26	Mon 6/1/26	220,221	225	NA	NA	842.38 days
224		Construction	438 days	Fri 5/29/26	Fri 12/17/27	221,196	230,236,238FF,235	NA	NA	14.38 days
225		EPA - NPDES Notice of Intent and Approval	65 days	Mon 6/1/26	Fri 8/21/26	223	245FF	NA	NA	842.38 days
226		Substantial Completion of New School Building	0 days	Fri 12/17/27	Fri 12/17/27	224	227,229,233	NA	NA	14.38 days
227		Receive Temporary Certificate of Occupancy (TCO)	0 days	Fri 12/17/27	Fri 12/17/27	226	228,233,246	NA	NA	60.38 days
228		Student/Staff Tours of New Building	10 days	Fri 12/17/27	Thu 12/30/27	227	241FF	NA	NA	460.38 days
229		Move from Existing Building to New	36 days	Fri 12/17/27	Wed 2/2/28	226	230	NA	NA	14.38 days
230		Occupy	5 days	Sun 2/20/28	Mon 2/28/28	224,229	232FS+5 days,233	NA	NA	0 days
231		50% DCAMM Rating (Contractor)	10 days	Fri 12/17/27	Thu 12/30/27	224		NA	NA	460.38 days
232		Phase 2 - Demo and Site	210 days	Fri 3/3/28	Thu 11/30/28	230FS+5 days		NA	NA	0 days
233		Construction	200 days	Fri 3/3/28	Thu 11/16/28	230,227,226	234,242,243FF,255	NA	NA	0 days
234		Substantial completion	0 days	Thu 11/16/28	Thu 11/16/28	233	253	NA	NA	0 days
235		100% DCAMM Rating (Contractor)	10 days	Thu 11/16/28	Thu 11/30/28	243		NA	NA	200 days
236		Project Closeout (MODULE 8)	402.38 days	Fri 12/17/27	Tue 5/15/29	224		NA	NA	68 days
237		Punchlist	280.38 days	Fri 12/17/27	Wed 12/13/28			NA	NA	190 days
238		Contractor Punch List for Designer	14 days	Fri 12/17/27	Tue 1/4/28	224FF	240	NA	NA	423.38 days
239		Design Team Punch List	1.5 mons	Fri 12/17/27	Tue 1/25/28	224FF		NA	NA	22.02 mons
240		Punch List - Phase 1 Contractor to Perform Punch	33 days	Tue 1/4/28	Tue 2/15/28	238		NA	NA	423.38 days
241		FF&E Punchlist	15 days	Fri 12/17/27	Wed 1/5/28	228FF		NA	NA	455.38 days
242		FF&E Closeout	20 days	Thu 11/16/28	Wed 12/13/28	233	250	NA	NA	46 days
243		Punch List - Phase 2	33 days	Thu 10/5/28	Thu 11/16/28	233FF	247,250,253,255,2	NA	NA	0 days
244		Cx	275.38 days	Fri 12/17/27	Wed 12/6/28			NA	NA	182.38 days
245		Commissioning New Building	4 mons	Fri 12/17/27	Wed 3/29/28	225FF		NA	NA	19.52 mons
246		Commissioning + 10 month	11 mons	Fri 12/17/27	Tue 9/26/28	227	247,248,257,259	NA	NA	9.12 mons
247		Final Commissioning Report to MSBA	10 days	Thu 11/16/28	Thu 11/30/28	243,246	248	NA	NA	162 days
248		Commissioning Certificate of Completion to MSBA	5 days	Thu 11/30/28	Wed 12/6/28	246,247	259	NA	NA	162 days
249		USGBC	76 days	Fri 2/9/29	Tue 5/15/29			NA	NA	0 days
250		Final Construction Package to USGBC	66 days	Fri 2/9/29	Wed 5/2/29	242,243,253	251	NA	NA	0 days
251		LEED-S Construction Application & Final Review	10 days	Thu 5/3/29	Tue 5/15/29	250	252,259	NA	NA	0 days
252		USGBC issue Green School Program Certification letter	0 days	Tue 5/15/29	Tue 5/15/29	251	257	NA	NA	0 days
253		Closeout GC - Final Change Order	66 days	Thu 11/16/28	Fri 2/9/29	243,234	250,254	NA	NA	0 days
254		GC Request for Final Payment	15 days	Fri 2/9/29	Wed 2/28/29	253	256	NA	NA	97 days
255		Submission of As-Builts and O&M	44 days	Thu 11/16/28	Fri 1/12/29	243,233	257	NA	NA	98 days
256		DCAMM Evaluation Form following GC Final Payment	10 days	Wed 2/28/29	Tue 3/13/29	254	258	NA	NA	97 days
257		Final Reimbursement Request Submittal to MSBA	3.4 mons	Tue 5/15/29	Wed 8/8/29	252,246,255	260	NA	NA	0 mons
258		Corrective actions by GC	22 days	Tue 3/13/29	Tue 4/10/29	256		NA	NA	97 days
259		MSBA Closeout	33 days	Tue 5/15/29	Tue 6/26/29	251,246,248	260	NA	NA	35 days
260		Project Complete	0 days	Wed 8/8/29	Wed 8/8/29	257,259		NA	NA	0 days

PROJECT MANUAL

KILLAM ELEMENTARY SCHOOL – EARLY ELECTRICAL PACKAGE

READING, MA

CONSTRUCTION DOCUMENTS SUBMISSION
BID NUMBER: KS-26-05
DECEMBER 10, 2025



LAVALLEE | BRENSINGER ARCHITECTS
99 Bedford Street
Boston, MA 02111
617-398-2035
www.lbpa.com

SECTION 000105
LIST OF CONSULTANTS

OWNER

Town of Reading

16 Lowell Street, Reading, MA 01867

OWNER'S PROJECT MANAGER

Colliers Project Leaders

100 Federal Street, 13th Floor, Boston, MA 02110

Contact: Michael Carroll III, Project Director

Telephone: 781-844-0098 E-mail: mike.carroll@collierseng.com

ARCHITECT

Lavallee Brensinger Architects (LBA)

99 Bedford Street, Suite 501, Boston, MA 02111

Contact: Jenni Katajamaki, Project Manager

Telephone: 857-265-7810 E-mail: jenni.katajamaki@lbpa.com

ELECTRICAL ENGINEER

Consulting Engineering Services

128 Carnegie Row, Suite 104, Norwood, MA 02062

Telephone: 617-261-7161

PROJECT MANUAL

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TOWN OF READING

16 LOWELL STREET
READING, MA. 01867

INVITATION FOR BIDS

"KILLAM ELEMENTARY SCHOOL | EARLY ELECTRICAL PACKAGE", BID NUMBER: KS-26-05

Electronic bids for the Killam Elementary School Early Electrical Bid Package including procurement of electrical equipment for the new Killam Elementary School for the Town of Reading, Massachusetts, will be received through biddocs.com.

Contract documents will be available to download from <https://www.readingma.gov/Bids.aspx> on **December 17, 2025 after 9 a.m.**

Contract documents will be available to download from <https://biddocs.com/> on **December 17, 2025 after 9 a.m.** Go to <https://biddocs.com/> and click on the "Bid Listings" tab at the top right and search and/or click on the Project Name. Documents may be viewed electronically and downloaded at no cost. **This project is being electronically bid.**

The scope of work includes procurement of electrical equipment for the new Killam Elementary School.

Bids are due **January 15, 2026 at 1:00 pm.**

Bid Security in the form of a bid bond, cash, certified check, treasurer's or cashier's check payable to the Owner, is required in the amount of five percent of the bid.

The bidding and award of this Contract will be under the provisions of M.G.L. Chapter 30B.

The Town of Reading reserves the right to reject any and all bids, or to award or not to award the contract for any reason the Town Manager determines to be in the Town's and/or the public's best interest.

GENERAL INSTRUCTIONS FOR BIDDERS

TOWN OF READING, Bid No KS-26-05

- A. Attention of all bidders is directed to all applicable Sections of the General Laws of the Commonwealth of Massachusetts, and Municipal Ordinances and by-laws, as most recently amended, that govern the award of this contract. They will be deemed to be included in the contract the same as though written out in full.
- B. It is the sole responsibility of the bidder to ensure that the bid arrives on time. Any bid received after the closing time and date established in the INVITATION TO BID for the receipt of bids shall be rejected regardless of the cause for delay in the receipts of such bids.
- C. Any bidder may modify his bid at any time prior to the scheduled closing time for receipt of bids provided such is received through <https://biddocs.com/>. Each time a bid is re-submitted, the bidder will receive a confirmation email indicating such. Once the deadline passes, bidders cannot change their bid.

Any bid may be withdrawn at any time prior to the scheduled closing time for receipt of bids. No bidder may withdraw a bid within 30 days (Saturdays, Sundays and holidays excluded) after the actual bid due date.

- D. Bid Documents will be available after 9 a.m. on **December 17, 2025** online at <https://www.readingma.gov/Bids.aspx> and will also be available to download from <https://biddocs.com/>.
- E. No interpretation of the meaning of the drawings, specifications or other pre-bid documents will be made to any bidder orally. All information given to bidders other than by means of the drawings, specifications, or by addenda, as described below, is given informally and shall not be used as the basis of a claim against the Town.
- F. Every request for such interpretation shall be in writing (typed, not handwritten) addressed to justin.ferdenzi@collierseng.com and harani.kumaresh@collierseng.com. It is the bidder's responsibility to confirm that any request has been received. To be given consideration a request must be received at least seven (7) calendar days prior to the bid due date.
- G. An addendum will be issued if any changes are made to the invitation to bid. The addenda will be posted on-line and a notice will be emailed to all parties on record as having requested the bid package. All bidders shall include with their bids written acknowledgment of receipt of all addenda.
- H. Bid forms shall be completely filled in and signed by the Early Bid Contractor. Forms that are incomplete or obscure, or contain work not in accordance with the specifications will

be rejected. Each bid must be submitted on the prescribed forms that are included on biddocs.com. All blank spaces for requested prices must be filled in.

Contract documents will be available to download from <https://biddocs.com/> on **December 17, 2025 after 9 a.m.** Go to <https://biddocs.com/> and click on the "Bid Listings" tab at the top right and search and/or click on the Project Name. Documents may be viewed electronically and downloaded at no cost. **This project is being electronically bid.**

Each bid package must contain the following:

1. Early Bid Contractor's Price Proposal (Form of General Bid)
2. Certificates As To Corporate Bidder, Non Collusion and Tax Compliance
3. Qualification and Reference Statement
4. **A bid security in the sum of 5% of the bid amount.**

The bid security shall secure the execution of the contract **including the furnishing of all bonds and insurance certificates required** of the successful bidder by this contract document. The bid security of the successful bidder shall not be refundable but rather become the property of the Town if the successful bidder does not execute the contract as required by the contract documents within seven (7) days (Sundays and Holidays excluded) after receipt of a notice of award. The required bid security shall be a certified check, bid bond or Treasurer's check issued by a responsible bank or trust company qualified to do business under the laws of the Commonwealth of Massachusetts payable to the Town of Reading. No other form of bid security will be accepted.

- I. The bid security of all bidders except for the three (3) lowest responsive and qualified bidders will be returned within five (5) working days after the bid due date. These three bid securities will be held until the contract has been fully executed and delivered, but in no event beyond thirty days from the opening date, unless the submitting bidder has forfeited it by reason of failure to execute the contract in the manner set forth in the contract documents.
- J. The Town reserves the right to make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish to the Town all such information and data for this purpose as the Town may require. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is responsible and qualified to carry out and to complete the work of the contract. Bidders are required to submit a completed qualification statement, for work performed during the last five-year period, on the attached Qualification and Reference Statement.

