

STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD
DRAFT SPECIAL MEETING MINUTES

Meeting Date and Time: Thursday, June 27, 2024, 10:00 AM

Meeting Location: Legislative Office Building
300 Capital Avenue - Hearing Room 1D
Hartford, CT 06106

Meeting materials can be found at
<https://portal.ct.gov/OPM/Marb/Full-Board-Meetings-and-Materials>

Call-In Instructions: Telephone: 1-860-840-2075
Meeting ID: 840 088 824

Members in Attendance: Secretary Jeffrey Beckham, Kevin Alvarez (State Treasurer's-Designee), David Biller, Thomas Hamilton, Stephen Falcigno, Lisa Hammersley, and Susan Weisselberg. TEAMS: Sal Luciano, Mark Waxenberg and Robert White.

Municipal Officials in Attendance: Mayor Dorinda Borer, Michael Gormany, Rick Spreyer, and Michael Terenzio. TEAMS: Julian Freund, Paul Foster, Leigh Ann Rails, David Taylor, Paul Dorsi, Ken Carney, James O'Brien, Matthew Cavallaro, Neil Cavallaro, and Nick Pascale.

Staff in Attendance: Gareth Bye, John Mehr, Simon Jiang, and Lori McLoughlin. TEAMS: Kimberly Kennison, Bill Plummer, and Michael Reis.

OAG Staff in Attendance: James Caley, Assistant Attorney General

- I. Call to Order & Opening Remarks by Secretary Jeffrey Beckham and Kevin Alvarez (State Treasurer's Designee)

The meeting was called to order at 10:03 AM. The Secretary noted that this is a special meeting rescheduled from June 13th. Mr. Alvarez acknowledged that a group of interns from the Treasurer's office were attending the meeting to learn more about the varied responsibilities of the Office of the Treasurer.

- II. Public Comment Period

There was no public comment.

- III. Approval of Minutes

- a. May 16, 2024, Regular Meeting

Secretary Beckham noted two corrections to the minutes on page four, item C. The first was clarifying that it was the General Assembly Budget that enacted the changes to magnet school tuition liability not the Governor's budget and the second was a spelling correction.

Mr. Luciano made a motion to approve as corrected the Regular Meeting Minutes of May 16, 2024, seconded by Mr. Biller. Motion carried.

IV. City of Hartford

a. Review and Discussion: City and BOE Monthly Financial Report: April 2024

Mr. Freund reviewed the City financials stating that as of the end of April total revenues are projected to be just over \$15 million favorable. Expenditures are projected to be just over \$3 million favorable for a projected surplus of around \$18.2 million. This is a change of about \$1 million compared to last month.

On the revenue side very little change with some additional favorability from ongoing permit fee collections being offset by lowering the projection for police private duty revenue. On the expenditure side, looking at total year to date expenditures plus encumbrances at the end of April being 84.9% of budget. Compared to the same period last year of 83.8%. In payroll, recognized another month of vacancy savings. The overtime projections stabilized with slightly higher projections for the part-time and for the seasonal employees. Overall, the payroll projections were reduced just over \$800,000. No changes were made to the benefit projections. The utilities projection was increased by \$200,000 for water expenses and for solid waste tip fees. Overall, net expenditure declined by about \$960,000.

Mr. Foster reviewed the BOE financials noting that spending accelerated in April due to tuition payments and transportation bills being paid earlier in the fiscal year, but at this point in the year, paying close attention to the potential FY24 deficit.

Currently tracking non-certified severance, fringe benefits costs and tuition expenses. Non-certified severance continues to be over budget. Fringe benefits costs are considerably higher than budget with higher healthcare claims being paid during the month along with workers compensation claims significantly above budget. Tuition is running about \$10.4 million higher than FY23. This reflects a 6.5% increase in the number of students heading out of the district. A 10% increase in the average cost per student for special education services. For general education tuition, the average cost per student has gone up 12%. Projecting a tuition deficit in the range of \$14 to \$17 million. A factor used in the FY24 adopted budget was the anticipated use of about \$9 million of fundings from the three Elementary and Secondary School Emergency Relief (ESSER) Grants to cover those eligible expenses to reduce any anticipated deficit in FY24. If you take out that \$9 million, the potential deficit looks like \$5 to \$8 million. We are looking for opportunities and for ways of mitigating this deficit.

Members of the MARB and Mr. Foster discussed many educational topics that included the increase in average per student cost for special education services and does Hartford Public Schools (HPS) have any say in how much it is being charged for out of district tuition. Relating to the end of the year deficit, question about the use of the Non-Lapsing Fund. Mr. Foster said that after using all available funds that support eligible costs to balance as much as possible the FY24 budget, there is the non-lapsing fund. HPS is going to do everything in our power to avoid tapping the fund in FY24 because from the FY25 budget presentation, there are large reductions in the FY25 budget. Even with those large reductions, the FY25 budget anticipates the use of the non-lapsing fund next year. There has been some conversation about covering some of the retiree healthcare costs with the use of funds that from the OPEB Trust to help solve the deficit. There are conversations with the City about other resources that could be used to support FY24 without going to the non-lapsing fund. Mr. Foster should have a better picture of that for the MARB at the next meeting.

V. City of West Haven

a. Mayor's Executive Summary

Mayor Borer began by acknowledging the recent incident in West Haven that made national news about a father trying to drown his children in Long Island Sound. The Mayor wanted to recognize the heroic efforts made by those in Police and Fire Departments, and the dispatchers that were involved with rescue of those in this incident.

The Economic Development Director met with several developers and held a small business forum in June attended by over 100 businesses. The forum included the State, Chamber of Commerce and the Small Business Administration (SBA) to let people know what resources are available. Still looking to fill the Grants Director and the Water Control Pollution Superintendent positions. The City continues working on collecting grant fundings in order to close them out.

b. Tier IV Action Plan Update:

i. Organizational Assessment – Whittlesey

The City of West Haven's Assessment Status Report from Whittlesey was provided to MARB members in the packet for review.

ii. Finance Manager – Protiviti

The City of West Haven's Status Report, prepared by Protiviti, was provided to MARB members in the packet for review. Mayor Borer commented that Protiviti has been helpful with the writing of policies and has been assisting the staff with their experience and knowledge.

c. Presentation: FY2023 Audit

The City of West Haven Annual Financial Report for the year ended June 30, 2023, has been completed and filed with OPM. MARB members should have received a copy of the financial report by email on Tuesday, June 25th. Mayor Borer noted that the auditors, PKF O'Connor Davies LLP, would be making a presentation at the next MARB meeting as they were unable to attend this meeting due to a conflict.

d. Review and Discussion: City and Board of Education (BOE) Monthly Financial Report: April 2024

Mr. Gormany provided an update on the City April Financials. The City has expended 75% of the fiscal year 2023-2024 budget and is estimating around \$4 million as a surplus. On the revenue side, tax collections are at 96.5% and projecting to collect the budgeted amount for the year. The City received 59% excess from the State in the Municipal Revenue Sharing grant. Investment income and building permits are projected above budget. On the expenditure side, there are two areas of concern: overtime and vacancies. The City is expecting to exceed the overtime budget but looking to supplement with the vacancy savings from the aggressive hiring by the City. Also, a slight savings on the debt service account from the City most recent bond issuance in February. The Sewer Operations has 95% of the sewer fees being collected and the Allington Fire Department is estimated to have a \$800,000 surplus.

Mr. Cavallaro provided an update on the April BOE Financials. The BOE is running favorable as compared to last year and expects to be on budget at year end. Excess cost reimbursement for special education tuition is being tracked this fiscal year in a separate grant fund not in the General Fund any longer. After working with the City to determine the large increase in property and liability insurance,

the increase is the result of cost increases and inflation. Meetings are being held with the grant managers to ensure that the allocations are spent in full and by June 30.

e. Review, Discussion, and Possible Action: BOE Operating Budget Transfers FY2024

Mr. Cavallaro provided MARB members with a schedule of FY2024 budget transfers for review. These budget transfers were approved by the Board of Education at its June 3rd meeting

Ms. Weisselberg made a motion to approve the BOE FY2024 Operating Budget Transfers seconded by Mr. Falcigno. The motion passed unanimously.

f. Review, Discussion and Action: Firefighters Hazard Pay – ARPA Funding

Included in the meeting package was a memorandum from Mayor Borer to the MARB to modify the amount of Hazard Pay for West Haven Firefighters. This has been approved by the Union and the Administration. The original Hazard Pay was \$10,000 per firefighter for approximately 100 firefighters at a total cost of \$1,000,000. The revised proposal for Hazard Pay is \$2,500 per firefighter for approximately 100 firefighters at a total cost of \$250,000. The remaining balance of these ARPA funds will be reallocated to be used for firefighter training (\$300,000), for turn out gear (\$300,000) and for community projects (\$150,000).

Mayor Borer reviewed the memorandum sent to the MARB to modify the amount of Hazard Pay for West Haven Firefighters. Wanting to use the \$1 million to support the firefighters and support the operations. MARB members had a lengthy discussion about the positive and negatives of using the ARPA funds for hazard pay for the West Haven firefighters.

Ms. Weisselberg made a motion to approve the Mayor's Use of ARPA Funds for Firefighters Hazard Pay Proposal seconded by Mr. Biller. The motion passed, with Mr. White, Mr. Falcigno and Mr. Waxenberg opposed.

g. Review and Discussion: Fire Service Feasibility Study Master Plan

As part of appropriating ARPA funds to the three fire districts, the West Haven Subcommittee approved that a fire service feasibility study master plan be performed using ARPA funds. The City contracted Emergency Services Consulting International (ESCI) to perform the Study at a cost of \$31,323. ESCI performed the last study in July of 2019.

Mr. Spreyer stated that the contract would be provided promptly to OPM staff. ESCI is in the initial phase of the study. Ms. Weisselberg asked if ESCI will provide interim reports, and at what intervals. Mr. Spreyer said the interim reports would follow the timeline in the ESCI proposal. Mr. White said that a study is needed, and that the consultant be informed that the City is the client of this study. Ms. Kennison reminded the MARB that the Subcommittee had requested the feasibility study or "master plan" to have a clean slate for what West Haven needs are for fire service, including the prospect of building new fire station.

h. Review, Discussion and Actions: Non-Labor Contracts:

- i. Diversity Group Construction – Construction of a detached two bay block garage for Allingtown Fire District

The City went out for bids for the construction of a detached two bay block garage annex for the Allingtown Fire District. Four bids were received. The City is seeking approval to award this bid to Diversity Group Construction LLC, Wallingford, CT for \$597,000. This project is being funded with ARPA funds that have been appropriated to the Allingtown Fire District.

Mr. Spreyer stated that the garage went out to bid this past April with eight contractors attending the mandatory walk-through. Mr. Hamilton asked if this project is within budget. Mr. Spreyer replied yes.

Mr. Alvarez made a motion to approve the contract for construction of a detached two bay block garage for Allingtown Fire District seconded by Ms. Hammersley. The motion passed unanimously.

ii. Air Compressor Engineering – The replacement of the SCBA compressor and fill station at Allingtown Fire Department

In February 2023, the Allington Fire Department went out for bids for the complete replacement of the Self-Contained Breathing Apparatus (SCBA) compressor and fill station. Three bids were received with the bid being awarded to Air Compressor Engineering of Milford, CT on February 22, 2023, for \$58,561. This project is being funded by a Department of Homeland Security - Assistance to Firefighters Grant. Due to a back order, the equipment was not received until May 2024. However, this bid was not submitted to the MARB for approval. The City is submitting this now to the MARB to award the bid to Air Compressor Engineering for \$58,561.

Ms. Weisselberg made a motion to approve the contract for replacement of the SCBA compressor and fill station at Allingtown Fire Department seconded by Mr. Hamilton. The motion passed unanimously.

ii. CDM Smith - Stormwater Infrastructure Assessment and Design:
- Sanford Street Basin Stormwater Study – Project 2
- Lake Street / Colonial Boulevard Area Flooding– Project 3

The City of West Haven issued a Request for Qualifications (RFQ) solicitation for Stormwater Infrastructure - Assessment & Design for three (3) projects. The vendors submitted their qualifications which were reviewed, and vendors were interviewed by the City Engineering Department. CDM of East Hartford, CT was awarded. Project 2: Sanford Street Basin Stormwater Study at a cost of \$609,000; and Project 3: Lake Street/Colonial Boulevard Area Flooding at a cost of \$303,300.

Mr. Spreyer provided an overview. The City is addressing areas that have flooding issues. The Engineer Department deemed CDM the most qualified for these two projects.

Mr. Biller made a motion to approve the contract to CDM for Stormwater Infrastructure Assessment and Design for Sanford Street and Lake Street Projects seconded by Mr. Alvarez. The motion passed unanimously.

iv. SLR International Corp. – Stormwater Infrastructure Assessment and Design:
- Flood Impacts along the Cove River Study – Project 1

The City of West Haven issued a Request for Qualification (RFQ) solicitation for Stormwater Infrastructure - Assessment & Design for three (3) projects. The vendors submitted their qualifications that were reviewed, and the vendors were interviewed by the City Engineering₅

Department. SLR International Corp of Cheshire, CT was awarded Project 1: Assessing Nature-Based Solutions to Mitigate Flood Impacts along the Cove River Study at a cost of \$506,000.