- K. If the contract is awarded, it will be awarded to the lowest responsible and eligible bidder. In determining **RESPONSIBILITY AND QUALIFICATIONS**, the prospective early bid contractor must submit the names of **THREE OR MORE** references for whom the early bid contractor shall have performed the type of work, described in the plans and specifications, within the last five year period. In this regard, the submittal with his bid of the completed and signed Qualification and Reference Statement is mandatory.

The **LOWEST GRAND TOTAL PRICE** shall be determined by comparing the sum of the TOTAL DOLLARS AND CENTS price. The TOTAL DOLLARS AND CENTS price shall be determined by multiplying the estimated quantities by its UNIT BID PRICE.

NOTE: THE SPECIFIED QUANTITIES ARE ESTIMATES OF REQUIREMENTS FOR USE IN COMPARING BIDS: THE TOWN OF READING DOES NOT GUARANTEE THAT THESE QUANTITIES WILL ULTIMATELY BE REQUIRED.

In the event there is a discrepancy in the Form of General Bid between the unit price written in words and that in figures, the unit price written in words shall govern. The Town of Reading reserves the right to waive any non-material informalities and errors in the bid.

In determining **RESPONSIBILITY**, the Town will require the prospective early bid contractor to show proof that he has sufficient equipment, equipment operators and a sufficient number of qualified and experienced employees to properly and efficiently accomplish the proposed work. He shall also furnish proof of his financial ability to start, operate and complete the work. Prior to entering a contract with the Town, the prospective early bid contractor will be required to provide bonds and insurance required by the contract agreement for the period(s) of the contract, will investigate the early bid contractor's performance on other contracts, and will consider early bid contractor's general reputation. The Town may do a thorough investigation into references beyond references given.

- L. This contract will be awarded only after funds have been appropriated or otherwise authorized.
- M. The Town of Reading, acting by its Town Manager reserves the right to award the contract, or to reject any and all bids if it is in the public interest to do so.
- N. By submitting his bid, the bidder agrees to execute the contract, provide insurance certificates and bonds, and to commence work within the time limits stated in the Contract Documents. In the event the successful bidder fails or neglects to execute the contract and provide certificates and bonds in the prescribed time, the Town, at its sole option, may determine that the bidder has abandoned the contract, that his bid and acceptance are null and void and that his bid security has been forfeited to the Town. The Town may cancel the award to that bidder and re-award the contract to another.

- O. Suggested Town forms whereon the Payment bonds may be submitted are attached to these General Instructions.
- P. No "joint venture" bids will be accepted.

FORM OF GENERAL BID
KILLAM ELEMENTARY SCHOOL – EARLY ELECTRICAL PACKAGE
BID NO. KS-26-05

To - The Town of Reading, acting by its Town Manager, as Awarding Authority.

- A. The undersigned proposes to furnish all materials and equipment for this procurement package for the Town of Reading, Massachusetts acting by its Town Manager and in accordance with the accompanying specifications provided by the Department of Public Works, Reading, Massachusetts for the sum specified below, subject to additions and deductions according to the contract document and in all respects according to the terms thereof.
- B. The undersigned declares that no person in the employ of said Town has any pecuniary interest in this proposal or in the contract for the work he proposes to do and that he understands and agrees that the Town, its agents and employees, are not to be in any manner held responsible for the accuracy of, or bound by, any estimates or plans relating to the work and that if any have been given or made they are to be considered solely as a base for filling out and comparing the several proposals.
- C. The undersigned agrees that he will within seven (7) days, Sundays and holidays excluded, after receipt of a notice of award by the Department of Public Works, execute the contract in triplicate, and furnish the required insurance certificates plus a materials bond, as required by the contract documents, the premiums for which are to be paid by the vendor and are included in the contract price.
- D. The undersigned agrees that the timeframe for furnishing all equipment required by this contract shall be March 31st, 2027.

This Bid Includes Addenda Through No. _____:

Name of Vendor Bidding: _____

Business Address: _____

City, State, Zip Code: _____

Fed. ID No.: _____

Tel. No.: _____; Fax No.: _____

EMAIL Address: _____

KILLAM ELEMENTARY SCHOOL EARLY ELECTRICAL PACKAGE
BID NO. KS-26-05

BID _____ \$ _____
(written) (figures)

Pursuant to M.G.L.CH, 62C, Sec 49A, the undersigned Bidder certifies under the penalties of perjury that it is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Name of Firm: _____

By: _____
(Signed Name) (Title) (Date)

(Printed Name) (Title)

(Email address)

TOWN OF READING, Bid No. KS-26-05
KILLAM ELEMENTARY SCHOOL EARLY ELECTRICAL PACKAGE

QUALIFICATION AND REFERENCE STATEMENT
(Fill Out Completely)

The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon according to all requirements of the contract document:

1. Have been in business under present business name and organization structure for _____ years.
2. Ever been terminated or otherwise failed to complete any work awarded? _____.
If "yes", describe circumstances on separate sheet. Include names of customer(s).
3. List below the required information for three recent contracts (within the last five years) on which you served as contractor for work similar to that required by this contract.

A. Job: _____

Contract Amount: _____

Date Completed: _____

Town/Owner: _____

Contact Name: _____

Contact Telephone Number: _____

B. Job: _____

Contract Amount: _____

Date Completed: _____

Town/Owner: _____

Contact Name: _____

Contact Telephone Number: _____

C. Job: _____

Contract Amount: _____

Date Completed: _____

Town/Owner: _____

Contact Name: _____

Contact Telephone Number: _____

DATE: _____

EXACT NAME OF FIRM: _____

BY (signature): _____

NAME (printed): _____

TITLE: _____

BUSINESS ADDRESS: _____

CITY, STATE AND ZIP: _____

TELEPHONE (AREA CODE): _____

Please note: We may do a thorough investigation into references beyond references given.

CERTIFICATE OF NON-COLLUSION

TOWN OF READING, Bid No. KS-26-05

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Name of person signing bid or proposal)

(Name of business)

~~~~~

**CERTIFICATE OF TAX PAYMENT**

TOWN OF READING, Bid No. KS-26-05

---

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

---

(Name of person signing bid or proposal)

---

(Name of business)

---

Social Security Number or Federal  
Identification Number

**CERTIFICATE AS TO CORPORATE BIDDER**

I \_\_\_\_\_, certify that I am the  
\_\_\_\_\_ of the Corporation named as bidder in the within Bid  
Form: that \_\_\_\_\_ who signed said Bid Form on behalf of the Bidder  
was then \_\_\_\_\_ of said Corporation, that I know his signature  
and that his signature thereto is genuine and that said Bid Form was duly signed, sealed and  
executed for and in behalf of said Corporation by authority of its governing body.

(Corporate Seal)

Signature: \_\_\_\_\_

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

Ref.: Town of Reading  
Bid No. KS-26-05

**PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS,

That we, the undersigned \_\_\_\_\_

\_\_\_\_\_ a corporation, partnership, individual, organized under the laws of \_\_\_\_\_ and having a usual place of business in \_\_\_\_\_ in the County of \_\_\_\_\_

\_\_\_\_\_ and State of \_\_\_\_\_,

as Principal, and \_\_\_\_\_

a corporation organized under the laws of \_\_\_\_\_

and having a usual place of business in \_\_\_\_\_

as Surety, are held and firmly bound unto the Town of Reading, Massachusetts, as Obligee, in the sum of \_\_\_\_\_

(\$ \_\_\_\_\_) Dollars lawful money of the United States of America, for payment of which, well and truly to be made we hereby jointly and severally, bind ourselves and our respective heirs, executors, administrators, successors and assigns, firmly by these presents.

Whereas, the Principal has entered into a certain written contract with the Obligee, dated \_\_\_\_\_

20\_\_\_\_ for \_\_\_\_\_

\_\_\_\_\_ in the Town of \_\_\_\_\_

Reading, which contract in its entirety, including the General Conditions, plans and specifications thereof and any Addenda therein is hereby referred to and made a part hereof as full and to the same extent as if copied at length herein.

Now therefore, if the Principal and his sub-contractors shall pay for all labor performed or furnished and for all materials used or employed in the prosecution of the work provided for in said contract and in any and all duly additions to said contract that may hereafter be made, notice to the surety of such modifications, alterations, extensions of time, changes or additions being hereby waived, the foregoing to include any other purposes or items set out in and to be subject to, the provisions of Massachusetts General Laws, Chapter 30B as amended and Chapter 149, Section 29 as amended, then this obligation shall become null and void; otherwise it shall remain in full force and effect.

(Payment Bond - page 2)

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals,  
and such of them as are corporations have caused their corporate seals to be hereto affixed and  
these presents to be signed by their proper officers or agents, this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Principal

By: \_\_\_\_\_  
(Title)

\_\_\_\_\_ Surety

By: \_\_\_\_\_  
(Attorney-in-fact)

SECTION 011100  
SUMMARY OF WORK

PART 1 - GENERAL

1.1 GENERAL PROVISIONS

- A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS which are hereby made a part of this Section of the Specifications.

1.2 DESCRIPTION OF WORK

- A. This Section includes the following:
1. Work covered by the Contract Documents.
  2. Contract Method.
  3. Contract Conditions.
  4. Permits, inspection and testing required by Governing Authorities.
  5. Specification formats and conventions.
  6. Reference standards.
  7. Miscellaneous Provisions.
- B. Related Sections include the following:
1. Section 013119 - PROJECT MEETINGS, for procurement kickoff meeting.

1.3 WORK UNDER THIS CONTRACT

- A. Project Identification:
- Killam Elementary School - Early Electrical Package
- B. Project Location:
- 333 Charles Street  
Reading, Massachusetts, 01867
- C. Owner:
- Town of Reading  
16 Lowell Street  
Reading, Massachusetts, 01867  
Contact Person: Matthew Kraunelis, Town Manager
- D. Owner Project Manager:
- Name: Colliers Project Leaders  
Address: 100 Federal Street, 13<sup>th</sup> Floor, Boston, MA 02110  
Contact Person: Michael Carroll III
- E. Architect:

LAVALLEE | BRENSINGER ARCHITECTS  
99 Bedford Street, Suite 501  
Boston, MA, 02111  
Contact Person: Jenni Katajamaki/Project Manager

F. Description of the Work

1. Procurement of select electrical equipment for the new Killam Elementary School.

1.4 CONTRACT METHOD

- A. Project will be constructed under two contracts. The bidder of this package shall provide the electrical equipment as stated in these documents and coordinate with the General Contractor, to be selected at a later date.

1.5 CONTRACT CONDITIONS

- A. This Contract is subject to applicable State and local laws and all amendments thereto. Where any requirements contained herein do not conform to statutes governing the Work of this Contract, the statutes shall govern.
- B. This Project will be constructed for a political subdivision of the Commonwealth of Massachusetts, and is therefore exempt from State Sales and Use Tax. All bids shall be prepared and purchase of materials for the Project made on the basis of such exemption. After execution of the Contract, the Owner will furnish the Contractor with the exemption number to be used.
- C. Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if, through mistake or otherwise, any such provision is not inserted, or is not correctly inserted, then upon application of either part the Contract shall forthwith by physically amended to make such insertion or correction.
- D. The selected Contractor shall deliver to the project site, or to EC's rigging yard, all electrical equipment specified under this package on or before March 31, 2027. The contractor shall coordinate with General Contractor and Electrical Contractor (to be determined at future bid date) to facilitate delivery of the equipment.
  1. Delivery costs to the project site, or to EC's rigging yard, shall be the responsibility of the Contractor as part of their bid.
  2. Storage and insurance costs are the responsibility of the Contractor until the specified date, or until which time the General Contractor accepts delivery.
  3. Refer to Section 262413.1 SWITCHBOARDS for additional information related to the division of responsibility between the selected Contractor of this package, and the General Contractor (to be selected at a later date).

1.6 LONG-LEAD PROCUREMENT REQUIREMENTS:

- A. Contractor shall furnish a procurement schedule identifying key submittal, fabrication, and delivery milestones for electrical equipment.

1.7 PERMITS, INSPECTION AND TESTING REQUIRED BY GOVERNING AUTHORITIES

- A. If the Contract Documents, laws, ordinances, rules, regulations or orders of any public authority having jurisdiction require any portion of the Work to be inspected, tested, or approved, the

Contractor shall give the Designer and such Authority timely notice of its readiness so the Designer may observe such inspection and testing.

## 1.8 REFERENCE STANDARDS

- A. For products specified by association or trade standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. The date of the standard is that in effect as of the bid date, except when a specific date is specified.

## 1.9 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 50-division format and CSI/CSC's "MasterFormat 2004 Edition" numbering system.
  - 1. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.
  - 2. Division 1: Sections in Division 1 govern the execution of the Work of all Sections in the Specifications.
- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  - 1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
  - 2. All instructions in the Specifications are addressed to the Contractor unless the responsibility of the Designer or Owner is clearly indicated.
    - a. Where products are listed or described in outline form, the phrase "The Contractor shall furnish these products" is implied.
    - b. Where installation instructions or performance criteria are listed or described in outline form, the phrase "The Contractor shall perform the Work in accordance with these requirements" is implied.
    - c. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
- C. Definitions:
  - 1. Indicated: The word "indicated" refers to graphic representations, notes or schedules on Drawings, Paragraphs or schedules in Specifications, and similar requirements in Contract Documents. Terms such as "shown", "noted", "scheduled", and "specified" are used to help locate a reference. No limitation on location is intended except as specifically noted.
  - 2. Directed: Terms such as "directed", "requested", "authorized", "selected", "approved", "required", and "permitted", are hereby defined as "directed by Designer", "requested by



- Designer", "authorized by Designer", etc. No implied meaning shall be interpreted to extend the Designer's responsibility into the Contractor's area of construction supervision.
3. Approve: The term "approved" when used in conjunction with the Designer's action on the Contractor's submittals, applications, and similar requests, is limited to the duties and responsibilities of the Designer as stated in GENERAL CONDITIONS. Such approval shall not release the Contractor from responsibility to fulfill Contract requirements unless otherwise provided in the Contract Documents.
  4. Furnish: Supply and deliver to the Project Site, ready for unloading, unpacking, assembly, installation, and similar operations.
  5. Provide: To furnish.
  6. Owner: The Awarding Authority.
  7. Authority having Jurisdiction: Any State, Local, or legal authority, as defined by statute.
  8. Contractor: Throughout this bid package, "Contractor" shall refer to the bidder of the early electrical procurement package dated 12/04/2025.
  9. General Contractor: Throughout this bid package, "General Contractor" shall refer to the bidder of the full bid package, to be bid at a future date.

D. "Or Equal", "Or Equivalent": clause:

1. Where products or materials are prescribed by manufacture name, trade name or catalogue reference, the word "or approved equal" shall be understood to follow.
2. An item shall be considered equal or equivalent to the named item, if all of the following conditions are met:
  - a. It is at least equal in appearance, quality, durability, strength and design.
  - b. It meets or exceeds all performance requirements specified.
  - c. It performs the function of the item to an equal or superior standard as does the named item.
3. All deviations from products specified shall be submitted as substitutions. For related procedures, refer to Section 013300 – Submittal Procedures.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

FORM 011401

ELECTRONIC RELEASE FORM

To: **[Contractor]**  
**[Street]**  
**[Town, State]**

Date: **[Date documents are transmitted]**

Project: Killam Elementary School - Early Electrical Package

RE: Project Electronic Files

Project Electronic Files are made available to the undersigned with the following conditions:

The undersigned agrees to accept from **Lavallee Brensinger Architects** the electronic files for the referenced project, as listed in the attached table, without any warranties, guarantees and/or representations of any nature whatsoever regarding the correctness, accuracy and/or completeness of any information contained therein.

The undersigned further agrees that such information shall be used as reference material only and then only for the referenced project and not for any other projects or future additions to the referenced project, without express written consent from **Lavallee Brensinger Architects** for each instance.

Electronic Data are provided as a convenience to the Recipient for informational purposes only in connection with the Recipient's performance of its responsibilities and obligations relating to the Project. The Electronic Data do not replace or supplement the paper copies of the Drawings and Specifications which are and remain, the Contract Documents for the Project.

The undersigned further agrees to release, indemnify, hold harmless and defend **Lavallee Brensinger Architects** with respect to any claims, costs, losses, damages and/or liabilities arising out of, or relating to the use, misuse, modification, interpretation, misinterpretation and/or misrepresentation of any such information.

Sincerely,  
**Lavallee Brensinger Architects**

Accepted and Agreed to:

\_\_\_\_\_

(Contractor)

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

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

Attachment: List of Project Electronic Files

List of Project Electronic Files

| File Format | Drawing number                      | Drawing title              |
|-------------|-------------------------------------|----------------------------|
| PDF         | All drawings listed on Drawing List | Entire Bid Set of Drawings |
| PDF         | Addenda                             | All Addenda issued         |

Additional Electronic Files for Use during Construction:

| File designation | Document number | Document title            |
|------------------|-----------------|---------------------------|
| 013301.PDF       | Document 013301 | Substitution Request Form |

END OF FORM

SECTION 013119  
PROJECT MEETINGS

PART 1 - GENERAL

1.1 GENERAL PROVISIONS

- A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS which are hereby made a part of this Section of the Specifications.

1.2 DESCRIPTION OF WORK

- A. The Work of this Section includes, but is not limited to, requirements for the following procedures:
  - 1. Organizational meeting.
  - 2. Pre-Delivery conference.

PART 2 - PRODUCTS

2.1 ORGANIZATIONAL MEETING

- A. General: A procurement kickoff meeting may be held at the Owner's or Owner Project Manager's discretion to review submittal requirements, communication procedures, RFIs, and delivery milestones.

2.2 PREDELIVERY CONFERENCE

- A. Pre-Delivery Conference: Conduct a pre-delivery conference at the project site prior to delivery of materials to the General Contractor or Electrical Contractor.