Mr. Spreyer noted that this was the third project in the Stormwater Infrastructure Assessment and Design RFQ. SLR International worked on the previous Cover River project and is knowledgeable of the Cove River area.

Mr. Falcigno made a motion to approve the contract for Stormwater Infrastructure Assessment and Design - Assessing Nature-Based Solutions to Mitigate Flood Impacts along the Cove River Study seconded by Ms. Weisselberg. The motion passed unanimously.

- v. Westcott and Mapes, Inc. – Design Services for Open Space Passive Recreation on Plainfield Avenue

The City of West Haven is looking to hire Westcott and Mapes, Inc. of New Haven, CT for Design Services for Open Space passive recreation, community gardens, and an urban farm project at 100 Plainfield Avenue at a cost of \$59,400. Westcott and Mapes is a vendor on the South Central Regional Council of Governments (SCRCOG) Vendor List.

Mr. Spreyer noted that this is a City-owned deed restricted property that has been overgrown for a long period of time and this will be a welcome addition to residents of the area. This is for the design phase to develop passive open space that will be funded by the Parks ARPA funds.

Mr. Falcigno made a motion to approve the contract for Design Services for Open Space on Plainfield Avenue seconded by Mr. Biller. The motion passed unanimously.

- vi. Bond Resolution – Dawson Avenue Area - Rehab of Sewer Pipes and Manholes

The City is seeking approval of the Ordinance appropriating \$1,125,000 for the costs of rehabilitation of sewer pipes and manholes related to the Dawson Avenue area and for the issuance of Bonds to meet this appropriation. The West Haven City Council approved this ordinance at its May 28, 2024, council meeting. The Ordinance needs MARB approval so that the City can participate in the Department of Energy and Environmental Protection (DEEP) Clean Water Program.

Mr. Spreyer noted that this is a continuation of the Dawson Avenue project with a few other different tasks that have been brought before the MARB for the rehab of sewer pipes and manholes. This is a formality to accept the bonds and enter into the agreement with the Clean Water Program. Mr. Hamilton and Mr. Spreyer discussed the bond resolution and the Capital Budget process.

Mr. Weisselberg made a motion to approve the Bond Resolution – Dawson Avenue Area - Rehab of Sewer Pipes and Manholes seconded by Mr. Biller. The motion passed unanimously.

- vii. F&F Mechanical Services – To provide the services, equipment, and materials required for the boiler upgrade project at Carrigan Intermediate School

The City went out for bids for a contractor to provide the services, equipment, and materials required for the boiler upgrades project at the Carrigan Intermediate School. One bid was received. The City is seeking approval to award this bid to F&F Mechanical Services LLC, Trumbull, CT for \$934,907.61. At the July 13, 2023, MARB meeting, the City was seeking pre-

approval of the purchase of boilers for Carrigan School. This was based on a quotation from a commercial heating supply company. The MARB approved a motion that pre-approved the purchase of boilers for Carrigan School by competitive or state bid up to \$529,000. The City's Finance Director did provide an updated summary of this project by email to MARB members on Wednesday.

The Mayor and Mr. Spreyer provided an update on this boiler project. This is a \$4 million project for a very large and archaic school. The Mayor stated that she started to receive other requests that included \$2 million for the cafeteria and the kitchen, \$500,000 relating to asbestos flooring, \$350,000 for science labs, and \$350,000 for electrical. Working with the Board of Education to develop a prudent way of fixing the boiler situation for a school that was built in the 1960's without air conditioning, the F&F Mechanical, the only bidder, bid addresses the current Carrigan School needs.

Mr. Alvarez made a motion to approve the F&F Mechanical contract for the boiler upgrade project at Carrigan Intermediate School seconded by Ms. Hammersley. The motion passed unanimously.

viii. W. J. Mountford Co. – Exterior renovations at the West Haven High School Pool

The City issued an RFP for exterior renovations at the West Haven High School Pool. One bid was received. The City is seeking approval to award this bid to W.J. Mountford Company, South Windsor, CT for \$1,353,000. This project is being funded with Elementary and Secondary School Emergency Relief (ESSER) funds.

Superintendent Cavallaro provided an overview noting that the pool is 60 years old and is not handicapped accessible. The entrance stairs are in disrepair and these renovations will also make it more accessible for the community. This has been approved as a project through the State Department of Education. The pool was exempt as part of the West Haven High School project.

Ms. Weisselberg made a motion to approve the W.J. Mountford Company contract for exterior renovations at the West Haven High School Pool seconded by Mr. Alvarez. The motion passed unanimously.

ix. Fuss and O'Neil – Hazardous Building Materials Consulting Services

The City of West Haven is looking to hire Fuss and O'Neil of Manchester, CT to conduct Hazardous Building Material Consulting Services for eight (8) City-owned properties in West Haven at a cost of \$94,273. In addition, Fuss and O'Neil is a vendor on a State contract.

Mr. Spreyer noted that these properties were purchased through a USDA grant for floodplain damaged homes. The City must assess the environmental levels of each home before the demolition and abatement process.

Mr. Falcigno made a motion to approve the Fuss and O'Neil contract for Hazardous Building Material Consulting Services seconded by Mr. Biller. The motion passed unanimously.

x. Gengras Ford LLC – Purchase of six (6) 2025 Ford Police Interceptors

The City of West Haven is looking to purchase six (6) 2025 Ford Police Interceptors for the Police Department at a total price of \$399,582. The vendor is Gengras Ford LLC, of Plainville,

CT, which has a State contract. This purchase will be funded through Bonding and Special Duty Funds.

Mr. Spreyer noted that this is part of the City's capital plan and will allow the Police Department and the Finance Department to gradually replenish the police fleet.

Mr. Hamilton made a motion to approve the contract for the purchase of six (6) 2025 Ford Police Interceptors seconded by Mr. Falcigno. The motion passed unanimously.

xi. Mike's Famous Harley Davidson – Purchase of two Police Motorcycles

The City issued an RFP to purchase two (2) Motorcycles for the Police Department. Only one quote was received totaling \$60,947.48 from Mike's Famous Harley Davison, New London, CT. This purchase will be funded through the City's Special Duty Account.

Mr. Spreyer said this purchase is to replenish the only two motorcycles in the police fleet.

Mr. Falcigno made a motion to approve the contract for the purchase of two (2) Police Motorcycles seconded by Ms. Weisselberg. The motion passed unanimously.

VI. Executive Session pursuant to Connecticut General Statutes Section 1-200(6), Section 1-210(b) and Section 1-225(f), and 1-231 for the purpose of having an attorney client privileged discussion.

The MARB members went into Executive Session pursuant to Connecticut General Statutes sections 1-200(6), 1-210(b), 1-225(f) and 1-231 for communications privileged by the attorney-client relationship. Also joining the Executive Session were Assistant Attorney General James Caley, Attorney Gareth Bye, and OPM staff.

Ms. Weisselberg made a motion to go into Executive Session seconded by Mr. Luciano. Motion carried. The MARB went into Executive Session at 11:30AM.

Mr. Alvarez made a motion to leave Executive Session seconded by Ms. Hammersley. Motion carried. The MARB returned to the Special Meeting at 12:30PM.

After returning to the Special Meeting, Secretary Beckham stated that the MARB had attorney client privileged discussion.

VII. Adjourn

The next regularly scheduled MARB meeting is September 12, 2024.

Mr. Biller made a motion to adjourn, seconded by Mr. Falcigno. Motion passed. The meeting was adjourned at 12:31 PM.

STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD
DRAFT SPECIAL MEETING MINUTES

Meeting Date and Time: Thursday, July 10, 2024, 10:00 AM

Meeting Location: This was a TEAMS Meeting. Meeting materials can be found at <https://portal.ct.gov/OPM/Marb/Full-Board-Meetings-and-Materials>

Call-In Instructions: Telephone: 1-860-840-2075
Meeting ID: 718 996 980

Members in Attendance: Secretary Jeffrey Beckham, Kevin Alvarez (State Treasurer's-Designee), David Biller, Thomas Hamilton, Stephen Falcigno, Sal Luciano, Susan Weisselberg, Robert White (arrived 10:28AM), and Mark Waxenberg (arrived 10:41AM).

Staff in Attendance: Kimberly Kennison, Gareth Bye, Bill Plummer, Michael Reis, John Mehr, Simon Jiang, and Lori McLoughlin.

OAG Staff in Attendance: James Caley, Assistant Attorney General

- I. Call to Order & Opening Remarks by Secretary Jeffrey Beckham and Kevin Alvarez (State Treasurer's Designee)

The TEAMS Special Meeting was called to order at 10:09 AM.

- II. Executive Session pursuant to Connecticut General Statutes Section 1-200(6), Section 1-210(b) and Section 1-225(f), and 1-231 for the purpose of having an attorney client privileged discussion.

The MARB members went into Executive Session pursuant to Connecticut General Statutes sections 1-200(6), 1-210(b), 1-225(f) and 1-231 for communications privileged by the attorney-client relationship. Also joining the Executive Session were Assistant Attorney General James Caley, Attorney Gareth Bye, and OPM staff.

Mr. Luciano made a motion to go into Executive Session with a second from Mr. Biller. Motion carried. The MARB went into Executive Session at 10:11 AM.

Mr. Luciano made a motion to leave the Executive Session with a second from Mr. Biller. The MARB returned to the Special Meeting at 10:44 AM.

After returning to the Special Meeting, Secretary Beckham stated that the MARB had attorney client privileged discussion.

- III. Adjourn

Mr. Luciano made a motion to adjourn, seconded by Mr. Alvarez. Motion carried. The meeting was adjourned at 10:46 AM.

City of West Haven, CT

**Presentation of the
2023 Annual Financial Report**

Joseph Centofanti, CPA, CFE, CFF, FCPA, CGFM

MARB meeting August 29, 2024

Financial Statements

Financial Statements Highlights

Unmodified opinion on financial statements (pg. 2)

<u>Page</u>	<u>Footnotes</u>	
41	Note II B - Expenditures exceeding budget	Recommend Council approve budget transfers as needed
70	Pension funds investment concentrations	Investments over 5%/alternative investments
38	New software subscription standard	Accounting policy notes updated
61		New liability note - Subscription arrangements
92		Prior period adjustment note

General Fund

General Fund – Exhibits C and D (GAAP Basis) Pg. 21 & 23

- Unassigned fund balance: \$14,758,946
- 8.97% of expenditures and transfers out (PY 4.89%)
- Net change in fund balance of \$6,775,812

General Fund Revenues

RSI 1A (pg. 93-94)

Page

94	Revenues and other financing sources are in excess of the budget by:	<u><u>\$ 828,591</u></u>
93	Intergovernmental - Municipal revenue sharing	580,873
94	Sale of assets	302,931

General Fund Expenditures

RSI 1B (pg. 95-96)

Page

96	Expenditures and other financing uses are under budget by:	<u>\$ 5,947,221</u>
95	General government (contingency)	2,622,712
95	Public safety (admin and operations)	(1,012,265)
95	Public works (highways and park maintenance)	1,631,744
96	Debt service	2,185,261

Other Major Funds

Allingtown Fire Department (pg. 23, 97-98)

Page

23/97	Revenues	\$ 9,189,104	\$5,791 in excess of budget
23/98	Expenditures and transfers out	9,174,424	\$8,889 below budget
			Trucks and other capital
	Transfers out	1,145,000	projects
23	Net increase in net position	14,680	

- Continue to increase pension funded percentage by making additional contributions to fund

Sewer Fund

Page

23

Revenues	\$12,734,551	Prior year	\$11,822,666
Expenditures and transfers out	12,923,013		
Operating	8,010,858	Prior year	8,023,661
Capital	1,141,409	Prior year	1,231,974
Debt service	2,091,542	Prior year	2,015,424
Transfer to general fund	479,204	Prior year	588,705
Transfer to capital improvement fund	1,200,000	Prior year	0

23

Net decrease increase in net position	(188,462)	Prior year	(\$37,098)
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Internal Service Funds

Internal Service Funds (Exhibits F-H)

Pages 26-28 and 120-122

<u>Page</u>		<u>Medical</u>	<u>Liability</u>	<u>Compensation</u>
121	Change in net position	\$ 1,614,517	\$ 80,770	\$ 1,761,872
121	Net position (unrestricted)	2,439,419	(424,580)	(7,697,798)
	Net position target - 25% of expected claims	2,386,873		

<u>Page</u>			
121	Current year contributions - OPEB	\$ 200,000	
120	Total contributions	525,000	Transferred to trust in FY 2024
	<u>Current ratio:</u>		
	General liability	0.04	Goal is 1.0
	Workers compensation	0.80	Goal is 1.0

Pension and OPEB Funds

Pension Funds

Page

100

a RSI - Pension - Police

Percentage funded. PY 73.52% 70.66%

Change in assumptions (discount rate from 7.125% to 6.90%) \$ 3,059,023

b RSI - Pension - Allingtown

103

Percentage funded. PY 34.30% 39.17%

103

Net change in fair value \$ 686,877

104

Contributions in excess of annual required contribution 973,137

OPEB

Page

108

a **RSI - OPEB - City**

No trust at 2023. Not funded.

Amount in medical insurance fund to transfer to trust when established

\$ 525,000

Liability at June 30, 2023

228,865,531

109

b **RSI - OPEB - Allingtwn**

No trust at 2023. Not funded.


Liability at June 30, 2023

24,915,076

Federal and State Single Audits


Federal Single Audit

Page

3	Unmodified opinion on compliance	Total expended (pg. 7)	<u>\$ 26,015,472</u>
12-15	Internal control findings (Yellow Book)	2023-001 Vendor Approval 2023-002 Bank Reconciliations 2023-003 City Payroll - Segregation of duties 2023-004 Education Payroll - Segregation of duties	
16-17	Programs findings	2023-005 Procurement and Suspension and Debarment Coronavirus State and Local Fiscal Recovery 2023-006 Funds (ARPA)	
11	Programs tested	a Child Nutrition Cluster Coronavirus State and Local Fiscal Recovery b Funds (ARPA) c Special Education Cluster (IDEA) Student Support and Academic Enrichment d Program (Title IV) e Education Stabilization Fund (ESF) (ESSER)	
	Corrective Action Plan		

State Single Audit

Page

18	Unmodified opinion on compliance	Total expended (pg. 22)	<u>\$ 77,828,195</u>
28-31	Internal control findings (Yellow Book)	Same as federal	
32-34	Programs findings	2023-005 Child Day Care - Subrecipient monitoring 2023-006 Community Conservation Grant - Reporting 2023-007 School Readiness - Subrecipient monitoring	
27	Programs tested	a Alliance District b Child Day Care c Tiered PILOT Body Worn Camera/Dashboard Camera d Reimbursement Program Curbside Food Scrap and Unit-Based Pricing e Co-Collection Pilot Program f Clean Water Revenue Bonds	
	Corrective Action Plan		

Recommendations – Summary

Selected Recommendations Summary

Green Shading Indicates New Recommendation

Title	Condition	Recommendation
Material Weaknesses		
Vendor approval - City	No formal approval process for the addition of new vendors to vendor file	Establish formal process. Prohibit employees who process vendor checks from the ability to add new vendors.
Bank reconciliations - City	Bank reconciliations were not performed on a timely basis. Audit adjustments were required to record deposit activity for the entire fiscal year.	Develop and implement formal monthly bank reconciliation procedures
Significant Deficiencies		
Payroll - segregation of duties - City and Education	Employees who process payroll should not have the access to employee rates	Prohibit employees (user access rights) who process payroll to be able to add employees or change pay rates. Review of payroll changes reports

Selected Recommendations Summary

Green Shading Indicates New Recommendation

Title	Condition	Recommendation
<u>Other Recommendations</u>		
Tuition revenues	Tuition revenues are recorded as credit to expenditure accounts	All revenues should be recorded in a revenue account
General ledger maintenance	Adequate reconciliation procedures to financial data were not performed prior to closing	Develop and implement formal monthly and year-end closing procedures
Bank reconciliations	The review and approval of bank reconciliations is not formally documented	Review and approval should be formally documented on each bank reconciliation
Journal entry approvals	The review and approval of journal entries is not formally documented. Certain journal entries are not reviewed.	Review and approval should be formally documented on all journal entries
Capital assets - City, Education, and Allingtown	No formal policy or process to update the capital asset records	Implement procedures to ensure completeness of capital asset purchases and to be reported as additions in the capital asset software
Education Department - additional finance assistance	The Education Department's Finance Office relies solely on one financial position	The Education Department should establish a new position and hire another employee in the Finance Office
Education grant Expenditures	Journal entries are used to adjust expenditure balances in the Education grant expenditure accounts	Education expenditures should be charged directly to the grants

Selected Recommendations Summary

Green Shading Indicates New Recommendation

Title	Condition	Recommendation
Grant cash management	The grant reimbursement request process is not being performed timely	Grant expenditure reimbursement requests should be prepared and submitted timely
Grant accounting	Certain grant revenue is recorded in one fund and transferred out to other funds to spend. Certain grant projects reported more expenditures than the grant awarded.	Expenditures should be charged directly to the grant fund. Implement formal review procedures to ensure that grants are not overspent and any excess expenditures over the grant award be properly reclassified.
Clean water fund grant	Reimbursements are requested at the end of the project vs monthly as the project progresses	Grant expenditure reimbursement requests should be prepared and submitted timely
Sewer fund revenue - Public Works	The Public Works Department is responsible for billing the sewer service charge, and revenue is recorded on the cash basis, which may not be the proper fiscal year	The City's Finance Department should be responsible for billing the sewer service charge and recording the receivable and revenue based upon the bill in order to record revenue in the proper fiscal year
Grant compliance - Education	Review and approval of certified payrolls was not documented	Review and approval of certified payrolls for construction projects should be formally documented
Student activity fund cash receipts	Cash receipt documentation was not adequate to support amount collected/deposited	Documentation for the amount collected and deposited should be required and maintained

Selected Recommendations Summary

Follow Up on Prior Year Recommendations

- The recommendation removed was related to the Education Department obtaining certified payrolls for State/Federal construction projects

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FY 2023 Audit Reports and Management Letter
to be Provided Separately



Office of the Finance Director

City of West Haven
355 Main Street
West Haven, Connecticut 06516

Thursday, August 15, 2024

Municipal Accountability Review Board
450 Capitol Avenue
Hartford, CT 06106

To Honorable Members:

Below is a summary of two items added to the MARB agenda.

1. ARPA Update

The City of West Haven has received City council approval for a total of \$28.8m in ARPA projects. The city has obligated \$19.8m of the council approved projects. The remaining \$9m is currently in the process of contract negotiations or public procurement process. If any of the \$9m is unspent, it would return to the contingency line. As MARB is aware, the deadline to obligate funds is December 31, 2024. The city is setting up a meeting at the end of August/beginning of September to review the current progress of many of the projects listed on the ARPA tracker. With a deadline four months away, The City wants to ensure all funds are obligated, with proper contracts and purchase orders, in eligible ARPA categories. This includes any administrative staffing cost, administrative contractors or any contracts/agreements that require MARB approval.

2. Investment and Fund Balance Policy Update

Fund Balance – The City is currently in the process of working on a fund balance policy. A fund balance policy is important because it provides a framework for budgetary decisions, ensures adequate resources for daily needs, and protects against unforeseen expenditures. The city is working Bill Lindsay (Munistat Services, Inc.) and Protivit on the final edits of the policy. The plan is to submit the policy to the City Council in September/October for approval.

Investment Policy – The City has drafted an investment policy. The City is working on finalizing the policy. The City will also be meeting with the two independent fire districts related to the investment policy. The Finance Department is working in incorporating the appropriate language for cash management, 401Kmanagement, OPEB, and other applicable city funds

City of West Haven



Fund Balance Policy

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INTRODUCTION

The City of West Haven's ("City") Fund Balance Policy is intended to outline the management of the target reserve budget and thresholds established by the City to address risks such as potential revenue shortfalls, unforeseen emergency expenses, and deviations from the initially adopted budget.

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for GAAP and budgetary purposes.

It is essential that the City of West Haven maintains adequate levels of financial resources to mitigate current and future risks such as revenue shortfalls and/or unanticipated or one-time emergency expenditures. Because actual results of operations usually vary from the original adopted budget, sufficient levels of unrestricted fund balance can provide for the continued operations of the City. The City's fund balance provides stability and the financial flexibility to respond to unexpected adversity and/or opportunities.

This Fund Balance Policy establishes targets for appropriate levels of unrestricted fund balance in the city's financial statements. This Policy shall adhere to Governmental Accounting Standards Board Statement No. 54's ("GASBS 54") fund balance reporting and governmental fund classifications. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

OBJECTIVE

The fund balance policy objective is to guide the City of West Haven as an element of sound fiscal management and financial flexibility. The fund balance policy will strive to ensure consistency, uniformity, and efficiency in fund financial management and reporting that will assist in mitigating present and future financial risks to the City.

Therefore, this Fund Balance Policy will strive to accomplish the following objectives:

1. The minimum target allocation for unassigned fund balance is 8.50% of regular general fund operating revenues.
2. Maintain adequate reserves to support approximately one month of operating expenses.
3. Maintain adequate reserves available which may result from unexpected expenditure or shortfall in revenue.
4. Retain the highest practical credit rating.
5. Maintain full and complete financial disclosure and reporting.
6. Review the Fund Balance thresholds regularly to ensure the resources allocated support the City's objectives and fiscal challenges.
7. Review and approve the use of committed or assigned funds in accordance with GASBS 54 classifications.

FUND BALANCE DEFINITIONS AND PROCEDURES

As defined by the GASB 54, the initial distinction that is made in reporting fund balance information is identifying amounts that are considered nonspendable, such as fund balance associated with inventories. This Statement also provides for additional classification as restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent

Nonspendable: Fund Balance: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Also, long-term loan and notes receivable, and property held for resale would be reported here unless the proceeds are restricted, committed or assigned.

Restricted Fund Balance: This classification should be reported when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance: This classification reflects specific purposes pursuant to constraints imposed by formal action of the district's highest level of decision-making authority (generally the governing board). Also, such constraints can only be removed or changed by the same form of formal action.

Assigned Fund Balance: This classification reflects amounts that are constrained by the government's intent to be used for specific purposes, but meet neither the restricted nor committed forms of constraint.

- For the General Fund, these are the amounts assigned by the Finance Director intended to be used for specific purposes. These amounts reported as assigned should not result in a deficit in unassigned fund balance

Unassigned Fund Balance: This classification is the residual classification for the general fund only. Amounts not classified as nonspendable, restricted, committed or assigned would be reported in this category. No funds should report a negative amount for restricted, committed or assigned fund balance

TARGET ALLOCATION

The goal of the fund balance policy is to maintain a minimum target allocation for unassigned fund balance of 8.50% of regular general fund operating revenues. The

unassigned fund balance may only be reduced below the target allocation for non-routine circumstances, such as severe economic downturns or other unanticipated budget shortfalls. Exceptions and/or changes to this policy may be allowed under certain unique conditions to maintain flexibility in case of emergencies and one-time opportunities. The City recognizes that a fund balance drawn to support operations is essentially a one-time source of funding and seeks to prudently manage the drawdown of fund balance in a fiscally responsible manner.

Should events occur that bring the fund balance below the targeted policy range, the City Finance Director, City Treasurer, Mayor, and City Council will take measures to restore the fund balance to appropriate levels by adjusting budget resources in subsequent years as available.

If any changes occur in Generally Accepted Accounting Principles (GAAP) or governmental Accounting Standards Board (GASB) arises, it will be the responsibility of the Finance Director to submit changes to the Mayor and City Treasurer, and then City Council.

REPORTING

Throughout the year, the Finance Department reconciles and reviews monthly reports to determine the current performance and usage of the previous year's unassigned fund balance. Regular and consistent reporting enables the City to estimate if a surplus or deficit is required in the current year and allow for a year-end projection of the unassigned general fund balance.

The unassigned fund balance also serves as a measure for outside sources, detailing net resources available for spending at the end of the fiscal year. Diligent reporting and careful maintenance of the fund balance are key factors in determining a municipality's credit rating. An improved rating is instrumental in reducing costs tied to bond issuance and borrowing which allows for more resources to be allocated to city services..

ADMINISTRATION OF POLICY

The Director of Finance shall oversee this policy and shall review it at least once every two years.

CITY OF WEST HAVEN, CONNECTICUT

INVESTMENT POLICY

Draft

SCOPE

This investment policy applies to the investment activities of the City of West Haven for all funds, except for the Police Pension Trust Fund, which is invested pursuant to a separate written investment policy adopted by the trustees of the Police Pension Relief Fund. All financial assets of other funds, including the general fund, special revenue funds, capital project funds, agency funds, and any other funds that may be created from time to time, shall be administered in accordance with the provisions of this policy.

OBJECTIVES

Funds of the City will be invested in accordance with Connecticut General Statutes, local law, these guidelines, and written administrative procedures adopted pursuant hereto. Safety of principal shall be the foremost objective of the City of West Haven. Except for Police Pension Trust Fund, for which short-term price fluctuation is tolerable, investments of the City of West Haven shall be undertaken in such a manner that seeks first to ensure that capital losses are avoided, whether arising from securities defaults or erosion of market value. Secondly, the City's investment portfolio shall be managed in a manner to attain a market rate of return throughout budgetary and economic cycles. Subject to these constraints, where possible, assessment funds or other funds, the proceeds of which are being held for future debt service retirement, shall be invested to ensure a rate of return at least equal to the interest being paid on the debt.