  - 1. Schedule the conference to occur after submittals have been approved for the materials or systems and after a General Contractor and an Electrical Contractor have been engaged through a separate bid package. Prior to the pre-delivery conference, you shall review the General Contractor's construction schedule.
  - 2. Installers, manufacturer's representatives, and fabricators of materials or systems affected shall be required to attend. Advise Designer of scheduled meeting dates.
  - 3. Do not allow delivery of materials to proceed if the conference cannot be successfully concluded. Initiate actions necessary to resolve impediments to delivery of the materials and reconvene the conference at the earliest feasible date.

END OF SECTION

SECTION 013300  
SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 GENERAL PROVISIONS

- A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS which are hereby made a part of this Section of the Specifications.

1.2 DESCRIPTION OF WORK

- A. The Work of this Section includes, but is not limited to, requirements for the following procedures:
  - 1. Submittal schedule
  - 2. Product data
  - 3. Shop drawings
  - 4. Calculations
  - 5. Informational submittals
  - 6. Action on submittals.
  - 7. Substitution requests.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Architect's responsive action. Action submittals include product data and shop drawings.
- B. Informational Submittals: Written information that does not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals include calculations and other informational submittals described in this Section.
- C. Substitutions: Changes in products, materials, equipment and methods of construction from those required by the Contract Documents, as proposed by the Early Bid Contractor and not considered "or equal". Refer to definition of "or equal" in Section 011100 - Summary of Work.

1.4 SUBMITTALS

- A. Submittal Schedule:
  - 1. Within 14 days of award, submit a procurement schedule identifying dates for:
    - a. Shop drawing submittals.
    - b. Review/approval cycles.
    - c. Release for fabrication.
    - d. Major fabrication milestones.
    - e. Factory testing (if applicable).
    - f. Shipment and delivery to the project site or Electrical Contractor's rigging yard.
    - g. The schedule may be presented as a simple bar chart or table.

2. The Architect's review, including Consultant's review period, will not exceed 21 working days (excluding weekends & holidays) from the date on which the Architect receives the submission. Early Bid Contractor shall strictly adhere to the established dates set forth by the Schedule of Submittals specified above in paragraph 1.4 A.
  3. Each submittal shall be made no later than 60 days prior to the time for incorporation of the item into the Work, or earlier under the following conditions:
    - a. As required to furnish and deliver to the site the specific item or items required, with sufficient time to allow proper examination and review of such submittals.
    - b. Substitutions: Each request for a substitution shall be made no later than 90 days prior to the time for incorporation of the item into the Work.
  4. No item, material, article, system or piece of equipment requiring approval of the Architect shall be ordered or installed until such approval has been obtained.
- B. Substitution Requests: Submit digitally (PDF or other file type approved by the Architect) separately each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
- C. Product Data, Shop Drawings, Schedules and other Submittals: Refer to individual Specification Sections for submittals required.

## PART 2 - PRODUCTS

### 2.1 SUBMITTAL PREPARATION, GENERAL

- A. Preparation of Submittals: To receive consideration by the Architect, submittals shall be accompanied by a letter of transmittal. Each submittal shall contain the following information on the Drawing title block or a cover sheet stapled to the submittal:
1. Project identification
  2. Architect's name
  3. Date of preparation of submission, and of revision if applicable
  4. Submittal number and title of item the Drawings refers to
  5. Architect's Drawing numbers and Specification paragraph number used as a reference in preparing submittal
  6. Early Bid Contractor's names, and addresses and phone numbers
  7. Name of person or firm preparing Drawings
  8. Statement on stamp of approval by the Early Bid Contractor, signifying that he has seen and examined the submittal and that requirements of the General Conditions have been complied with
- B. Each submittal cover sheet shall contain a clear space for Architect's and/or engineer's comments. Each drawing shall contain a similar space as an additional border on the right or bottom.
- C. Distribution:
1. The Early Bid Contractor shall electronically deliver submittals to the Architect and its consultants in a format acceptable to the Architect (PDF or other format approved by the Architect).
  2. Architect and consultants will review submittals, and the Architect will post reviewed submittals on the web-based submittal software or on an FTP site and/or email to the Early Bid Contractor.

3. The Early Bid Contractor is responsible for distribution to all trades.

D. Management of Submittals:

1. A web based software may be used for submittals, or the contractor may deliver submittals via email. If a web based software is used, the contractor shall provide up to 20 user licenses for use by Owner, Architect, Architect's consultants, and other entities involved in the project.
  - a. Project Closeout: the Architect will determine when to terminate the software service for the project, at which time the contractor is responsible for obtaining archive copies of files for Owner.
  - b. The cost of a web based software service is to be paid by Contractor; included in the bid.
2. The Early Bid Contractor shall provide tracking and management of all submittals, Substitution requests, and RFIs.

2.2 PRODUCT DATA

- A. Manufacturers' Product Literature: For standard manufactured items, submit manufacturer's catalog sheets with illustrated cuts of the items to be furnished.
1. Include scale details, sizes, dimensions, performance characteristics, capacities and other pertinent information.
  2. Each submittal of product data shall be accompanied by an appropriate transmittal form with specific reference to the applicable paragraph in the Specifications.
  3. Indicate clearly on such printed matter which of several items is being submitted for approval.
- B. If catalog cuts of standard manufactured items show different types, options, finishes, performance requirements, or other variations, those features that the Early Bid Contractor proposes to furnish shall be clearly circled or otherwise indicated, and all irrelevant diagrams, notes, or other information deleted or canceled.
1. If any variations from the catalog description are proposed or required, such variations shall be clearly noted on the cut by the Early Bid Contractor.
  2. Wiring diagrams shall be produced to address specific project requirements. Catalog cuts of wiring diagrams will not be acceptable.

2.3 SHOP DRAWINGS

- A. The Early Bid Contractor shall prepare shop drawings showing such features as required by the Technical Specifications Sections, to demonstrate an understanding of the particular conditions unique to this Project.
1. Prepare shop drawings at a scale of at least twice the scale of Contract Drawings showing the same work.
  2. Reproduction of Contract Documents in any form will not be accepted for use as Shop Drawings, unless specifically allowed in writing by the Architect for a particular portion of the Work.
- B. Shop Drawings related to various units comprising a proposed assembly shall be submitted simultaneously so that such units may be checked individually and as an assembly.

C. Shop Drawing Distribution:

1. Shop Drawings shall be submitted through the Early Bid Contractor directly to the applicable consultant and the Architect.
2. Drawings submitted directly from Subcontractors, manufacturers or vendors, or directly to the Architect's consultants, will be returned to the Early Bid Contractor without action.
3. The Architect will forward copies of submittals to the Owners Project Manager when so requested for their use. However, it is the responsibility of only the Architect and their Consultants to review and respond to submittals.

D. Each drawing and print shall have a clear space as an additional border on the right or bottom for Architect's and/or engineer's comments.

E. Shop Drawings shall clearly indicate all details, sectional views, arrangements, working and erection dimensions, kinds and quality of materials and their finishes, and other information necessary for proper checking and for fabrication and installation of the items, and shall include all information required for making connections to other work and/or adjacent materials.

F. If any information on previously submitted Shop Drawings, aside from notations made by the Architect is revised in any way, such revision shall be circled or otherwise graphically brought to the Architect's attention. If approved Drawings are subsequently revised, they shall be resubmitted to the Architect with all revisions clearly marked for the Architect's attention. Whenever drawings are revised, the latest revisions shall be circled or otherwise indicated to distinguish them clearly from all previous revisions (and from the information on the original drawing).

## 2.4 CALCULATIONS

A. Calculations Based on Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Early Bid Contractor by the Contract Documents, submit calculations demonstrating that products and systems comply with specific performance and design criteria indicated.

1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit three copies of a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Early Bid Contractor to be designed or certified by a design professional.

1. Indicate that products and systems comply with performance and design criteria in the Contract Documents.
2. Include list of codes, loads, and other factors used in performing these services

## 2.5 INFORMATIONAL SUBMITTALS

A. General: Informational submittals comprise written information that does not require Architect's responsive action. Submit to the Architect two copies, or more if specified, for each informational submittal. The Architect will distribute copies to the Owner for their records.

B. Informational submittals required for the Work include, but are not limited to, the following:

1. Calculations for Early Bid Contractor-engineered work, as specified in particular specification sections in Divisions 2 through 50.



2. Research/evaluation reports and test data as specified in particular specification sections in Divisions 2 through 50.
3. Certifications and other qualification data, as specified in particular specification sections in Divisions 2 through 50.
4. Maintenance data, as specified in particular specification sections in Divisions 2 through 50.

### PART 3 - EXECUTION

#### 3.1 CONTRACTOR ACTION ON SUBMITTALS

- A. Should the Architect in checking shop drawings or other submittals make changes which the Early Bid Contractor deems will increase the Contract Price, the Early Bid Contractor shall so inform the Architect in writing within fourteen (14) days following receipt of the checked submittals and prior to starting fabrication of the item or items. Failing this, the Early Bid Contractor shall be deemed to have waived all claims for extra compensation for the work involved.
- B. Notes or other information on submittals that are contrary to provisions of the Contract Documents shall be deemed to be addressed to the applicable Early Bid Contractor, Subcontractor, material supplier or other parties involved, and shall have no force or effect with respect to this Contract, even though the Shop Drawing or Sample involved is approved by the Architect. In particular the terms "By Others", "N.I.C." or words of similar meaning and import on submissions shall not be deemed to imply that the referenced items are to be omitted from this Contract.
- C. Early Bid Contractor shall assume full liability for delay attributed to insufficient time for delivery and/or installation of material or performance of the Work when approval of pertinent Shop Drawings is withheld due to failure of the Early Bid Contractor to submit, revise, or resubmit Shop Drawings in adequate time to allow the Architect reasonable time, not to exceed twenty-one (21) working days (excluding weekends & holidays), for normal checking and processing of each submission and resubmission. The Architect will not be limited to twenty-one (21) days when the Shop Drawing Schedule has not been submitted or is not current.

#### 3.2 ARCHITECT ACTION ON SUBMITTALS

- A. Product Data and Shop Drawings: After reviewing product data submittals, the Architect will mark each submittal with one of the following responses
  1. The Architect will annotate the transparency or an original copy and apply a stamp including the following information: "Reviewed as required by the Construction Contract Documents and approved, but only for conformance to the design concept of the Work, and subject to further limitations and requirements contained in the Contract Documents."
  2. "Rejected". Two copies of each rejected submittal will be returned to the Early Bid Contractor. Rejected copies shall be resubmitted in the same manner until approval is obtained.
  3. The stamp will also contain notes indicating possible actions, namely; "rejected"; "revise and resubmit"; and "furnish as corrected". Architect will check one of the actions.
  4. Corrections or comments made on the submittals during this review shall not relieve Early Bid Contractor from compliance with requirements of the Contract Drawings and Specifications. This check is only for review of general conformance with the design concept of and general conformance with the information given in the Contract Documents. The Early Bid Contractor is responsible for confirming and correlating all quantities and dimensions; selecting fabrication processes and techniques of

construction; coordinating his work with that of all other trades; and performing his work in a safe and satisfactory manner.