INVESTMENT AUTHORITY

In accordance with the City Charter, the Treasurer of the City, in consultation with the Director of Finance, is responsible for investment decisions and activities, subject to any restrictions and/or limitations imposed by the City Council. The Treasurer shall develop and maintain written administrative procedures for the operation of the investment program, consistent with these guidelines. Such procedures shall include explicit delegation of authority for investment transactions or any other functions or actions permitted a designee of the Treasurer. No person may engage in an investment transaction except as provided under the terms of these guidelines and such procedures.

PRUDENCE

Draft

The standard of prudence to be applied in investing City funds shall be the so-called “prudent investor” rule, which states, “Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.” The prudent investor rule shall be applied in the context of managing the overall portfolio.

Officers involved in the investment process, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately to the City Council and that appropriate action is taken to control adverse developments.

MONITORING AND ADJUSTING THE PORTFOLIO

The Treasurer, or the Treasurer’s designee, will routinely monitor the contents of the City’s investment portfolio, the available markets, and the relative values of competing instruments, and will adjust the portfolio accordingly. It is the explicit policy of the City to forbid the Treasurer or his designees from leveraging the City’s portfolio or otherwise purchasing investments or engaging in investment activities for the purpose of speculating on the movement of interest rates.

INTERNAL CONTROLS

The Treasurer, or the Treasurer’s designee, shall establish a system of written internal controls, which shall be reviewed annually by the City’s Independent Auditor. The controls shall be designed to prevent losses of public funds due to fraud, misrepresentation by third parties, unanticipated financial market changes, or error or imprudent action by employees or officers of the City.

PERMITTED INVESTMENTS

Investments of funds of the City shall be limited to the following instruments that are specifically permitted by the Connecticut General Statutes. In addition, the investment of City funds shall be further limited by the additional restrictions contained in this policy.

INVESTMENT

Obligations of the United States of America

Draft

Joint and several obligations of the Federal Home Loan Mortgage Corporation, Federal National Mortgage Association, the Government National Mortgage Association, the Federal Savings & Loan Insurance Corporation, obligations of the United States Postal Service, all the federal home loan banks, all the federal land banks, all the federal intermediate credit banks, the Central bank for Cooperatives, the Tennessee Valley Authority, or any other agency of the United States government. (7-400 (1a))

Obligations of the State of Connecticut or a regional school district, town, city, borough or metropolitan district in the State of Connecticut, provided at the time of investment the obligations of such government entity are rated within one of the top three rating categories of any nationally recognized rating service or of any rating service recognized by the State Commissioner of Banking. (7-400 (3))

State of Connecticut Short Term Investment Fund (STIF) (3-27f)

State of Connecticut Tax Exempt Proceeds Fund (3-24f)

Demand deposits, time deposits, certificates of deposits, share accounts, term share accounts and share certificate accounts in any "qualified public depository", provided that in no case shall such deposit in any one such qualified public depository exceed in the aggregate at any one time 75% of the capital, general loss reserve, surplus and undivided profits of such depository. Any such public depository whose ratio of net worth to assets falls below 3% is prohibited from accepting additional public deposits. (7-401,402)

Fully collateralized repurchase agreements, backed by direct or indirect obligations of the United States of America constituting permitted investments for the City (7-401)

Shares or other interests in any custodial arrangement, pool, or no-load, open end management-type investment company or investment trust registered or exempt under the Investment Company Act of 1940, provided (i) the investment portfolio consists entirely of instruments that are otherwise permitted investments; (ii) the custodial arrangement, pool, or investment company takes delivery of such collateral either directly or through an authorized custodian; (iii) the portfolio is managed to maintain its shares at a constant net asset value; (iv) and shares or other interests in such investments are purchased and redeemed only through the use of, or the custodian is a bank, savings bank, savings and loan association incorporated under the laws of the State of Connecticut or a federally chartered bank, savings bank, or savings and loan having its principal place of business in the State of CT (7-401 (1b))

The City will enter into only those repurchase agreements wherein both parties recognize their nature to be a sale and repurchase of securities as opposed to a collateralized loan. In effecting such repurchase agreements, the City will require the seller of the securities to provide: (1) for a transfer of the subject securities to the City, either physically or by properly registered book entry transfer; (2) for securities whose market value is continuously maintained at a level which is not less than the funds extended; and (3) a clear understanding of a right of the City to an immediate sale of the securities and retention of the proceeds of such sale in the event any such seller shall fail to repurchase the subject securities as specified. No repurchase agreement shall be entered into unless a master repurchase agreement has been executed.

DIVERSIFICATION AND INVESTMENT LIMITATIONS

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. In order to reduce such risks, it is the policy of the City to employ diversification as a means to control risk, and to restrict the permissible list of City investments even further than the limitations contained in State statutes. The following diversification and investment limitations shall be imposed on the portfolio:

- **Maturity**

Investment maturities shall be timed to coincide with formal cash flow projections prepared by the Director of Finance or his designee. Liquidity needs shall always take precedence over yield considerations, and the Treasurer shall manage the investment portfolio to avoid having to sell investment securities prior to maturity. In addition, no investments in the portfolio shall have a maturity of more than 18 months; no more than 20% of the portfolio may be invested beyond 12 months; and the average weighted maturity of the portfolio shall never exceed one year.

- **Default Risk:**

<u>Diversification by Instrument</u>	<u>Max. % of Portfolio</u>
U.S. Treasury Obligations	100%
U.S. Agency Obligations	100%
State of Connecticut Obligations	0%
State of CT Municipal Obligations	0%
State of CT Short Term Investment Fund	75%
State of CT Tax Exempt Proceeds Fund (see below)	N/A
Certificates of Deposit (CD's) in Commercial Banks	50%
Other Deposits in Commercial Banks	25%
Deposits, including CD's, in Savings and Loan Associations	20%
Fully Collateralized Repurchase Agreements with institutions maintaining a Risk based capital ratio of not less than 8%	100% (Not to exceed \$6.0 million at any one time)
Money market shares with a constant net asset value, meeting the requirements of State law	0%

In addition to the foregoing standards, it is the City's policy to favor conducting business with financial institutions with a Risk Based Capital Ratio Exceeding 10%, as determined

by the institution's most recent quarterly call report. In furtherance of this policy, any City deposits, including demand deposits and CD's, placed with a financial institution which has a risk based capital ratio of less than 10% must be collateralized at 102%, as permitted under Connecticut General Statutes 36-386. If a financial institution is unwilling to provide the additional collateral required by this policy, the Treasurer shall cease to place additional City deposits and/or investments with such institution. If the City's primary bank (holding the City's general fund cash accounts) has a risk based capital ratio that falls below 10%, the Treasurer, in consultation with the Director of Finance, shall decide whether such institution should continue as the City's primary financial institution, and what additional collateral, if any, the bank should be required to pledge.

In all cases, if a financial institution's risk based capital ratio falls below 8%, the Treasurer shall be required to withdraw all City deposits from such institution in a prudent and expeditious manner. If no commercial banks with a branch office located within the City of West Haven have a risk based capital ratio meeting these requirements, the Treasurer shall so notify the City Council, and prepare recommendations as appropriate.

The State of Connecticut's Tax Exempt Proceeds Fund shall be utilized only for the interim investment of BAN and bond proceeds pending draw downs as project expenditures are made. Monies deposited into this account by the State in accordance with State grant disbursements shall be left in place and disbursed as expenditures are made.

The use of fully collateralized repurchase agreements shall be limited to the very short-term investment of idle cash in the City's general fund cash accounts, which shall be swept at the end of each business day into collateralized overnight repurchase agreements. The maximum amount of city funds held in repurchase agreements should not exceed \$6.0 million, except when immediate cash needs dictate otherwise.

Although permitted by State Statute, the City's investment policy presently does not authorize the City to invest in obligations of the State of Connecticut, in obligations of municipalities located in the State of Connecticut, or in money market mutual funds.

- **Liquidity Risk**

At least 10% of the portfolio shall be invested in overnight instruments or in marketable securities, which can be sold without loss of principal to raise cash in one day's notice.

QUALIFIED INSTITUTIONS

The Treasurer, or his designee, shall maintain a listing of financial institutions which are approved by the City Council for investment purposes (Qualified Institution Listing).

Draft

Banks wishing to remain a qualified institution shall furnish their Consolidated Report of Condition (call report) to the Director of Finance on a quarterly basis. At a minimum, the City Treasurer or his designee shall conduct an evaluation of each institution's credit worthiness to determine whether it should remain on the Qualified Institution Listing.

The Treasurer, or his designee, is authorized to establish accounts from time to time for the investment of City funds with the institutions on the Qualified Institution Listing. The Treasurer, or his designee, may establish specialized accounts with such institutions that provide related services promoting operating efficiency and providing investment opportunities (e.g. sweep disbursement accounts, zero balance accounts, etc.).

SAFEKEEPING AND COLLATERALIZATION

All investment securities purchased by the City shall be held in third party safekeeping by an institution designated as primary agent. The primary agent shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity, and other pertinent information. Deposits in qualified public depositories (e.g. CD's) shall be collateralized in accordance with the provisions of Connecticut General Statutes, and this policy. Other investments shall be collateralized by the actual security held in safekeeping by the primary agent. The Treasurer may request additional collateral for any investment.

RECORD KEEPING AND REPORTING

The Treasurer, or his designee, shall maintain all necessary records and shall generate and maintain monthly reports for management purposes on investment instruments being held. The Treasurer, or his designee, shall annually prepare a report for the City Council which includes data on investment instruments held during the year, income earned for the year, and any narrative necessary for clarification. This report shall be furnished to the City Council within ninety days of the end of the fiscal year.

QUALIFIED INSTITUTION LISTING

As of October 1, 2000

First Union National Bank

Draft

~~New Haven Savings Bank~~

~~Chase Manhattan Bank~~

~~Citizen's Bank~~

~~Webster Bank~~

~~Fleet Bank~~

~~Lafayette American Bank~~

~~MBIA CLASS~~

~~MBIA CLASS Plus~~

~~Peoples Bank~~

~~Superior Savings of New England~~

~~State of Connecticut Short Term Investment Fund~~

~~State of Connecticut Tax Exempt Proceeds Fund~~



Office of the Finance Director

City of West Haven
355 Main Street
West Haven, Connecticut 06516

Thursday, August 15, 2024

Municipal Accountability Review Board
450 Capitol Avenue
Hartford, CT 06106

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ARPA Funding / Project Tracker

Project #	MUNIS ID	Project Description	City Council Appropriated Amount	Obligated (Expensed, PO Executed, Contract Executed)	% Approved by ARPA Committee	Unobligated: Excess Funds - Return to Contingency	Est. Cost to Complete
APPROPRIATED: ACTIVE PROJECTS							
2022-001	22042	ARPA Act Financial Management	1,250,000	1,000,874	74.17%	-	1,250,000
2022-002	22034	Child Development Center Roof	510,000	505,654	88.24%	(4,346)	505,654
2022-003	* 22033	Parks Fund	1,300,000	809,826	60.68%	-	1,300,000
2022-004A	22038	Food Bank - Board of Ed WH Schools Food Pantries	100,000	100,000	50.63%	-	100,000
2022-004B	22038	Food Bank Grants Subrecipients (3 Subrecipients)	300,000	225,000	36.38%	(75,000)	225,000
2022-008	22036	Stormwater - Capital Fund	1,000,000	507,090	50.71%	-	1,000,000
2022-010	22036	Stormwater - Problem Areas	1,970,000	1,970,000	16.41%	-	1,970,000
2022-011	22035	Recycling and Re-use Center	800,000	652,850	79.39%	(147,150)	652,850
2022-013	* 22041	Broadband Access: Library	100,000	13,976	8.17%	-	100,000
2022-014	* 22045	City Hall Windows	650,000	403,896	6.06%	-	650,000
2022-015	* 22046	Fire Districts: Allingtown	1,025,000	624,180	1.92%	-	1,025,000
2022-016		Fire Districts: WHFD	1,025,000	7,850	0.00%	-	1,025,000
2022-017	* 20067	Fire Districts: West Shore Fire Dept	1,025,000	52,570	1.19%	-	1,025,000
2022-018	22047	Boardwalk Monitoring Cameras	745,562	681,482	78.78%	-	745,562
2022-021	* 22049	Painter Park Field House	1,000,000	81,045	4.20%	-	1,000,000
2023-001	* 22059	EMS Premium Pay: 3 Fire Districts	1,030,000	-	0.00%	-	1,030,000
2023-006	22057	Housing Crisis Grant Fund	354,500	3,668	1.17%	-	354,500
2023-007	22054	Haley School ADA Ramp Rebuild	100,000	67,100	8.50%	(32,900)	67,100
2023-008	22054	WHHS Turf Field and Track	2,500,000	2,500,000	100.00%	-	2,500,000
2023-010	22064	HVAC Community Center Rooftop Units	165,000	155,179	90.91%	(9,821)	155,179
2023-011	* 22055	Electrical - Main Breakers & Circuits City Buildings	100,000	-	0.00%	-	100,000
2023-013	22040	Bleacher Repair at Veterans Field	60,000	-	0.00%	-	60,000
2023-014	22040	Community Mental Health/Health Needs	100,000	100,000	40.55%	-	100,000
2023-015B		Community Façade Improvement Program	398,495	-	0.00%	-	398,495
2023-016	22065	Support for Arts Community Funding	500,000	191,610	13.06%	-	500,000
2023-017	* 22066	Storage Shed Police Department	275,000	40,495	14.73%	-	275,000
2023-020	22069	Paving - Resolution May 28, 2024	800,000	800,000	100.00%	-	800,000
2023-021	22070	Youth Programs - Resolution May 28, 2024	250,000	-	0.00%	-	250,000
2023-022	22071	Facilities Upgrades - Resolution May 28, 2024	150,000	-	0.00%	-	150,000
2023-023		Library Site Development	1,000,000	-	0.00%	-	1,000,000
COMPLETED PROJECTS							
2022-005	22060	Johnson Senior Center	44,427	44,427	100.00%	-	44,427
2022-006	22043	DPW Paving	2,000,000	2,000,000	100.00%	-	2,000,000
2022-009	22036	Stormwater - Vacuum Truck *	504,887	504,887	100.00%	-	504,887
2022-012	22037	Child Pedestrian Safety	440,381	440,381	100.00%	-	440,381
2022-019	22048	Police Retention Fund	2,400,000	2,400,000	100.00%	-	2,400,000
2022-020		Youth Employment Fund	100,000	93,623	93.62%	-	100,001
2023-002	22050	Police Protection: Gas Masks	49,362	49,362	100.00%	-	49,362
2023-003	22051	EMS Protection: Bulletproof Vests	48,225	48,225	100.00%	-	48,225
2023-004	22061	Meeting Room Cameras	198,433	198,433	100.00%	-	198,433
2023-005	22052	Demolition Beach St. Skate Park Structures	23,525	23,525	100.00%	-	23,525
2023-009	22058	Savin Rock Playscape & Groundscape	53,613	53,613	100.00%	-	53,613
2023-015A	22039	Aid to Small Business (Subrecipients)	236,505	236,505	100.00%	-	236,505
2023-018	22062	WH Internal Service Fund -Worker's Comp Claims	2,000,000	2,000,000	100.00%	-	2,000,000
2023-019	22063	Recreation Areas at Carrigan Schools	165,504	165,504	100.00%	-	165,504
Total Projects			\$ 28,848,418	\$ 19,752,830	56.74%	\$ (269,217)	\$ 28,579,202

Total ARPA Grant Awarded to City \$ 29,008,576

Contingency Funds - Not yet appropriated by Council \$ 160,158

Contingency Funds - Excess from Projects \$ 269,217

TOTAL CONTINGENCY \$ 429,375




* Out to Bid or In Contract Negotiations

Phase	WPC Staff Lead	Key Issues	Status and next steps, if not 100% complete
Phase 1			
Wrap-up of 3 IT and 1 overall without IT reports		Areas of vulnerability moved to Phase 2 or later	100% See redacted items from Phase 1 tab
IT Assessment		Park of further work performed regarding vulnerabilities noted in Phase 1.	95% Report to be presented at October MARB meeting.
WISP (Written Information Security Plan)		Park of IT Risk Remediation related to vulnerabilities noted in Phase 1.	95% Plan to be presented at October MARB meeting.
Phase 2			
Governance	Antonette Colon	Charter revisions, appointed positions, involvement of City and Council, skillsets/training of board members.	95% Fieldwork completed, reviewed and draft to be sent over to West Haven for review on 08-22-24.
Grants	Matt Burry	Consolidation of compliance to grants, staffing, reconciliation/drawdowns of grants and close out of grants. ARPA - due diligence in selection of projects and presentation of data to be able to best understand what remains and what has been committed and what obstacles are in place to potentially prevent a project from moving forward.	75% Whittlesey has a meeting scheduled with MARB staff on 08-26-24 to discuss progress made on Grants and discuss if any additional work should be done.
Hiring/Onboarding -	Kathie McCarthy	Hiring qualifications, centralized onboarding and offboarding.	95% Fieldwork completed, reviewed and draft sent over to West Haven for review on 08-21-24..
(Evaluation of qualified/expertise of existing staffing carried over from phase 1)	Kathie McCarthy	Listing of positions that have been filed in the past	95%

				Whittlesey has a meeting scheduled with MARB staff on 08-26-24 to discuss progress made and to discuss if any additional work should be done.
Understanding workers' compensation (carried over from phase 1)	Matt Burry		65%	
Data Analysis	Ashley Yanik	Following of procurement policies and procedures.	100%	Info has been sent over to MARB staff to setup a meeting to discuss together.
Phase 2 Report	All Team Members		5%	Whittlesey to begin working on consolidating of considerations of completed areas
Phase 3				
Internal Control Walkthroughs		Processes and controls appear to be mostly adequately designed and implemented.		
Cash receipts	Stacey Curran	Considerations will be minimal.	80%	Working on addressing few remaining open items, after 1st review was completed, with follow up to West Haven staff members.
Risk management	Stacey Curran/ Edward Engberg		20%	WPC has discussed this sections internally, has had meetings with Chris Tiberio before he resigned and with the Director of Finance Michael Gormany who has a number of thoughts in this area from his time at City Hall in New Haven.
Legal transactions related to purchases/sales	Stacey Curran		5%	WPC needs to get a meeting setup with Corporation Counsel to discuss.
Review tax filings to determine required filings are completed/timely	Dan Belair	1099s do not appear to have been completed for 2023, significant dollar amount transactions to escheated but account is not properly reconciled.	40%	Kickoff meeting was held with Kim Kennison to plan and then with David Taylor. Meetings with those responsible for significant transaction cycles was put on hold due to West Haven working on 2023 audit. WPC has been meeting weekly with West Haven staff and making very little progress. WPC to change up plan and make specific requests that are available and schedule onsite walkthroughs to understand the process and to develop considerations in conjunction with West Haven staff to move this process along.
Evaluate Organizational Structure/Staff Functional Roles/Approval Authority - Finance/HR (City and BOE) (Understand who does what and how department is structured) Phase 3 Report	Edward Engberg	Edward to commence working with Michael Gormany on this area once WPC can obtain all of the items requested from above areas.	0%	Whittlesey to meeting with MARB staff to determine a plan for this area.
Phase 4				
Recommendations for internal audit function	TBD		0%	
Documented workflow of internal control processes of essential components	TBD		0%	
Follow-up testing	TBD		0%	
Phase 4 Report	TBD		0%	

WEST HAVEN FINANCE MANAGER STATUS

AS OF AUGUST 16, 2024

Objective	Accomplishments	Next Steps
 <p>Audit</p> <p>Assist the City to become current on financial statement audits through FY24 while resolving prior year audit findings</p>	<ul style="list-style-type: none"> Expanded the utilization of MUNIS: workflow approvals and document storage Updated/drafted the Accounts Payable Policy, Investment Policy, and Grants Compliance Checklist Distributed the Purchasing Policy and Suspension and Debarment Policy 	<ul style="list-style-type: none"> Continue to support and track progress of implementation of corrective action plans to remediate prior year audit findings. Kick off FY24 audit
 <p>Payroll</p> <p>Improve the payroll process including remediation of observations identified by external audit and Whittlesey</p>	<ul style="list-style-type: none"> Supported ADP enhancements including audit trail reporting to mitigate segregation of duties risk and updated time profiles for 24-hour shift departments to reduce manual edits required in payroll processing Drafted and updated the Payroll Policy with department feedback 	<ul style="list-style-type: none"> Continue to support the Payroll Manager and determine long term payroll system solutions Review Payroll System Request for Proposal submissions
 <p>Financial Close</p> <p>Develop and implement enhancements to monthly and year-end financial close procedures</p>	<ul style="list-style-type: none"> Distributed the Capital Asset Policy Updated/drafted the Fund Balance Policy, Journal Entry Policy, Contingency Balance Memo, and Bank Reconciliation Procedure 	<ul style="list-style-type: none"> Identify key tasks in month- and year-end closing procedures to create project plan



Office of the Finance Director

City of West Haven
355 Main Street
West Haven, Connecticut 06516

Thursday, August 15, 2024

Municipal Accountability Review Board
450 Capitol Avenue
Hartford, CT 06106

To Honorable Members:

The report being presented is an **estimate as of June 30, 2024**. The City of West Haven is closing out the fiscal year 2023-2024 and making all the appropriate journal entries necessary. Below is a summary of revenues and expenditures through June 30, 2024. With twelve months accrued in fiscal year 2023-2024, the city has expended 98.20% of the expenditure budget and collected 100.70% of revenue. The City of West Haven is projecting a budgetary surplus through June 30, 2024, estimating between \$4.0m to \$5.0m surplus. The surplus is an increase from the last monthly financial report (June 2024) MARB received. The surplus is net of the additional/reconciling appropriations to the workers compensation, internal services fund of \$1.0m.

Revenues to date

- Property taxes are forecasted to be slightly below budget. The city of West Haven is forecasting to collect 99.27% of the City budget.

FY 2024 Budget	FY 2024 REVISED Budget	June 2024 Collections	FY 2024 Cumulative to Date	Forecasted to Year End	Budget VS Forecasted
109,538,316	109,538,316	971,214	108,738,192	108,738,192	(800,124)

- City State grants have met or exceeded the budget for the fiscal year 2023-2024.
 - Municipal revenue sharing grant exceeded budget by \$1.3m

FY 2024 Budget	FY 2024 REVISED Budget	June 2024 Collections	FY 2024 Cumulative to Date	Forecasted to Year End	Budget VS Forecasted
11,284,706	11,284,706	416,548	12,879,610	12,879,610	1,594,904



Office of the Finance Director

City of West Haven

355 Main Street

West Haven, Connecticut 06516

- City education grants have met or exceeded the budget for the fiscal year 2023-2024.

FY 2024 Budget	FY 2024 REVISED Budget	June 2024 Collections	FY 2024 Cumulative to Date	Forecasted to Year End	Budget VS Forecasted
45,213,487	45,213,487	2,070,862	44,300,047	44,300,047	(\$913,440)

- The City continues to manage funds on hand by maximize investment income with an average between \$50M and \$60M in the CT State pooled investment account (STIF)
 - The budget for investment income is as of the end of June. Investment income is up 219.03% versus budget.

FY 2024 Budget	FY 2024 REVISED Budget	June 2024 Collections	FY 2024 Cumulative to Date	Forecasted to Year End	Budget VS Forecasted
1,286,000	1,286,000	258,514	2,816,691	2,816,691	1,530,691

- Planning and Development / Building Permits continue to generate revenue ahead of the plan rate, now at 145.92% of the budget. There are new projects along the beach front, the Boston Post Road, and in the Sawmill Parkway corridor including restaurants, multi-use facilities, and condominiums.

FY 2024 Budget	FY 2024 REVISED Budget	June 2024 Collections	FY 2024 Cumulative to Date	Forecasted to Year End	Budget VS Forecasted
1,100,000	1,100,000	127,933	1,605,080	1,605,080	505,080

- Parking meters are forecasted to be short of revenue by (\$101,711)
- Sale of property is forecasted to be short of budget by (\$235,000)
- Recording Fees is forecasted to be short of budget by (\$284,865)
- Overall,
 - The city collected 100.74% of overall revenue budget
 - Revenues are expected to exceed budget by \$1,2m

FY 2024 Budget	FY 2024 REVISED Budget	June 2024 Collections	FY 2024 Cumulative to Date	Forecasted to Year End	Budget VS Forecasted
173,904,053	173,904,053	4,179,088	175,196,713	175,196,713	1,292,660



Office of the Finance Director

City of West Haven
 355 Main Street
 West Haven, Connecticut 06516

Expenditures to date

- The Board of Education is projected to be on budget for fiscal year 2023-2024.
- The City has exceeded budget in overtime costs for various city agencies such as ERS, Police, Highway and Parks, and Finance.
- The City has only expended 92.68% of the total regular wage budget to date to cover the additional overtime cost.

	Regular Wages	Overtime
Original Budget	23,563,594	2,677,820
Year to Date to June 2024	21,838,912	4,787,114
Available Budget	1,724,682	(2,109,294)
PCT Expended	92.68%	178.77%

- Employee benefits are 90.50% expended.
- The city is estimating savings in the debt service account due to the delay in bonding.

Sewer Operations and Allington Fire District

- The sewer fund is expected to have an operating deficit of \$252,060 as of the date of this report.
- The City will have to contribute additional appropriations from the operating savings in fiscal year 2023-2024 to make this account whole

Budget Category	FY 2024 Budget	FY 2024 REVISED Budget	June 2024 Collections/ Expenses	FY 2024 Cumulative to Date	Forecasted to Year End	Budget VS Forecasted
Revenue	12,926,993	12,926,993	151,792	12,624,362	12,624,362	(302,631)
Expenditures	12,926,993	12,926,993	1,580,153	12,876,422	12,876,422	(50,571)

Allington Fire District

- AFD is projected to have a surplus for FY 2023-2024 in the amount of \$1.7m
- A portion of the surplus funds will be appropriated to paying down pension liability for the Allingtown fire department.