5. For Submittals marked "Rejected", or "Revise and Resubmit", the Architect will have prints made from the marked reproducible Drawings at the Early Bid Contractor's expense. Such prints shall be used for record purposes and for comparison with subsequent resubmissions. One will be retained by the Architect, one furnished to the applicable consultants, if any, and the transparency returned to the Early Bid Contractor. Such procedures shall be followed until the Shop Drawing is marked "Furnish as Corrected", or "Reviewed as required by the Construction Contract Documents and approved, but only for conformance to the design concept of the work, and subject to further limitations and requirements contained in the Contract Documents."
6. Submittals marked "Furnish as Corrected" shall be treated in the same manner as Drawings marked "Reviewed as required by the Construction Contract Documents...and requirements contained in the Contract Documents." The Architect's comments shall be considered part of the original Drawings. Should the Early Bid Contractor disagree with such comments, he shall so notify the Architect in writing within fourteen (14) days after receipt of such Drawings and before commencing work on the items in question. Failing this, the Early Bid Contractor shall be deemed to have accepted full responsibility for implementing such comments at no additional cost to the Owner.
7. Transparencies for all Drawings marked "Furnished as Corrected" or "Reviewed as required by the Construction Contract Documents..." will be returned to the Early Bid Contractor.
8. Before the transparency is returned by the Architect with the stamp "Reviewed as required by the Construction Contract Documents..." or "Furnish as Corrected", the Architect will have made at the Early Bid Contractor's expense, four (4) prints of the corrected original for the Architect's and Owner's use.

- B. Informational Submittals: Architect will review each informational submittal and will review it for general compliance with submittal requirements

1. Architect will process and distribute each informational submittal as for other submittals.
2. Compliant informational submittals will be marked "Reviewed" and stamped copies will be distributed to Owner's Project Manager, Clerk of the Works and Early Bid Contractor.
3. Informational submittals that do not comply with submittal requirements specified herein and in the section whose work they cover will be returned without any action or stamp. Re-submittal will be required.

- C. Repeated Re-submittals: The Architect will review the initial submittal for each product, and one re-submittal if revisions are required.

1. If the first re-submittal is rejected or requires further revision, the Early Bid Contractor shall be responsible to the Owner for costs for Additional Services of the Architect to perform review of an extensive number of repeated submittals, until a submittal for that product is accepted by the Architect with no need for further revision.

### 3.3 SUBSTITUTIONS

- A. Definition: Substitutions are changes proposed by Early Bid Contractor for products, materials, equipment, and methods of construction differing from those required by the Contract Documents.
- B. Conditions: Architect will consider the Early Bid Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

1. Substitution is requested by completing a copy of Form 013301 – SUBSTITUTION REQUEST FORM, attached to the end of this Section.
  2. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
  3. Requested substitution does not require extensive revisions to the Contract Documents.
  4. Requested substitution is consistent with the Contract Documents and will produce indicated results.
  5. Substitution request is fully documented and properly submitted.
  6. Requested substitution will not adversely affect Early Bid Contractor's Construction Schedule.
  7. Requested substitution has received necessary approvals of authorities having jurisdiction.
  8. Requested substitution is compatible with other portions of the Work.
  9. Requested substitution has been coordinated with other portions of the Work.
  10. Requested substitution provides specified warranty.
  11. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- C. Substitutions for the convenience of the Contract or subcontractors, or materials suppliers will only be considered if submitted prior to the receipt of Bids, in strict conformance with the Instructions to Bidders. The following shall not be considered substitutions:
1. Changes, modifications, or deviations requested by Bidders during the bidding period and accepted prior to the receipt of Bids shall be considered as included in the Contract Documents and are not subject to the requirements of this Section.
  2. Revisions to Contract Documents requested by the Owner or Architect.
  3. Specified options of products or materials included in the Contract Documents.
  4. The Contractor's compliance with governing regulations and orders issued by governing authorities, subject to the Architect's prior written notice and approval.
- D. Request for substitution will be considered only if, in the opinion of the Architect, such substitution will be of benefit to the Owner. Substitution requests after receipt of bids will not be considered solely related to an "or approved equal" clause in the Contract Documents, rather shall comply with one or more of the following:
1. The specified product cannot be provided within the Contract Time. However, the request will not be considered if the specified product cannot be provided as a result of the Contractor's failure to submit to the Architect or order from the manufacturer in a timely fashion.
  2. The specified product cannot receive necessary approval of governing authority and the requested substitution can be approved.
  3. A substantial advantage is offered to the Owner, in terms of cost savings, time savings, energy conservation, or other considerations of merit, after deducting offsetting responsibilities the Owner may be required to bear. Additional responsibilities for the Owner may include compensation to the Architect for redesign and evaluation services, increased cost of other construction by the Owner or separate Contractors, and similar considerations.
  4. The specified product cannot be provided in a manner that is compatible with or coordinated with other materials, and where the Contractor certifies that the substitution will overcome the incompatibility.

5. The specified product cannot provide the warranty required by the Contract Documents and where the Contractor certifies that the proposed substitution provides the required warranty
- E. Substitution Request Form: Use form provided at end of Section. Incomplete forms will not be reviewed.
- F. Documentation: Show compliance with requirements for substitutions listed on the Substitution Request form, and additional requirements as may be requested by the Architect or as otherwise applicable.
- G. A request for substitution constitutes a representation that the submitter:
  1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
  2. Will provide the same or better warranty for the substitution as for the specified product.
  3. Will coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Owner.
  4. Waives claims for additional costs or time extension that may subsequently become apparent. The Contractor shall be responsible for any and all additional costs subsequently incurred as a result of the substitution including those of other trades.
- H. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- I. Acceptance of Submittals and Shop Drawings indicating or implying a different product than the specified product shall not be deemed an acceptable substitution request, unless clearly indicated (notes specifically accepting a substituted product) by the Architect or Engineer as part of the submittal review.
- J. Whether the Architect declines or accepts a substitution request, the Contractor does not have the right to request a time extension to complete the contract
- K. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within 7 working days of receipt of a request for substitution. Architect will notify Early Bid Contractor of acceptance or rejection of proposed substitution within 15 working days of receipt of request, or 7 working days of receipt of additional information or documentation, whichever is later.
  1. Use product specified if Architect cannot make a decision on use of a proposed substitution within time allocated.
- L. Review of Substitution Requests: The Architect will review Substitution Requests that are submitted in accordance with the requirements of this section, and are shown to be of benefit to the Project.
  1. If a request for substitution is incomplete, the Early Bid Contractor shall be responsible to the Owner for costs for Additional Services of the Architect to perform additional review, until the substitution has been either accepted with no need for further revision, or rejected.
  2. If a request for substitution is shown to be of benefit to the Early Bid Contractor only and not to the Project, the Early Bid Contractor shall be responsible to the Owner for costs for Additional Services of the Architect to perform review, redesign or coordination due to such substitution.

M. Form of Acceptance of Substitution: Change Order

END OF SECTION

ATTACHMENT: FORM 013301 – SUBSTITUTION REQUEST FORM

SECTION 013301

SUBSTITUTION REQUEST FORM

No substitutions will be considered without this completed substitution request form and supporting documentation. Substitutions made without completion of this form will be considered defective work as stated in AIA A201.

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

Number: \_\_\_\_\_

Re: Request for Substitution

The Early Bid Contractor proposes the following substitution in accordance with the requirements of the Contract Documents. Proposed substitutions must maintain design intent, including aesthetics, with consideration of material qualities such as color, texture, size and finish.

Scope of Substitution \_\_\_\_\_  
\_\_\_\_\_

Specification Reference \_\_\_\_\_  
\_\_\_\_\_

Drawing Reference \_\_\_\_\_  
\_\_\_\_\_

Reason for Proposed Substitution \_\_\_\_\_  
\_\_\_\_\_

Benefit to Owner \_\_\_\_\_  
\_\_\_\_\_

Impact on Project Cost \_\_\_\_\_  
\_\_\_\_\_

Impact on Project Schedule \_\_\_\_\_  
\_\_\_\_\_

Impact on Guarantees and Warranties \_\_\_\_\_  
\_\_\_\_\_

Coordination and Compatibility Required with Adjacent Materials and System \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Deviations  
From Specified  
Requirements

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Attachments: Attach supporting documentation sufficient for Architect to evaluate substitution.  
Substitution Request Forms submitted without adequate documentation will be returned without review.

Attachments

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Response Date: List date by which response by Architect is requested to maintain project schedule and  
allow sufficient time for inclusion of proposed substitution.

Response Date

---

Submitted By

---

Firm and Address

---

---

Signature below signifies acceptance of responsibility for accuracy and completeness of information  
included in this Substitution Request Form.

Authorized Signature

---

ARCHITECT'S RESPONSE

Notations listed below shall have same meaning as on Architect's approval stamp. Clarifications to or changes in project schedule or time shall be processed using standard project forms.

Architect's  
Response

- ☐ Approved
- ☐ Approved as Corrected
- ☐ Revise and Resubmit
- ☐ Rejected
- ☐ Returned Without Review

Remarks

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Date

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Signed

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END OF FORM



SECTION 262413.1

SWITCHBOARDS

PART 1 GENERAL

1.1 GENERAL PROVISIONS – TRADE SUB-BID REQUIRED AS PART OF 260000 ELECTRICAL TRADE BID

- A. Work of this Section requires Filed Sub-Bids and is governed by the provisions of the Massachusetts General Laws (MGL), Public Bidding Law Chapter 149, Sections 44A to 44J inclusive; and applicable Section of the MGL, Public Contract Law Chapter 30 as amended.

1.2 SECTION INCLUDES

- A. The following work shall be included under the scope of this Section:
1. Furnish & Deliver switchboards.
  2. Furnish & Deliver energy submetering system.
  3. Delivery to site or to EC's rigging yard (assumed no greater than 100 miles from site) to maintain project schedule.
  4. Protection while in transit from weather.
  5. FOB jobsite or rigging yard.
  6. Factory Certified testing.
  7. O&M and As-Built documents.
  8. Technical Representative services on-site for QC/QA compliance meetings, installation supervision, startup, field testing, functional testing, inspect equipment prior to energizing and Owner Training.
  9. Spare parts & Maintenance materials.
  10. Switchboard Warranty, which shall be transferrable to the project electrician.
- B. The following work shall be provided by the project electrician and is not included under the scope of this Section:
1. Receive switchboards from early procurement supplier
  2. Switchboard installation and final connections
  3. All wiring
  4. Feeder connections
  5. Grounding
  6. Engraved Labeling
  7. Cleaning
  8. Coordination drawings with other trades
  9. Overcurrent protection device coordination study.
  10. Install energy submetering system.
  11. Switchboard Warranty, transferred from Early Procurement Contract.

1.3 RELATED REQUIREMENTS

- A. Related Sections:
1. Division 01 – General Requirements.

1.4 REFERENCE STANDARDS (Follow the most recently adopted standard)

- A. FS W-C-375 - Circuit Breakers, Molded Case; Branch Circuit and Service; Current Edition, Including All Revisions.
- B. IEEE C57.13 - IEEE Standard Requirements for Instrument Transformers; Current Edition, Including All Revisions.
- C. NECA 1 - Standard for Good Workmanship in Electrical Construction; Current Edition, Including All Revisions.
- D. NECA 400 - Standard for Installing and Maintaining Switchboards; Current Edition, Including All Revisions.
- E. NEMA KS 1 - Heavy Duty Enclosed and Dead-Front Switches (600 Volts Maximum); Current Edition, Including All Revisions.
- F. NEMA PB 2 - Deadfront Distribution Switchboards; Current Edition, Including All Revisions.
- G. NEMA PB 2.1 - General Instructions for Proper Handling, Installation, Operation, and Maintenance of Deadfront Distribution Switchboards Rated 600 Volts or Less; Current Edition, Including All Revisions.
- H. NETA ATS - Acceptance Testing Specifications for Electrical Power Equipment and Systems; Current Edition, Including All Revisions.
- I. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- J. UL 98 - Enclosed and Dead-Front Switches; Current Edition, Including All Revisions.
- K. UL 489 - Molded-Case Circuit Breakers, Molded-Case Switches and Circuit Breaker Enclosures; Current Edition, Including All Revisions.
- L. UL 869A - Reference Standard for Service Equipment; Current Edition, Including All Revisions.
- M. UL 891 - Switchboards; Current Edition, Including All Revisions.
- N. UL 977 - Fused Power-Circuit Devices; Current Edition, Including All Revisions.
- O. UL 1053 - Ground-Fault Sensing and Relaying Equipment; Current Edition, Including All Revisions.

1.5 ADMINISTRATIVE REQUIREMENTS

- A. Service Entrance Switchboards:
  - 1. Coordinate with Electric Utility Company and provide switchboards in compliance with Utility Company requirements and with suitable provisions for electrical service and utility metering, where applicable.
  - 2. Coordinate with Owner to arrange for Utility Company required access to equipment for installation and maintenance.
  - 3. Obtain Utility Company approval of switchboard prior to fabrication.

4. Pre-installation Meeting: Convene with Utility Company representative a minimum of two weeks prior to commencing work of this section to review requirements.
5. Arrange for inspections necessary to obtain Utility Company approval of installation.

## 1.6 SUBMITTALS

- A. Refer to Division 01 – General Requirements.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for switchboards, enclosures, overcurrent protective devices, and other installed components and accessories.
  1. Submit electrical characteristics including voltage, frame size and trip ratings, fault current withstand ratings, and time-current curves of equipment and components.
- C. Shop Drawings: Indicate dimensions, voltage, bus ampacities, overcurrent protective device arrangement and sizes, short circuit current ratings, conduit entry locations, conductor terminal information, and installed features and accessories.
  1. Include dimensioned plan and front & side elevation views of switchboards and adjacent equipment with overall dimensions shown and all required clearances indicated.
  2. Include wiring diagrams showing all factory and field connections.
  3. Clearly indicate whether proposed short circuit current ratings are fully rated or, where acceptable, series rated systems.
  4. Include documentation of listed series ratings upon request.
  5. Include documentation demonstrating selective coordination upon request.
- D. Service Entrance Switchboards: Include documentation of Utility Company approval of switchboard.
- E. Source Quality Control Test Reports: Include reports for tests designated in NEMA PB 2 as production tests.
- F. Manufacturer's Installation Instructions: Indicate application conditions and limitations of use stipulated by product testing agency. Include instructions for storage, handling, protection, examination, preparation, and installation of product.
- G. Field Quality Control Test Reports.

## 1.7 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.
- B. Maintain at the project site a copy of each referenced document that prescribes execution requirements.
- C. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.

- D. Product Listing Organization Qualifications: An organization recognized by OSHA as a Nationally Recognized Testing Laboratory (NRTL) and acceptable to authorities having jurisdiction.
- E. Source Quality Control:
  - 1. Factory test switchboards according to NEMA PB 2, including the following production tests on each switchboard assembly or component:
    - a. Dielectric tests.
    - b. Mechanical operation tests.
    - c. Grounding of instrument transformer cases test.
    - d. Electrical operation and control wiring tests, including polarity and sequence tests.
    - e. Ground-fault sensing equipment test.

## 1.8 DELIVERY, STORAGE AND HANDLING

- A. Receive, inspect, handle, and store switchboards in accordance with manufacturer's instructions, NECA 400, and NEMA PB 2.1.
- B. Store in a clean, dry space having a uniform temperature to prevent condensation (including outdoor switchboards, which are not weatherproof until completely and properly installed). Where necessary, provide temporary enclosure space heaters or temporary power for permanent factory-installed space heaters.
- C. Maintain factory wrapping or provide an additional heavy canvas or heavy plastic cover to protect units from dirt, water, construction debris, and traffic.
- D. Handle in accordance with NEMA PB 2.1. Lift only with lugs provided. Handle carefully to avoid damage to switchboard internal components, enclosure, and finish.
- E. Field Conditions:
  - 1. Maintain field conditions within required service conditions during and after installation.
  - 2. Verify field measurements prior to fabrication.

## 1.9 WARRANTY

- A. General: See Division 1 – Closeout Procedures.
- B. Special Warranty: Submit a written warranty executed by the manufacturer, the Installer, and the Contractor, agreeing to repair or replace equipment specified herein that fails in materials or workmanship within the specified warranty period.
- C. Warranty period shall be a minimum of 18 months from date of substantial completion.

## PART 2 PRODUCTS

### 2.1 MANUFACTURERS

- A. Switchboards:
  - 1. Schneider Electric; Square D Products (Basis of Design)
  - 2. Eaton

3. Siemens Industry, Inc.
  4. ABB/General Electric Company.
  5. Substitutions: See Division 01 - General Requirements.
- B. Products other than basis of design are subject to compliance with specified requirements and prior approval of Engineer. By using products other than basis of design, Contractor accepts responsibility for costs associated with any necessary modifications to related work, including any design fees.
- C. Source Limitations: Furnish switchboards produced by the same manufacturer as the other electrical distribution equipment used for this project and obtained from a single supplier.

## 2.2 SWITCHBOARDS

- A. Provide switchboards consisting of all required components, control power transformers, instrumentation and control wiring, accessories, etc. as necessary for a complete operating system.
- B. Provide products listed, classified, and labeled as suitable for the purpose intended.
- C. Description: Dead-front switchboard assemblies complying with NEMA PB 2, and listed and labeled as complying with UL 891; ratings, configurations and features as indicated on the drawings.
- D. Construction: Switchboard shall consist of the required number of vertical sections bolted together to form a rigid assembly. The sides and rear shall be covered with removable bolt-on covers. All edges of front covers or hinged front panels shall be formed. Provide adequate ventilation within the enclosure.
- E. Utility Metering: Unless noted otherwise, furnish a separate barriered-off Utility Metering Compartment complete with hinged sealable door. Bus work shall include provisions for mounting utility company current transformers and potential transformers or potential taps as required by the utility company. Provide Service Entrance Label and provide necessary applicable service entrance features per NEC and local code requirements.
- F. Nameplates: Engraved nameplates, mounted on the face of the assembly, shall be furnished for all main and feeder circuits as indicated on the drawings. Nameplates shall be laminated plastic, black characters on white background, and secured with screws. Characters shall be 3/16 inch high, minimum. Nameplates shall give item designation and circuit number as well as frame ampere size and appropriate trip rating. Furnish Master nameplate giving switchboard designation, voltage ampere rating, short circuit rating, manufacturer's name, general order number and item number.
- G. Front-Connected Switchboards:
1. Main Device(s): Individually-mounted.
  2. Feeder Devices: Panel/group-mounted.
  3. Arrangement: Front accessible only (not rear accessible), rear aligned.
  4. Gutter Access: Bolted covers.
  5. Pull Section: Removable top and sides, same construction as switchboard, size as indicated on Drawings (or as required by manufacturer).
  6. Align sections at rear only.
- H. Service Entrance Switchboards:

1. Listed and labeled as suitable for use as service equipment according to UL 869A.
  2. For solidly-grounded wye systems, provide factory-installed main bonding jumper between neutral and ground busses, and removable neutral disconnecting link for testing purposes.
  3. Comply with Utility Company requirements for electrical service.
  4. Utility Metering Provisions: Provide separate barriered compartment complying with Utility Company requirements where indicated or where required by Utility Company. Include hinged sealable door and provisions for Utility Company current transformers (CTs), potential transformers (PTs), or potential taps as required.
- I. Service Conditions:
1. Provide switchboards and associated components suitable for operation under the following service conditions without derating:
    - a. Altitude: Less than 6,600 feet.
    - b. Ambient Temperature:
      - 1) Switchboards Containing Molded Case or Insulated Case Circuit Breakers: Between 23 degrees F and 104 degrees F.
      - 2) Switchboards Containing Fusible Switches: Between -22 degrees F and 104 degrees F.
- J. Short Circuit Current Rating:
1. Provide switchboards with listed short circuit current rating not less than the available fault current at the installed location as indicated on the drawings.
- K. Main Devices: Configure for top or bottom incoming feed as indicated or as required for the installation. Provide separate pull section and/or top-mounted pullbox as indicated or as required to facilitate installation of incoming feed.
- L. Bussing: Sized in accordance with UL 891 temperature rise requirements.
1. Through bus (horizontal cross bus) to be fully rated through full length of switchboard (non-tapered). Tapered bus is not permitted.
  2. Provide fully rated neutral bus unless otherwise indicated, with a suitable lug for each feeder or branch circuit requiring a neutral connection.
  3. Provide solidly bonded equipment ground bus through full length of switchboard, with a suitable lug for each feeder and branch circuit equipment grounding conductor.
  4. Phase and Neutral Bus Material: Copper.
  5. Ground Bus Material: Copper.
- M. Conductor Terminations: Suitable for use with the conductors to be installed.
1. Line Conductor Terminations:
    - a. Main and Neutral Lug Material: Copper, suitable for terminating aluminum or copper conductors.
    - b. Main and Neutral Lug Type: Mechanical.
  2. Load Conductor Terminations:
    - a. Lug Material: Copper, suitable for terminating aluminum or copper conductors.
    - b. Lug Type:
      - 1) Provide mechanical lugs unless otherwise indicated.
      - 2) Provide compression lugs where indicated.
- N. Enclosures:
1. Environment Type per NEMA 250: Unless otherwise indicated, as specified for the following installation locations:

- a. Indoor Clean, Dry Locations: Type 1.
    - b. Outdoor Locations: Type 3R.
  2. Finish: Manufacturer's standard unless otherwise indicated.
  3. Enclosure Space Heaters:
    - a. Provide in each switchboard section installed outdoors and in unconditioned indoor spaces.
    - b. Size according to manufacturer's recommendations for worst case ambient temperature to prevent condensation.
    - c. Heater Control: Thermostat.
    - d. Heater Power Source: Provide connection to transformer factory-installed in switchboard or suitable external branch circuit as indicated or as required.
  4. Outdoor Enclosures:
    - a. Enclosure Type: Non-walk-in type unless otherwise indicated.
    - b. Color: Manufacturer's standard.
    - c. Access Doors: Lockable, with all locks keyed alike.
- O. Future Provisions:
  1. Prepare designated spaces for future installation of devices including bussing, connectors, mounting hardware and all other required provisions.
  2. Equip distribution sections with full height vertical bussing to accommodate maximum utilization of space for devices.
  3. Where designated spaces for future device provisions are not indicated, include provisions for minimum of six device(s) rated at ten percent of rating of switchboard main or incoming feed.
  4. Arrange and equip through bus and ground bus to accommodate future installation of additional switchboard sections.
- P. Surge Protective Device:
  1. Product Description: IEEE C62.41, factory-mounted surge protective device, selected to meet requirements for high exposure (200,000A) and to coordinate with system circuit voltage. integral type 1 surge protection at [480v]Y 3 phase with L-N=1200 L-G=1200 N-G=1200 and L-L 2000
  2. Minimum surge current rating per phase: 320 kA.
  3. Surge Protective device module shall be integral to switchboard and shall be fused.
- Q. Ground Fault Protection: Where ground-fault protection is indicated and where required by Code for breakers 1000A or greater on 480V/277 systems, provide system listed and labeled as complying with UL 1053.
  1. Where overcurrent protective devices equipped with integral ground fault protection are used, provide separate neutral current sensor where applicable.
  2. Where accessory ground fault sensing and relaying equipment is used, equip companion overcurrent protective devices with ground-fault shunt trips.
    - a. Use zero sequence or residual ground fault detection method unless otherwise indicated.
    - b. Provide test panel and field-adjustable ground fault pick-up and delay settings.
    - c. Provide zone selective interlocking capability where indicated, capable of communicating with other electronic trip circuit breakers and external ground fault sensing systems to control ground fault delay functions for system coordination purposes.
  3. Furnish monitor panel with lamp to indicate relay operation, TEST and RESET control switches.
- R. Phase Failure Relay:

1. Provide integral phase failure relays within switchboard.