Budget Category	FY 2024 Budget	FY 2024 REVISED Budget	June 2024 Collections/ Expenses	FY 2024 Cumulative to Date	Forecasted to Year End	Budget VS Forecasted
Revenue	9,181,582	9,181,582	111,234	9,408,129	9,408,129	226,547
Expenditures	9,151,582	9,181,582	918,033	7,445,322	7,445,322	(1,706,260)

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101 GENERAL FUND							
10112542 CITY CLERK LICENSES							
10112542 42150 ANIMAL LICENSES	-6,000	-6,000	-7,514.00	-3,339.00	.00	1,514.00	125.2%
10112542 42160 MARRIAGE LICENSES	-10,000	-10,000	-16,916.00	1,806.00	.00	6,916.00	169.2%
10112542 42170 SPORTING LICENSES	-250	-250	197.00	395.00	.00	-447.00	-78.8%*
TOTAL CITY CLERK LICENSES	-16,250	-16,250	-24,233.00	-1,138.00	.00	7,983.00	149.1%
10112546 CITY CLERK MISC CHARGES							
10112546 46940 RECORD LEGAL INSTRU	-1,555,000	-1,555,000	-1,270,135.23	-86,427.16	.00	-284,864.77	81.7%*
TOTAL CITY CLERK MISC CHARGES	-1,555,000	-1,555,000	-1,270,135.23	-86,427.16	.00	-284,864.77	81.7%
10119042 PLANNING/DEVELOP LICENSES							
10119042 42210 BUILDING PERMITS	-1,100,000	-1,100,000	-1,605,080.44	-127,932.51	.00	505,080.44	145.9%
10119042 42220 ELECTRICAL PERMITS	-190,000	-190,000	-312,012.88	-17,697.00	.00	122,012.88	164.2%
10119042 42230 EXCAVATION PERMITS	-6,000	-6,000	-15,205.00	-1,050.00	.00	9,205.00	253.4%
10119042 42240 PLUMBING & HEATING	-91,000	-91,000	-124,773.04	-3,522.00	.00	33,773.04	137.1%
10119042 42250 ZONING PERMITS	-103,000	-103,000	-101,792.50	-5,859.00	.00	-1,207.50	98.8%*
TOTAL PLANNING/DEVELOP LICENSES	-1,490,000	-1,490,000	-2,158,863.86	-156,060.51	.00	668,863.86	144.9%
10120044 TREASURERS INVESTMENT INCOME							
10120044 44100 INVESTMENT INCOME	-1,258,000	-1,258,000	-2,799,191.04	-258,514.48	.00	1,541,191.04	222.5%
10120044 44210 RENT FROM CITY FACI	-28,000	-28,000	-17,500.00	.00	.00	-10,500.00	62.5%*
TOTAL TREASURERS INVESTMENT INCOM	-1,286,000	-1,286,000	-2,816,691.04	-258,514.48	.00	1,530,691.04	219.0%
10120045 STATE GRANTS							
10120045 45211 EDUCATIONAL COST SH	-45,140,487	-45,140,487	-44,253,756.00	-2,070,861.93	.00	-886,731.00	98.0%*

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10120045 45219 HEALTH SERVICES	-73,000	-73,000	-46,291.00	.00	.00	-26,709.00	63.4%*
10120045 45231 PILOT-COLLEGES & HO	-8,756,669	-8,756,669	-8,974,220.49	.00	.00	217,551.49	102.5%
10120045 45233 MUNI REV SHR (MFG P	-147,516	-147,516	-1,552,734.84	-147,516.00	.00	1,405,218.84	1052.6%
10120045 45234 PROP TAX RELIEF-ELD	-672,795	-672,795	-672,794.73	.00	.00	- .27	100.0%*
10120045 45235 MASHENTUCKET PEQUOT	-807,097	-807,097	-807,097.00	-269,032.34	.00	.00	100.0%
10120045 45236 PROP TAX RELIEF-TOT	-4,600	-4,600	-3,778.60	.00	.00	-821.40	82.1%*
10120045 45238 PROPERTY TAX RELIEF	-110,000	-110,000	-100,508.55	.00	.00	-9,491.45	91.4%*
10120045 45248 TOWN AID ROAD	-621,029	-621,029	-618,802.00	.00	.00	-2,227.00	99.6%*
10120045 45290 STATE MISCELLANEOUS	-165,000	-165,000	-149,673.78	.00	.00	-15,326.22	90.7%*
10120045 45310 TELEPHONE ACCESS GR	-79,000	-79,000	-113,437.56	.00	.00	34,437.56	143.6%
10120045 45340 SCCRWA- PILOT GRANT	-285,000	-285,000	-288,754.52	.00	.00	3,754.52	101.3%
TOTAL STATE GRANTS	-56,862,193	-56,862,193	-57,581,849.07	-2,487,410.27	.00	719,656.07	101.3%
10120046 MISCELLANEOUS CHARGES							
10120046 46950 MISCELLANEOUS PUBLI	-2,100	-2,100	.00	.00	.00	-2,100.00	.0%*
10120046 46952 MISCELLANEOUS - GEN	-50,000	-50,000	-125,956.47	-3,892.00	.00	75,956.47	251.9%
10120046 46956 MISC. - PARKS & REC	-71,000	-71,000	-334,756.05	-54,630.20	.00	263,756.05	471.5%
TOTAL MISCELLANEOUS CHARGES	-123,100	-123,100	-460,712.52	-58,522.20	.00	337,612.52	374.3%
10120047 MISCELLANEOUS REVENUE							
10120047 43300 PARKING METER REVEN	-300,000	-300,000	-198,289.08	-20,424.25	.00	-101,710.92	66.1%*
10120047 47200 PROP SALE(Bayview,e	-250,000	-250,000	-15,000.00	.00	.00	-235,000.00	6.0%*
10120047 47350 PILOT - HOUSING AUT	-148,000	-148,000	-170,643.35	.00	.00	22,643.35	115.3%
10120047 47360 SEWER FEE COLLECTIO	-55,166	-55,166	.00	.00	.00	-55,166.00	.0%*
10120047 47380 INSURANCE REIMBURSE	-4,000	-4,000	.00	.00	.00	-4,000.00	.0%*
10120047 47800 yale contribution	-506,000	-506,000	-526,523.25	.00	.00	20,523.25	104.1%
10120047 47900 MISCELLANEOUS	-65,000	-65,000	-99,734.60	-57,764.34	.00	34,734.60	153.4%
10120047 47904 QUIGLEY/YALE PARKIN	-43,603	-43,603	-43,602.96	-3,633.58	.00	- .04	100.0%*
TOTAL MISCELLANEOUS REVENUE	-1,371,769	-1,371,769	-1,053,793.24	-81,822.17	.00	-317,975.76	76.8%
10120048 OPERATING TRANSFERS IN							
10120048 48300 RESIDUAL EQUITY TRA	-200,000	-200,000	.00	.00	.00	-200,000.00	.0%*

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10120048 48500 TRANSFER FROM SEWER	-309,425	-309,425	.00	.00	.00	-309,425.00	.0%*
TOTAL OPERATING TRANSFERS IN	-509,425	-509,425	.00	.00	.00	-509,425.00	.0%
10124041 PROPERTY TAXES							
10124041 41100 CURRENT PROPERTY TA	-106,622,316	-106,622,316	-105,223,971.75	-667,219.51	.00	-1,398,344.25	98.7%*
10124041 41101 PA 76-338 MOTOR VEH	-1,300,000	-1,300,000	-1,201,792.40	-50,697.76	.00	-98,207.60	92.4%*
10124041 41200 PRIOR YEARS TAX LEV	-500,000	-500,000	-993,194.46	-78,538.22	.00	493,194.46	198.6%
10124041 41300 SUSPENSE TAXES	-150,000	-150,000	-235,995.66	-27,840.89	.00	85,995.66	157.3%
10124041 41610 CURRENT PROPERTY TA	-500,000	-500,000	-540,284.22	-80,823.43	.00	40,284.22	108.1%
10124041 41620 PRIOR YEARS TAX INT	-308,000	-308,000	-310,164.89	-37,470.49	.00	2,164.89	100.7%
10124041 41630 SUSPENSE INTEREST	-158,000	-158,000	-232,788.52	-28,623.91	.00	74,788.52	147.3%
TOTAL PROPERTY TAXES	-109,538,316	-109,538,316	-108,738,191.90	-971,214.21	.00	-800,124.10	99.3%
10124043 FINES AND PENALTIES							
10124043 43200 FINES & PENALTIES -	-60,000	-60,000	-85,551.04	-5,859.00	.00	25,551.04	142.6%
10124043 43250 BLDG CODE VIOLATION	-9,000	-9,000	-1,352.00	.00	.00	-7,648.00	15.0%*
10124043 43253 BLIGHT LIENS	0	0	-5,270.00	.00	.00	5,270.00	100.0%
TOTAL FINES AND PENALTIES	-69,000	-69,000	-92,173.04	-5,859.00	.00	23,173.04	133.6%
10130047 MISC-OTHER AGENCIES							
10130047 47310 FIRE DEPT SHARE OF	-806,000	-806,000	-726,115.95	-73,205.82	.00	-79,884.05	90.1%*
TOTAL MISC-OTHER AGENCIES	-806,000	-806,000	-726,115.95	-73,205.82	.00	-79,884.05	90.1%
10131042 LICENSES							
10131042 42110 ALCOHOLIC BEVERAGE	-1,000	-1,000	-1,250.00	-97.00	.00	250.00	125.0%
10131042 42130 POLICE&PROTECT LIC/	-27,000	-27,000	-19,965.00	.00	.00	-7,035.00	73.9%*
TOTAL LICENSES	-28,000	-28,000	-21,215.00	-97.00	.00	-6,785.00	75.8%
10131043 PARKING TAGS							

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10131043 43100 PARKING TAGS	-100,000	-100,000	-92,405.65	2,883.34	.00	-7,594.35	92.4%*
TOTAL PARKING TAGS	-100,000	-100,000	-92,405.65	2,883.34	.00	-7,594.35	92.4%
10131046 POLICE SERVICE CHARGES							
10131046 46710 POLICE CHARGES	-12,900	-12,900	-10,703.62	.00	.00	-2,196.38	83.0%*
TOTAL POLICE SERVICE CHARGES	-12,900	-12,900	-10,703.62	.00	.00	-2,196.38	83.0%
10132042 MISCELLANEOUS FEES							
10132042 42910 CITY CLERK FEES COL	-6,500	-6,500	-4,886.00	-376.00	.00	-1,614.00	75.2%*
10132042 42920 DOG POUND RELEASES	-1,000	-1,000	-2,954.00	405.00	.00	1,954.00	295.4%
TOTAL MISCELLANEOUS FEES	-7,500	-7,500	-7,840.00	29.00	.00	340.00	104.5%
10140046 MISCELLANEOUS CHARGES							
10140046 46953 ALL OTHER-PUBLIC WO	-13,000	-13,000	-15,885.00	-490.00	.00	2,885.00	122.2%
TOTAL MISCELLANEOUS CHARGES	-13,000	-13,000	-15,885.00	-490.00	.00	2,885.00	122.2%
10145047 MISC-OTHER AGENCIES							
10145047 47340 ORGANIC RECYCLING C	-10,600	-10,600	-10,955.00	-115.00	.00	355.00	103.3%
TOTAL MISC-OTHER AGENCIES	-10,600	-10,600	-10,955.00	-115.00	.00	355.00	103.3%
10153042 LICENSES							
10153042 42120 HEALTH LICENSES	-105,000	-105,000	-114,949.69	-1,125.00	.00	9,949.69	109.5%
TOTAL LICENSES	-105,000	-105,000	-114,949.69	-1,125.00	.00	9,949.69	109.5%

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL GENERAL FUND	-173,904,053	-173,904,053	-175,196,712.81	-4,179,088.48	.00	1,292,659.81	100.7%
TOTAL REVENUES	-173,904,053	-173,904,053	-175,196,712.81	-4,179,088.48	.00	1,292,659.81	
GRAND TOTAL	-173,904,053	-173,904,053	-175,196,712.81	-4,179,088.48	.00	1,292,659.81	100.7%