- S. Instrument Transformers:
1. Comply with IEEE C57.13.
  2. Select suitable ratio, burden, and accuracy as required for connected devices.
  3. Current Transformers: Connect secondaries to shorting terminal blocks.
  4. Potential Transformers: Include primary and secondary fuses with disconnecting means.

## 2.3 OVERCURRENT PROTECTIVE DEVICES

- A. Circuit Breakers:
1. Interrupting Capacity:
    - a. Provide circuit breakers with interrupting capacity as required to provide the short circuit current rating indicated, but not less than specified minimum requirements.
    - b. Fully Rated Systems: Provide circuit breakers with interrupting capacity not less than the short circuit current rating indicated. Series rating not allowed.
  2. Molded Case Circuit Breakers:
    - a. Description: Quick-make, quick-break, over center toggle, trip-free, trip-indicating circuit breakers; listed and labeled as complying with UL 489, and complying with FS W-C-375 where applicable; ratings, configurations, and features as indicated on the drawings.
    - b. Electronic Trip Circuit Breakers: For each circuit breaker in each switchboard, Furnish solid state, microprocessor-based, true rms sensing trip units.
      - 1) Provide the following field-adjustable trip response settings:
        - a) Long time pickup, adjustable by replacing interchangeable trip unit or by setting dial.
        - b) Long time delay.
        - c) Short time pickup and delay.
        - d) Instantaneous pickup.
        - e) Ground fault pickup and delay where ground fault protection is indicated.
      - 2) Provide zone selective interlocking capability where indicated, capable of communicating with other electronic trip circuit breakers and external ground fault sensing systems to control short time delay and ground fault delay functions for system coordination purposes.
      - 3) Provide communication capability where indicated: Compatible with system indicated.
    - c. Provide the following circuit breaker types where indicated:
      - 1) 100 Percent Rated Circuit Breakers: Listed for application within the switchboard where installed at 100 percent of the continuous current rating.
      - 2) Current Limiting Circuit Breakers: Without using fusible elements, designed to limit the let-through energy to a value less than the energy of a one-half cycle wave of the symmetrical prospective current when operating within its current limiting range.
    - d. Provide the following features and accessories where indicated or where required to complete installation:
      - 1) Shunt Trip: Provide coil voltage as required for connection to indicated trip actuator.



- 2) Pad-Lock Provision: For locking circuit breaker handle in OFF position.
    - 3) Auxiliary Switch: SPDT switch suitable for connection to system indicated for indicating when circuit breaker has tripped or been turned off.
    - 4) Undervoltage Release: For tripping circuit breaker upon predetermined drop in coil voltage with field-adjustable time delay to prevent nuisance tripping.
    - 5) Alarm Switch: SPDT switch suitable for connection to system indicated for indicating when circuit breaker has tripped.
  - e. The main circuit breaker in each switchboard shall be equipped with a 120VAC shunt trip accessory.
- B. All circuit breakers rated 1200 amps and above shall have energy reduction maintenance setting (ERMS) system. Provide the following:
  1. Energy Reduction Maintenance Setting Switch (ERMS).
    - a. Provide a maintenance OFF ON selector switch on the compartment door to switch the circuit breaker instantaneous tripping characteristics to an alternate setting temporarily during maintenance activity.
    - b. Provide a lock feature for the ERMS switch so that it may be locked in either the OFF or ON maintenance mode position.
    - c. Provide a blue LED indicating light to indicate trip unit is in the ERMS mode.

## 2.4 EXTERNAL ENERGY SUB-METERING

- A. Manufacturer:
  1. Satec BFM 136 (Basis of Design)
  2. E-Mon D-Mon
  3. Eaton
  4. Substitutions: Refer to Division 01 – General Requirements
- B. Product Description: Provide multi-metering units capable of connecting to up to (12) three-phase circuits (or 18 two-phase circuits; or 36 single-phase circuits) using high-accuracy current sensors (HACS), for the purpose of monitoring specific loads and for energy reporting purposes. Quantity of multi-metering units and feeders being metered are indicated on the drawings.
- C. Mounting: Multi-metering unit shall be mounted in an enclosure located in the same room as the electrical equipment being metered.
- D. Multi-metering unit shall meet or exceed the following specifications:
  1. Four line LED display
  2. Monitoring/Display capabilities for KWH, power factor per phase, amps per phase, KW demand, real time load (KW), volts per phase, date & time and identification codes for communication.
  3. Built-in RS485 communications capability.
- E. Provide split core HACS current sensors for each feeder being metered. Provide one current sensor per phase. Provide final connections between current sensors and multi-metering units.
- F. Provide BACNET-over-IP converter for each multi-metering unit. Provide quantity of converters such that each feeder being metered can have data independently reported

through BACNET to the building management system. Connections to the building management system shall be made by Division 23/ ATC contractor.

### PART 3 EXECUTION

#### 3.1 INSTALLATION

- A. Installation by project electrical contractor, not under the scope of this Section.

#### 3.2 FIELD QUALITY CONTROL

- A. See Division 01 - General Requirements.
- B. Provide services of a manufacturer's authorized representative to observe installation and assist in inspection and testing. Include manufacturer's reports with submittals.
- C. Disconnect surge protective devices (SPDs) prior to performing any high potential testing. Replace SPDs damaged by performing high potential testing with SPDs connected.
- D. Before energizing switchboard, perform insulation resistance testing in accordance with NECA 400 and NEMA PB 2.1.
- E. Inspect and test in accordance with NETA ATS, except Section 4.
- F. Perform inspections and tests listed in NETA ATS, Section 7.1.
- G. Fusible Switches: Perform inspections and tests listed in NETA ATS, Section 7.5.1.1.
- H. Molded Case and Insulated Case Circuit Breakers: Perform inspections and tests listed in NETA ATS, Section 7.6.1.1 for all main circuit breakers and circuit breakers larger than 225 amperes. Tests listed as optional are not required.
  - 1. Perform insulation-resistance tests on all control wiring with respect to ground.
  - 2. Test functions of the trip unit by means of secondary injection.
- I. Ground Fault Protection Systems: Test in accordance with manufacturer's instructions as required by NFPA 70.
  - 1. Perform inspections and tests listed in NETA ATS, Section 7.14. The insulation-resistance test on control wiring listed as optional is not required.
- J. Meters: Perform inspections and tests listed in NETA ATS, Section 7.11.2.
- K. Instrument Transformers: Perform inspections and tests listed in NETA ATS, Section 7.10.
- L. Test shunt trips to verify proper operation.
- M. Correct deficiencies and replace damaged or defective switchboards or associated components.
- N. Submit detailed reports indicating inspection and testing results and corrective actions taken.

3.3 TRAINING & DEMONSTRATION

- A. See Division 01 – General Requirements.
- B. Training: Train Owner's personnel on operation, adjustment, and maintenance of switchboard and associated devices.
  - 1. Use operation and maintenance manual as training reference, supplemented with additional training materials as required.
  - 2. Instructor: Manufacturer's authorized representative.
  - 3. Location: At project site.
- C. Duration of Training: 8 hours.

END OF SECTION



**OWNER:**  
TOWN OF READING

333 Charles St, Reading, MA 01867

**ARCHITECT:**  
Lavallee Brensinger Architects  
99 Bedford Street  
Boston, MA 02111  
617-398-2035  
www.lbpa.com

**OWNER'S PROJECT MANAGER:**  
Colliers Project Leaders  
100 Federal Street, 13th Floor  
Boston, MA 02110  
617-330-8000  
www.colliersprojectleaders.com

**MECHANICAL & ELECTRICAL ENGINEER:**  
Consulting Engineering Services  
128 Carnegie Row, Suite 104  
Norwood, MA 02062  
617-261-7161  
www.ceseng.com

12/10/2025 8:48:26 AM

C:\Projects\Revit Local 2025\23-106-00\_Killam Elementary\_Central\_V25\_Eric.Ledlme@bpa.com.rvt

**FOR ADDITIONAL INFORMATION, REFER TO PROJECT MANUAL.**

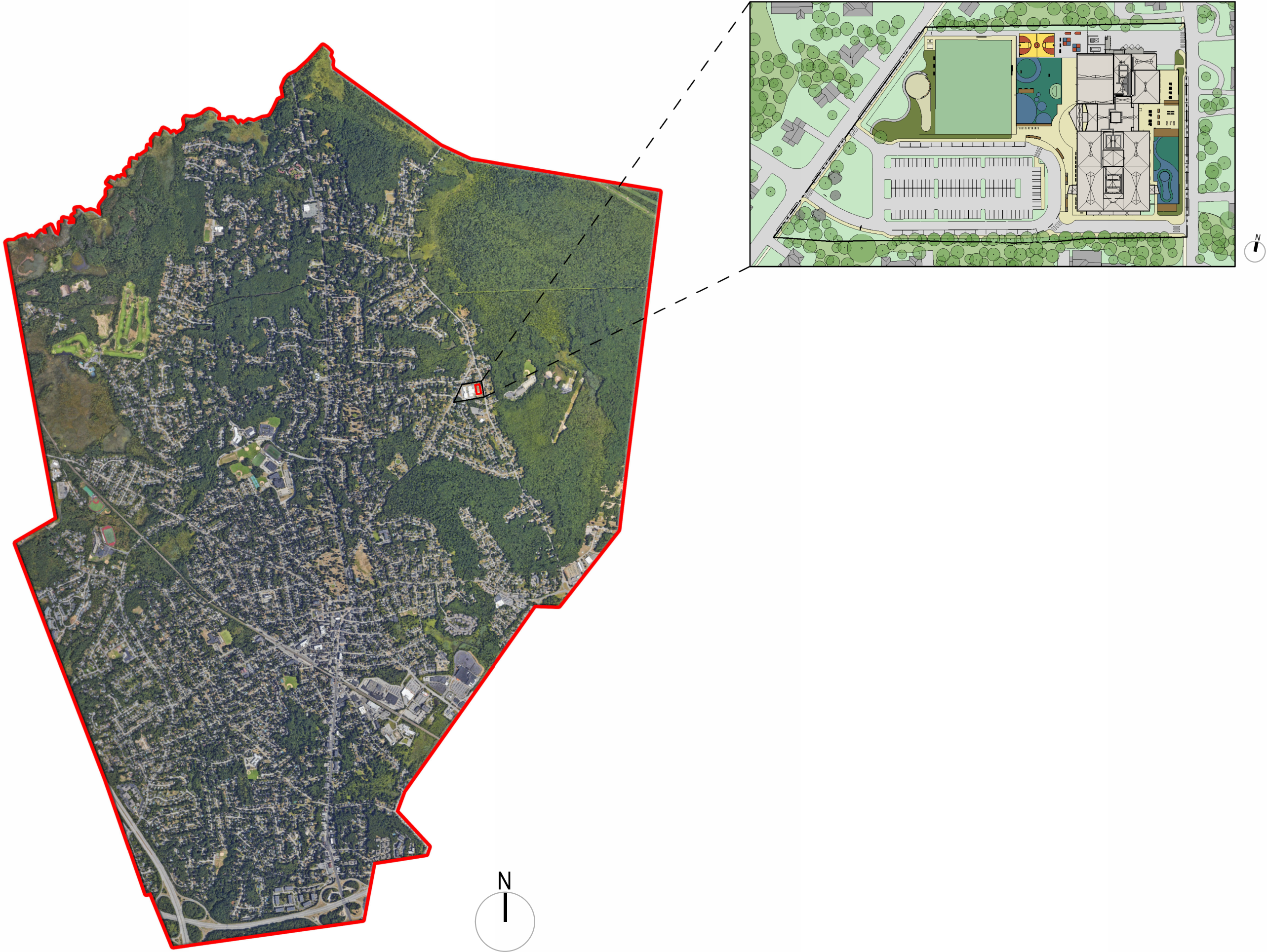
**DRAWING LIST**  
  
COVER SHEET  
  
ELECTRICAL  
E6.2 ELECTRICAL PANEL SCHEDULES  
E7.0 ELECTRICAL RISER DIAGRAM

PROJ # 23-106-00

EARLY ELECTRICAL PACKAGE

TOWN OF READING

333 Charles St, Reading, MA 01867



12/10/2025

12/10/2025



## ARCHITECTS

Boston | Manchester | Portland

99 Bedford Street, Boston, MA 02111  
617.398.2035  
www.LBPA.com



TOWN OF READING

**KILLAM  
ELEMENTARY  
SCHOOL**

333 Charles St, Reading, MA 01867

[illegible]

|                                                                                                             |            |
|-------------------------------------------------------------------------------------------------------------|------------|
| ELECTRICAL PANEL SCHEDULES                                                                                  |            |
|                                                                                                             |            |
| DRAWN BY:                                                                                                   | CB/CAL/O   |
| PROJECT NO:                                                                                                 | 23-106-00  |
| DATE:                                                                                                       | 12/04/2025 |
| REVISED:                                                                                                    |            |
| SCALE:                                                                                                      |            |
| E6.2                                                                                                        |            |
| Project Phase                                                                                               |            |
| EARLY ELECTRICAL PACKAGE                                                                                    |            |
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## Switchboard: MDSB

Location: ELECTRICAL 107

Supply From: UTILITY TX

**Mounting:** PAD MOUNTED  
**Enclosure:** TYPE 1

**Volts: 480/277 Wye**

**Phases: 3**

**Wires: 4**

**A.I.C. Rating: 65k**

**Mains Type:** CU

**Mains Rating:** 3000 A  
**MCB Rating:** 2500 A

**Notes:**

SWITCHBOARD SHALL BE FURNISHED BY EARLY PROCUREMENT SUPPLIER, INSTALLED BY PROJECT

| O.K.T             | Circuit Description  | # of Poles | Frame Size | Trip Rating | Load | Remarks |
|-------------------|----------------------|------------|------------|-------------|------|---------|
| 1                 | LDP                  | 3          | 400 A      | 400 A       | 0 VA |         |
| 2                 | GPDP                 | 3          | 600 A      | 600 A       | 0 VA |         |
| 3                 | MHVP                 | 3          | 1600 A     | 1600 A      | 0 VA |         |
| 4                 | TXVCP                | 3          | 200 A      | 200 A       | 0 VA |         |
| 5                 | TKR                  | 3          | 400 A      | 400 A       | 0 VA |         |
| 6                 | ATS-EL               | 3          | 100 A      | 100 A       | 0 VA |         |
| 7                 | ATS-OS               | 3          | 600 A      | 600 A       | 0 VA |         |
| 8                 | 400A SPACE & BUSSING | 3          | --         | --          | --   |         |
| 9                 | 400A SPACE & BUSSING | 3          | --         | --          | --   |         |
| 10                | PV                   | 3          | 300 A      | 300 A       | 0 VA |         |
| 11                | 800A SPACE & BUSSING | 3          | --         | --          | --   |         |
| Total Conn. Load: |                      |            |            |             | 0 VA |         |

|                   |      |
|-------------------|------|
| Total Conn. Load: | 0 VA |
| Total Amps:       | 0 A  |

Total Amps: 0 A

**Notes:**









## Town of Reading Meeting Minutes

2016-09-22 LAG

### Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2025-11-12

Time: 7:00 PM

Building: Reading Town Hall

Location: Conference Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Draft

#### Attendees: **Members - Present:**

Pat Tompkins, John Coote, Chris Haley, Kirk McCormick, Shawn Brandt, Ed Ross, Greg Stepler, Nancy Twomey, and Carla Nazzaro.

#### **Members - Not Present:**

Pat Tompkins.

#### **Others Present:**

Assistan Town Manager Jayne Wellman, Colliers Project Director Mike Carroll, Colliers Project Manager Justin Ferdenzi, LBA Project Manager Jenni Katajamaki, LBA Architect Leigh Sherwood

**Minutes Respectfully Submitted By:** Harani Kumaresh

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### **Topics of Discussion:**

This meeting was held in-person in the Town Hall Conference Meeting Room and remotely via Zoom.

#### **Call to order:**

Chair Carla Nazzaro called the meeting to order at 7:00 pm.

Roll call attendance: John Coote, Chris Haley, Ed Ross, Kirk McCormick, Shawn Brandt, Greg Stepler, Nancy Twomey, and Carla Nazzaro.

#### **Public Comment:**

No reports.

#### **Liaison Reports:**

Church Parking License Agreement:

Jayne Wellman reported that negotiations are ongoing with Christ the King Church for a parking license agreement. The Town requested 70 spots for staff and initial construction mobilization, but the Church expressed reluctance to offer the full amount and requested a higher price. The immediate priority is securing space for teachers and staff. Mike Carroll suggested adding language to bid documents to inform general contractors that on-site parking would be limited to light (personal) vehicles only; heavy contractor vehicles would need alternative arrangements. A follow-up meeting is scheduled with church officials.

#### Facilities Department Clerk Position:

Jayne Wellman discussed regarding part-time clerk for the Facilities department was discussed. This is in response to the department being understaffed while managing 18 existing buildings and the concurrent Recal project. The new role is intended to serve as a dedicated on-site town representative to attend weekly OAC meetings, make daily decisions, and review change orders, complementing the OPM's responsibilities. The position will be a 1099 contract position, not a permanent, pensionable role. John Coote, expressed concern regarding the necessity of the position and the associated \$400,000 forecasted cost.

#### Early Site Package and Soil Testing:

John Coote inquired if the project is progressing with the intent of using an early site package. Mike noted that additional soil testing samples were taken across the site while equipment was mobilized, a decision made for prudence and expediency. Test results are expected within three weeks, leading to a decision meeting on December 1st regarding whether to proceed with the early package.

#### General Project Updates (Chair Report):

Carla Nazzaro provided a summary of various sub-committee and design meetings held since the last SBC meeting. A site walk with the Tree Warden resulted in a decision not to proceed with an expensive, categorical tree survey; instead, efforts will be made to save specific trees along the driveway path.

#### **CPL Financial Review\***

Justin Fredenzi presented the financial review, noting that the project budget remains unchanged as no construction contracts have been awarded. Architectural and engineering expenditures total \$3.9 million, with \$6.9 million remaining, while administrative costs total \$2.1 million, leaving a balance of \$6.1 million. No furniture purchases have been made, and total project contingencies remain at \$6,128,171. Overall, \$6,077,568 has been spent, with an unspent balance of \$123,934,000.

Next Justin reviewed several budget adjustments, including LBA Amendment 19 for testing, LBA Amendment 21 for additional soil pre-characterization, and adjustments related to the modular relocation project. New commitments were presented, including LBA Amendment 21 (previously approved under delegated authority), a Contract C cost of \$14,129 for emergency repair of a fiber line damaged during modular site excavation, Partners Technology for PA system work, Modular Change Order No. 1, and a commitment to Convergent for alarm monitoring.

The committee reviewed the fiber line repair associated with the modular relocation work and raised questions regarding responsibility and whether the cost belonged in the project budget. Jayne Wellman explained that the conduit was not accurately shown on town as-builts, the contractor had followed all required dig-safe procedures, and the line was inadvertently damaged while preparing the modular site. Because the repair was immediately necessary to restore high school services, Facilities and IT responded on site, and the Town determined the cost was appropriately attributed to the project. Final approval, however, remains at the committee's discretion.

Kirk McCormik requested earlier access to invoices and financial documents, one to two business days before the standard 48-hour packet to allow adequate review time. The financial working group members also asked for a single consolidated invoice packet with a clear summary cover sheet. School Building Committee and OPM agreed these process improvements would be helpful and will adjust internal timelines and meeting scheduling to support earlier and more organized financial distributions.



**On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Board Committee voted 8-0-0 to approve LBA amendment #21 in the amount of \$5,500.00 for additional Soil Pre-characterization for J. Warren Killam Elementary School Project**

**Roll call vote:** Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Kirk McCormick – Yes, Greg Stepler – Yes, Ed Ross – Yes, Nancy Twomey – Yes, Carla Nazzaro – Yes.

**On a motion by Nancy Twomey, seconded by Kirk McCormick, the Killam School Board Committee voted 8-0-0 to approve various Modular Relocation amendments in the total amount of \$22,899.36 for additional Soil Pre-characterization for J. Warren Killam Elementary School Project**

**Roll call vote:** Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Kirk McCormick – Yes, Greg Stepler – Yes, Ed Ross – Yes, Nancy Twomey – Yes, Carla Nazzaro

**On a motion by Nancy Twomey, seconded by Kirk McCormick, the Killam School Board Committee voted 8-0-0 to approve the LBA Invoice #22654 in the amount of \$614,650.81 for J. Warren Killam Elementary School Project.**

**Roll call vote:** Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Kirk McCormick – Yes, Greg Stepler – Yes, Ed Ross – Yes, Nancy Twomey – Yes, Carla Nazzaro

**On a motion by Nancy Twomey, seconded by Kirk McCormick, the Killam School Board Committee voted 8-0-0 to approve the Colliers Invoice #1101071 in the amount of \$30,765.00 for J. Warren Killam Elementary School Project.**

**Roll call vote:** Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Kirk McCormick – Yes, Greg Stepler – Yes, Ed Ross – Yes, Nancy Twomey – Yes, Carla Nazzaro

**On a motion by Nancy Twomey, seconded by Kirk McCormick, the Killam School Board Committee voted 8-0-0 to approve the LBA Invoice #22803 in the amount of \$575,480.90 for J. Warren Killam Elementary School Project.**

**Roll call vote:** Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Kirk McCormick – Yes, Greg Stepler – Yes, Ed Ross – Yes, Nancy Twomey – Yes, Carla Nazzaro

**On a motion by Nancy Twomey, seconded by Kirk McCormick, the Killam School Board Committee voted 8-0-0 to approve the Colliers Invoice #1112283 in the amount of \$59,165.00 for J. Warren Killam Elementary School Project.**

**Roll call vote:** Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Kirk McCormick – Yes, Greg Stepler – Yes, Ed Ross – Yes, Nancy Twomey – Yes, Carla Nazzaro

**On a motion by Nancy Twomey, seconded by Kirk McCormick, the Killam School Board Committee voted 8-0-0 to approve the Modular Invoices including Comm-Tract Crop #3425031 in the amount of \$14,129.48. Partners Technology #112283 in the amount of \$2,270.88, Modulease #4a & 5 in the amount of \$9,624.00 & \$35,720.00, and Convergent in the amount of \$4,000.00 for J. Warren Killam Elementary School Project.**

**Roll call vote:** Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Kirk McCormick – Yes, Greg Stepler – Yes, Ed Ross – Yes, Nancy Twomey – Yes, Carla Nazzaro

The committee reviewed two forecasted budget items, the parking contract and the proposed clerk position which are being carried as provisional values to account for anticipated project needs. Mike Carroll explained that these figures are conservative estimates used for risk identification and will be refined once contracts are finalized. The Town noted that parking costs may increase as negotiations continue. A detailed discussion

followed regarding the necessity of a dedicated clerk/owner's representative. John Coote questioned the need for an additional full-time resource given existing staff and representation from the architect. Jayne clarified that this position would support the Town's responsibilities during construction, participate in weekly OAC meetings, assist with PCO reviews, and manage day-to-day coordination, roles typically filled by a municipal representative on MSBA projects. Because Facilities staff are already managing full workloads and a second large project (Recal), the Town believes dedicated support is necessary. Some committee members expressed concern about the cost and potential redundancy, while others acknowledged the operational rationale.

Justin reported that after applying the invoices approved at this meeting, the project will align with the estimated encumbrance of \$6.6 million. He reviewed the cash-flow projections, noting that although the graph can appear complex, the simplified trend chart confirms the project is tracking as expected. As construction progresses, spending is anticipated to follow the projected green trajectory. At this stage, the project remains on schedule and slightly under budget.

### **CPL Schedule Update**

Justin presented the project schedule, noting that the 60% Construction Documents (CD) submission is included in the meeting packet, which will be submitted to the MSBA. A vote on this submission will take place tonight. The project remains on schedule to advance to the 90% CD submission, anticipated for Committee vote on February 9. Following that, the 100% CDs will be completed, which involve a smaller MSBA acknowledgment rather than a full submission. The team also continues to evaluate two early bid packages. Early Package #1 will proceed with procurement of the switchgear only, as the generator specified in the updated design is now readily available. Early Package #2, related to earthwork, remains under review. Beginning next month, the prequalification process will start, requiring one or two Committee members to serve on the prequalification working group alongside representatives from the architect and OPM. The group will conduct reviews, score submissions, and make recommendations to the full Committee for approval. BidDocs will be used to support the prequalification process due to its streamlined review and reference verification capabilities.

### **60% CD Package Review\***

Jenni Katajamaki presented the exterior and interior renderings. Views shown included perspectives from the fields, the main entrance drop-off, the library, cafeteria, and K-5 classroom corridors.

Justin presented reconciled cost estimates from LBA and the 3<sup>rd</sup> party estimators. Current construction estimates are approximately \$92 million, reflecting potential savings of \$9.5 million from the original budget. The team emphasized maintaining the current budget of \$101 million to allow flexibility, as final contract amounts are not yet confirmed. The Committee acknowledged the thoroughness of the design and cost review process, including efforts to maximize savings while maintaining scope and quality. Discussion included value engineering, early package considerations, and off-site work on Charles and Haveril Streets, noting that non-site-specific work would be a town responsibility.

**On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to accept sending the MSBA 60% Construction Document package with keeping the budget same as the PFA approved budget.**

**Roll call vote:** Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Kirk McCormick – Yes, Greg Stepler – Yes, Ed Ross – Yes, Nancy Twomey – Yes, Carla Nazzaro

The Committee discussed the issuance of the three RFPs for the Killam School project and considered whether the structural peer review should be separated from the other reviews. It was noted that no single firm possesses expertise across all required disciplines, so separating the structural review from code, ADA, and fire protection reviews would ensure the highest quality and compliance, particularly for life-safety critical elements.

After discussion, the Committee agreed to issue the RFPs as follows:

1. **Tax Consultant** – to identify and secure all energy-related incentives for the project during design and construction.
2. **Construction Testing and Inspection Services** – to provide testing of materials, including concrete, foundations, slabs, and building products, during construction.
3. **Structural Peer Review** – issued separately due to its legal and safety requirements.
4. **Code Review, ADA, and Fire Protection** – grouped together as a second RFP.

This approach was recommended by the OPM and supported by Committee members to balance quality with public procurement requirements. A straw poll confirmed the Committee's agreement with this separation. The Committee approved issuing all RFPs simultaneously, noting that this vote authorizes solicitation only, not acceptance of any proposals.

**On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 7-0-1 to separate structural RFP from the Code review, ADA and Fire Protection RFP.**

**Roll call vote:** Shawn Brandt – Yes, John Coote – No, Chris Haley – Yes, Kirk McCormick – Yes, Greg Stepler – Yes, Ed Ross – Yes, Nancy Twomey – Yes, Carla Nazzaro

#### **Approval of Prior Meeting Minutes (10/14/25) \***

**On a motion by Nancy Twomey, seconded by Shawn Brandt, the Killam School Building Committee voted 8-0-0 to approve the meeting minutes of October 14, 2025 with the corrected date 10/14/25.**

**Roll call vote:** Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Kirk McCormick – Yes, Greg Stepler – Yes, Ed Ross – Yes, Nancy Twomey – Yes, Carla Nazzaro

#### **Future Agenda Items & Next Meeting Dates**

The Committee reviewed and discussed the upcoming meeting schedule for the Killam School project. The next KSBC meeting was initially scheduled for Monday, December 15th; however, LBA requested moving the meeting to the third Monday of each month to facilitate more timely billing. The Committee agreed to this change, with the next meeting now scheduled for Monday, December 8th, 2025, and XLT meetings to take place on the second Monday of each month, with the December XLT meeting set for the afternoon of Monday, December 1st.

The Committee also discussed adjustments to the February and March meetings to align with the design schedule. It was agreed that the February meeting would be held on February 9th, 2026, to review and vote on the 90% design submission. A March 30th meeting would be added to approve the 100% bid documents, with the final schedule to be confirmed closer to the date. It was noted that 90% documents would be issued for review on January 15th, 2026, allowing sufficient time for Committee feedback and for cost

estimators to reconcile any impacts before the February 9th vote. Committee members were reminded to provide comments promptly to ensure all issues could be addressed prior to submission to the MSBA.

**Adjourn\***

**On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to adjourn at 9:00 pm.**

**Roll call vote:** Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Kirk McCormick – Yes, Greg Stepler - Yes, Ed Ross – Yes, Nancy Twomey – Yes, Carla Nazzaro