** END OF REPORT - Generated by David Taylor **

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 GENERAL FUND							
11000010 CITY COUNCIL							
11000010 51000 REGULAR WAGES	40,989	40,989	42,598.98	8,031.15	.00	-1,609.98	103.9%
11000010 51010 CLERK OF THE COUNCIL	10,300	10,300	10,274.96	858.33	.00	25.04	99.8%
11000010 51350 PART TIME - ELECTED	32,700	32,700	28,912.49	2,518.99	.00	3,787.51	88.4%
11000010 51500 OVERTIME	0	0	2,025.70	402.48	.00	-2,025.70	100.0%
11000010 52250 ADVERTISING	4,000	4,000	5,523.71	1,768.77	.00	-1,523.71	138.1%
11000010 52510 MAINTENANCE SERVICE	4,000	4,000	5,520.64	.00	.00	-1,520.64	138.0%
11000010 52770 OTHER CONTRACTUAL S	6,000	6,000	13,975.98	.00	.00	-7,975.98	232.9%
11000010 54331 MISC. EXP.	600	600	840.00	.00	.00	-240.00	140.0%
TOTAL CITY COUNCIL	98,589	98,589	109,672.46	13,579.72	.00	-11,083.46	111.2%
11050010 MAYOR							
11050010 51000 REGULAR WAGES	258,806	258,806	206,271.46	21,435.75	.00	52,534.54	79.7%
11050010 51300 PART TIME WAGES	20,000	20,000	35,289.18	6,907.75	.00	-15,289.18	176.4%
11050010 52220 OUTSIDE PRINTING SE	1,000	1,000	.00	.00	.00	1,000.00	.0%
11050010 52320 SUBSCRIPTIONS & PER	175	175	119.76	.00	.00	55.24	68.4%
11050010 52330 TRAINING AND EDUCAT	300	300	.00	.00	.00	300.00	.0%
11050010 52350 TRAVEL EXPENSES	1,000	1,000	.00	.00	.00	1,000.00	.0%
11050010 52360 BUSINESS EXPENSE	4,750	4,750	1,821.03	633.61	.00	2,928.97	38.3%
11050010 52370 COUNCIL OF GOVERNME	18,900	18,900	23,200.00	.00	.00	-4,300.00	122.8%
11050010 52390 CT CONFERENCE OF MU	36,160	36,160	36,160.00	.00	.00	.00	100.0%
11050010 52397 U.S. CONFERENCE OF	7,000	7,000	5,269.00	.00	.00	1,731.00	75.3%
11050010 53110 OFFICE SUPPLIES	0	0	3.02	.00	.00	-3.02	100.0%
11050010 53490 OTHER OPERATING SUP	2,100	2,100	2,700.58	1,018.76	1,750.46	-2,351.04	212.0%
TOTAL MAYOR	350,191	350,191	310,834.03	29,995.87	1,750.46	37,606.51	89.3%
11100010 CORPORATION COUNSEL							
11100010 51000 REGULAR WAGES	405,626	405,626	293,506.53	30,041.13	.00	112,119.47	72.4%
11100010 51300 PART TIME WAGES	10,000	10,000	7,150.00	.00	.00	2,850.00	71.5%
11100010 51500 OVERTIME	0	0	160.80	.00	.00	-160.80	100.0%

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11100010 52310 CONVENTIONS & DUES	1,000	1,000	823.00	.00	.00	177.00	82.3%
11100010 52430 LEGAL SERVICES	250,000	250,000	370,443.59	57,823.84	52,984.70	-173,428.29	169.4%
11100010 52480 OTHER PROFESSIONAL	25,000	25,000	24,828.30	712.42	1,003.75	-832.05	103.3%
11100010 52490 TAX FORECLOSURE EXP	37,000	37,000	36,020.13	130.00	.00	979.87	97.4%
11100010 53110 OFFICE SUPPLIES	3,500	3,500	3,456.97	.00	.00	43.03	98.8%
11100010 53140 LIBRARY SUPPLIES	12,000	12,000	20,019.08	3,206.36	1,818.91	-9,837.99	182.0%
11100010 55180 COMPUTER SOFTWARE	2,500	2,500	2,332.37	1,293.80	.00	167.63	93.3%
TOTAL CORPORATION COUNSEL	746,626	746,626	758,740.77	93,207.55	55,807.36	-67,922.13	109.1%
11150010 PERSONNEL DEPARTMENT							
11150010 51000 REGULAR WAGES	435,862	435,862	307,809.09	37,413.40	.00	128,052.91	70.6%
11150010 51500 OVERTIME	6,000	6,000	2,648.08	787.17	.00	3,351.92	44.1%
11150010 52250 ADVERTISING	3,000	3,000	.00	.00	.00	3,000.00	.0%
11150010 52260 OTHER PRINTING SERV	500	500	.00	.00	.00	500.00	.0%
11150010 52310 CONVENTIONS & DUES	1,500	1,500	1,500.00	.00	.00	.00	100.0%
11150010 52330 TRAINING AND EDUCAT	3,000	3,000	6,247.10	5,159.60	.00	-3,247.10	208.2%
11150010 52480 OTHER PROFESSIONAL	0	0	26,395.60	.00	.00	-26,395.60	100.0%
11150010 52830 OTHER EXAMINATIONS	8,300	8,300	11,522.00	1,616.00	.00	-3,222.00	138.8%
TOTAL PERSONNEL DEPARTMENT	458,162	458,162	356,121.87	44,976.17	.00	102,040.13	77.7%
11209910 TELEPHONE ADMINISTRATION							
11209910 52150 TELEPHONE EXPENSE	285,644	285,644	338,521.51	34,280.97	28,727.23	-81,604.74	128.6%
TOTAL TELEPHONE ADMINISTRATION	285,644	285,644	338,521.51	34,280.97	28,727.23	-81,604.74	128.6%
11250010 CITY CLERK							
11250010 51000 REGULAR WAGES	255,075	255,075	260,044.83	27,205.21	.00	-4,969.83	101.9%
11250010 51500 OVERTIME	2,000	2,000	1,958.46	641.70	.00	41.54	97.9%
11250010 52250 ADVERTISING	1,500	1,500	1,581.40	.00	.00	-81.40	105.4%
11250010 52290 ELECTION DAY EXPENS	20,000	20,000	19,947.18	.00	.00	52.82	99.7%
11250010 52310 CONVENTIONS & DUES	900	900	275.00	.00	.00	625.00	30.6%
11250010 52330 TRAINING AND EDUCAT	500	500	180.00	.00	.00	320.00	36.0%
11250010 52425 ARCHIVING SERVICES	50,000	50,000	51,470.30	.00	.00	-1,470.30	102.9%

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FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11250010 52480 OTHER PROFESSIONAL	20,000	20,000	55,525.47	27,380.00	1.00	-35,526.47	277.6%
11250010 52520 OFFICE EQUIPMENT RE	3,900	3,900	753.38	.00	312.95	2,833.67	27.3%
11250010 52750 FEES AND CHARGES	1,200	1,200	.00	.00	.00	1,200.00	.0%
11250010 52770 OTHER CONTRACTUAL S	76,000	76,000	45,227.72	8,645.08	3,175.19	27,597.09	63.7%
11250010 53590 DOG LICENSES	100	100	85.00	85.00	.00	15.00	85.0%
TOTAL CITY CLERK	431,175	431,175	437,048.74	63,956.99	3,489.14	-9,362.88	102.2%
11300010 REGISTRAR OF VOTERS							
11300010 51000 REGULAR WAGES	52,424	52,424	56,268.68	4,835.11	.00	-3,844.68	107.3%
11300010 51020 DEPUTY REGISTRARS	11,200	11,200	10,200.00	850.00	.00	1,000.00	91.1%
11300010 51350 PART TIME - ELECTED	33,000	33,000	33,425.00	2,750.00	.00	-425.00	101.3%
11300010 51400 TEMPORARY PAYROLL	47,440	47,440	44,176.09	.00	.00	3,263.91	93.1%
11300010 51500 OVERTIME	5,443	5,443	.00	.00	.00	5,443.00	.0%
11300010 52010 POSTAGE	12,000	12,000	12,013.35	.00	.00	-13.35	100.1%
11300010 52310 CONVENTIONS & DUES	3,030	3,030	1,386.11	.00	.00	1,643.89	45.7%
11300010 52330 TRAINING AND EDUCAT	600	600	1,140.00	1,020.00	.00	-540.00	190.0%
11300010 52580 EQUIPMENT MAINTENAN	6,500	6,500	6,500.00	.00	.00	.00	100.0%
11300010 53130 OTHER SUPPLIES	702	702	697.41	.00	577.74	-573.15	181.6%
11300010 55600 VOTING MACHINES	6,765	6,765	6,421.40	.00	.00	343.60	94.9%
TOTAL REGISTRAR OF VOTERS	179,104	179,104	172,228.04	9,455.11	577.74	6,298.22	96.5%
11650010 PROBATE COURT							
11650010 52640 RENTAL OF OFFICE EQ	3,700	3,700	3,210.98	380.12	.00	489.02	86.8%
11650010 53110 OFFICE SUPPLIES	3,700	3,700	.00	.00	.00	3,700.00	.0%
11650010 55190 OTHER OFFICE EQUIPM	2,258	2,258	2,149.03	.00	.00	108.97	95.2%
TOTAL PROBATE COURT	9,658	9,658	5,360.01	380.12	.00	4,297.99	55.5%
11900010 PLANNING & DEVELOPMENT							
11900010 51000 REGULAR WAGES	270,625	270,625	242,167.91	42,542.77	.00	28,457.09	89.5%
11900010 51500 OVERTIME	2,500	2,500	4,152.11	337.96	.00	-1,652.11	166.1%
11900010 52210 PRINTING	200	200	100.00	.00	.00	100.00	50.0%
11900010 52250 ADVERTISING	55,000	55,000	30,322.88	.00	6,361.16	18,315.96	66.7%

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FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11900010 52280 MAP PRINTING	300	300	300.00	.00	.00	.00	100.0%
11900010 52310 CONVENTIONS & DUES	4,000	4,000	866.82	.00	45.00	3,088.18	22.8%
11900010 52382 ENG COST PLAN & DEV	20,000	20,000	.00	.00	1,500.00	18,500.00	7.5%
11900010 52385 ECONOMIC DEV'T CONS	100,000	100,000	23,359.50	23,074.50	.00	76,640.50	23.4%
11900010 52395 REGIONAL GROWTH PAR	18,200	18,200	19,669.20	19,669.20	.00	-1,469.20	108.1%
11900010 52425 ARCHIVING SERVICES	10,000	10,000	7,690.50	.00	2,043.36	266.14	97.3%
11900010 52475 PUBLIC HEARING SECR	10,000	10,000	4,350.00	650.00	1,150.00	4,500.00	55.0%
11900010 52520 OFFICE EQUIPMENT RE	250	250	.00	.00	117.00	133.00	46.8%
11900010 56400 PROPERTY MANG.	25,000	25,000	11,450.00	6,950.00	4,891.00	8,659.00	65.4%
TOTAL PLANNING & DEVELOPMENT	516,075	516,075	344,428.92	93,224.43	16,107.52	155,538.56	69.9%
11900012 GRANTS ADMINISTRATION							
11900012 51000 REGULAR WAGES	271,234	271,234	159,478.44	19,649.81	.00	111,755.56	58.8%
11900012 51500 OVERTIME	10,000	10,000	401.23	.00	.00	9,598.77	4.0%
11900012 56210 CONSULTING SERVICES	0	0	7,320.80	771.24	3,386.28	-10,707.08	100.0%
TOTAL GRANTS ADMINISTRATION	281,234	281,234	167,200.47	20,421.05	3,386.28	110,647.25	60.7%
11900013 BUILDING DEPARTMENT							
11900013 51000 REGULAR WAGES	537,216	537,216	469,172.50	30,908.71	.00	68,043.50	87.3%
11900013 51300 PART TIME WAGES	0	0	7,315.00	5,225.00	.00	-7,315.00	100.0%
11900013 51500 OVERTIME	7,500	7,500	27,777.37	1,353.29	.00	-20,277.37	370.4%
11900013 52210 PRINTING	0	0	185.00	.00	815.00	-1,000.00	100.0%
11900013 52310 CONVENTIONS & DUES	6,000	6,000	1,727.50	.00	.00	4,272.50	28.8%
11900013 52360 BUSINESS EXPENSE	2,000	2,000	5,781.16	3,590.00	.00	-3,781.16	289.1%
11900013 52425 ARCHIVING SERVICES	5,000	5,000	1,201.26	.00	600.63	3,198.11	36.0%
11900013 52440 ENGINEERING SERVICE	900	900	.00	.00	.00	900.00	.0%
11900013 52520 OFFICE EQUIPMENT RE	500	500	.00	.00	.00	500.00	.0%
11900013 52590 DEMOLITION OF BUILD	9,000	9,000	.00	.00	1,022.63	7,977.37	11.4%
11900013 55190 OTHER OFFICE EQUIPM	500	500	105.24	.00	.00	394.76	21.0%
TOTAL BUILDING DEPARTMENT	568,616	568,616	513,265.03	41,077.00	2,438.26	52,912.71	90.7%
12000010 TREASURER							
12000010 51350 PART TIME - ELECTED	7,600	7,600	7,599.96	633.33	.00	.04	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL TREASURER	7,600	7,600	7,599.96	633.33	.00	.04	100.0%
12100010 COMPTROLLER							
12100010 51000 REGULAR WAGES	868,622	868,622	728,498.92	94,075.31	.00	140,123.08	83.9%
12100010 51500 OVERTIME	4,500	4,500	72,804.56	1,737.16	.00	-68,304.56	1617.9%
12100010 52310 CONVENTIONS & DUES	200	200	.00	.00	.00	200.00	.0%
12100010 52420 FINANCIAL SERVICES	250,000	250,000	820,081.64	95,362.46	123,486.06	-693,567.70	377.4%
12100010 52570 OTHER REPAIRS & MAI	10,000	10,000	.00	.00	.00	10,000.00	.0%
12100010 56990 MISCELLANEOUS	0	0	491.31	491.31	.00	-491.31	100.0%
TOTAL COMPTROLLER	1,133,322	1,133,322	1,621,876.43	191,666.24	123,486.06	-612,040.49	154.0%
12100020 PURCHASING DEPARTMENT							
12100020 51000 REGULAR WAGES	201,454	201,454	111,819.14	23,101.41	.00	89,634.86	55.5%
12100020 51500 OVERTIME	0	0	1,538.40	335.70	.00	-1,538.40	100.0%
12100020 52130 WATER	0	0	815.46	815.46	.00	-815.46	100.0%
12100020 52210 PRINTING	0	0	365.00	.00	170.00	-535.00	100.0%
12100020 52250 ADVERTISING	13,000	13,000	15,318.81	6,037.20	1,543.38	-3,862.19	129.7%
12100020 53110 OFFICE SUPPLIES	50,000	50,000	53,708.12	15,922.11	42,029.24	-45,737.36	191.5%
12100020 53115 OFFICE SUPPLIES - P	25,000	25,000	30,853.55	8,980.33	3,126.78	-8,980.33	135.9%
12100020 55190 OTHER OFFICE EQUIPM	0	0	14,982.67	14,876.36	1,481.52	-16,464.19	100.0%
TOTAL PURCHASING DEPARTMENT	289,454	289,454	229,401.15	70,068.57	48,350.92	11,701.93	96.0%
12200022 DATA PROCESSING DEPARTMENT							
12200022 51000 REGULAR WAGES	308,392	308,392	248,540.99	26,797.83	.00	59,851.01	80.6%
12200022 51500 OVERTIME	10,000	10,000	19,903.18	232.13	.00	-9,903.18	199.0%
12200022 52330 TRAINING AND EDUCAT	10,000	10,000	10,992.59	140.00	5,038.00	-6,030.59	160.3%
12200022 52460 OUTSIDE DATA PROCES	6,000	6,000	.00	.00	.00	6,000.00	.0%
12200022 52510 MAINTENANCE SERVICE	354,881	354,881	319,530.89	38,447.09	16,774.40	18,575.71	94.8%
12200022 52570 OTHER REPAIRS & MAI	70,000	70,000	58,979.80	450.00	1.00	11,019.20	84.3%
12200022 52660 SOFTWARE LICENSES	8,000	8,000	16,817.86	15,003.00	5,378.12	-14,195.98	277.4%
12200022 53120 DATA PROCESSING SUP	5,000	5,000	24.99	.00	.00	4,975.01	.5%
12200022 55170 OTHER DATA PROCESSI	10,000	10,000	7,479.87	.00	11,360.00	-8,839.87	188.4%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL DATA PROCESSING DEPARTMENT	782,273	782,273	682,270.17	81,070.05	38,551.52	61,451.31	92.1%
12200023 CENTRAL SERVICES							
12200023 52010 POSTAGE	52,000	52,000	59,406.77	6,053.12	1,512.42	-8,919.19	117.2%
12200023 52570 OTHER REPAIRS & MAI	2,100	2,100	.00	.00	.00	2,100.00	.0%
12200023 52670 COPIER RENTAL	50,000	50,000	88,782.27	19,628.56	1,113.16	-39,895.43	179.8%
12200023 53490 OTHER OPERATING SUP	10,000	10,000	3,957.56	.00	566.38	5,476.06	45.2%
12200023 53495 COFFEE & WATER	5,000	5,000	5,776.40	1,840.49	1,064.09	-1,840.49	136.8%
12200023 55190 OTHER OFFICE EQUIPM	30,000	30,000	12,677.71	1,267.98	9,200.00	8,122.29	72.9%
12200023 55640 SAFETY EQUIPMENT	1,800	1,800	.00	.00	.00	1,800.00	.0%
TOTAL CENTRAL SERVICES	150,900	150,900	170,600.71	28,790.15	13,456.05	-33,156.76	122.0%
12300010 ASSESSMENT							
12300010 51000 REGULAR WAGES	470,185	470,185	484,071.04	49,547.87	.00	-13,886.04	103.0%
12300010 51500 OVERTIME	4,000	4,000	4,078.03	651.97	.00	-78.03	102.0%
12300010 52210 PRINTING	8,194	8,194	6,067.25	1,575.00	.00	2,126.75	74.0%
12300010 52280 MAP PRINTING	6,000	6,000	5,144.00	4,759.00	750.00	106.00	98.2%
12300010 52310 CONVENTIONS & DUES	600	600	600.00	.00	65.00	-65.00	110.8%
12300010 52330 TRAINING AND EDUCAT	4,275	4,275	2,509.00	1,028.00	.00	1,766.00	58.7%
12300010 52480 OTHER PROFESSIONAL	1,000	1,000	960.40	.00	.00	39.60	96.0%
TOTAL ASSESSMENT	494,254	494,254	503,429.72	57,561.84	815.00	-9,990.72	102.0%
12300025 BOARD OF TAX APPEALS							
12300025 51500 OVERTIME	600	600	540.35	.00	.00	59.65	90.1%
12300025 52760 STIPENDS	3,000	3,000	3,000.00	.00	.00	.00	100.0%
TOTAL BOARD OF TAX APPEALS	3,600	3,600	3,540.35	.00	.00	59.65	98.3%
12400010 TAX COLLECTOR							
12400010 51000 REGULAR WAGES	414,131	414,131	403,375.93	49,882.10	.00	10,755.07	97.4%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12400010 51500 OVERTIME	1,600	1,600	1,515.91	99.49	.00	84.09	94.7%
12400010 52020 PROC & MAIL TAX BIL	45,000	45,000	40,142.35	.00	5,365.31	-507.66	101.1%
12400010 52210 PRINTING	14,500	14,500	5,507.45	.00	8,171.30	821.25	94.3%
12400010 52250 ADVERTISING	2,200	2,200	2,031.55	386.89	.00	168.45	92.3%
12400010 52310 CONVENTIONS & DUES	1,050	1,050	698.00	10.00	.00	352.00	66.5%
12400010 52330 TRAINING AND EDUCAT	600	600	600.00	.00	.00	.00	100.0%
12400010 52420 FINANCIAL SERVICES	9,000	9,000	8,045.88	1,452.94	.00	954.12	89.4%
12400010 52520 OFFICE EQUIPMENT RE	220	220	97.00	.00	.00	123.00	44.1%
12400010 54260 OVER/UNDER BAD CHEC	50	50	.00	.00	.00	50.00	.0%
12400010 56995 DMV EXPENDITURES	500	500	450.00	450.00	.00	50.00	90.0%
TOTAL TAX COLLECTOR	488,851	488,851	462,464.07	52,281.42	13,536.61	12,850.32	97.4%
13000010 EMERGENCY REPORT SYSTEM DEPT.							
13000010 51000 REGULAR WAGES	1,002,023	1,002,023	973,633.39	114,148.90	.00	28,389.61	97.2%
13000010 51400 TEMPORARY PAYROLL	23,712	23,712	.00	.00	.00	23,712.00	.0%
13000010 51500 OVERTIME	266,162	266,162	500,664.32	59,273.08	.00	-234,502.32	188.1%
13000010 51700 LONGEVITY PAY	6,740	6,740	6,030.00	.00	.00	710.00	89.5%
13000010 51800 SEPARATION PAY	30,148	30,148	.00	.00	.00	30,148.00	.0%
13000010 52150 TELEPHONE EXPENSE	26,000	26,000	18,254.36	4,110.11	11,264.14	-3,518.50	113.5%
13000010 52510 MAINTENANCE SERVICE	254,851	254,851	212,428.63	7,991.81	5,137.59	37,284.78	85.4%
13000010 53110 OFFICE SUPPLIES	5,570	5,570	2,656.46	.00	87.07	2,826.47	49.3%
13000010 54110 HEALTH INSURANCE PR	298,118	298,118	.00	.00	.00	298,118.00	.0%
13000010 54130 FICA-CITY'S SHARE	86,851	86,851	110,342.74	12,999.28	.00	-23,491.74	127.0%
13000010 54140 PENSION - CITY'S SH	85,375	85,375	89,365.95	9,150.60	.00	-3,990.95	104.7%
13000010 55180 COMPUTER SOFTWARE	12,958	12,958	7,266.98	6,727.48	1,190.65	4,500.37	65.3%
13000010 55190 OTHER OFFICE EQUIPM	13,800	13,800	4,759.18	6.80	103.32	8,937.50	35.2%
TOTAL EMERGENCY REPORT SYSTEM DEP	2,112,308	2,112,308	1,925,402.01	214,408.06	17,782.77	169,123.22	92.0%
13100010 POLICE DEPARTMENT ADMIN.							
13100010 51000 REGULAR WAGES	268,976	268,976	271,951.64	27,786.20	.00	-2,975.64	101.1%
13100010 51530 VACATION BUY BACK	35,000	35,000	31,148.64	.00	.00	3,851.36	89.0%
13100010 51700 LONGEVITY PAY	28,000	28,000	36,620.56	5,688.32	.00	-8,620.56	130.8%
13100010 52110 ELECTRICITY	76,000	76,000	40,938.65	6,602.39	.00	35,061.35	53.9%
13100010 52150 TELEPHONE EXPENSE	230,000	230,000	161,049.45	25,298.83	19,028.18	49,922.37	78.3%
13100010 52220 OUTSIDE PRINTING SE	2,600	2,600	1,707.87	.00	.00	892.13	65.7%
13100010 52255 MINORITY RECRUITMEN	8,000	8,000	7,701.89	43.00	.00	298.11	96.3%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13100010 52260 OTHER PRINTING SERV	500	500	3,163.36	.00	.00	-2,663.36	632.7%
13100010 52310 CONVENTIONS & DUES	2,200	2,200	1,675.00	.00	.00	525.00	76.1%
13100010 52450 MEDICAL SERVICES	27,500	27,500	29,372.05	7,380.63	2,791.36	-4,663.41	117.0%
13100010 52630 RENTAL OF VEHICLES	24,000	24,000	32,743.83	6,775.00	.00	-8,743.83	136.4%
13100010 52640 RENTAL OF OFFICE EQ	50,000	50,000	45,956.62	5,407.28	4,017.02	26.36	99.9%
13100010 52650 OTHER RENTAL	24,000	24,000	24,950.76	4,158.46	6,341.65	-7,292.41	130.4%
13100010 52660 SOFTWARE LICENSES	10,140	10,140	.00	.00	.00	10,140.00	.0%
13100010 52730 BOARDING PRISONERS	3,000	3,000	4,788.97	612.96	480.50	-2,269.47	175.6%
13100010 52770 OTHER CONTRACTUAL S	145,000	145,000	189,902.08	4,280.00	1,438.02	-46,340.10	132.0%
13100010 52780 UNIFORM ALLOWANCE -	3,500	3,500	6,242.00	2,991.00	.00	-2,742.00	178.3%
13100010 52820 PSYCHOLOGICAL TESTI	12,000	12,000	16,077.00	4,245.00	168.00	-4,245.00	135.4%
13100010 52830 OTHER EXAMINATIONS	7,000	7,000	6,632.00	.00	.00	368.00	94.7%
13100010 53110 OFFICE SUPPLIES	0	0	1,106.86	1,106.86	.00	-1,106.86	100.0%
13100010 53130 OTHER SUPPLIES	14,000	14,000	11,955.91	1,062.60	369.67	1,674.42	88.0%
13100010 53210 AUTOMOTIVE FUEL & F	200,000	200,000	223,047.25	18,959.42	.00	-23,047.25	111.5%
13100010 54320 PAYMENTS TO OUTSIDE	12,000	12,000	.00	.00	.00	12,000.00	.0%
13100010 55650 SWAT EQUIPMENT	10,000	10,000	5,004.05	.00	.00	4,995.95	50.0%
13100010 56180 EDUCATIONAL REIMBUR	23,000	23,000	8,498.80	.00	2,500.00	12,001.20	47.8%
TOTAL POLICE DEPARTMENT ADMIN.	1,216,416	1,216,416	1,162,235.24	122,397.95	37,134.40	17,046.36	98.6%
13100030 OPERATIONS							
13100030 51000 REGULAR WAGES	9,418,526	9,418,526	9,060,465.38	1,043,781.23	.00	358,060.62	96.2%
13100030 51500 OVERTIME	300,000	300,000	960,143.23	73,941.78	.00	-660,143.23	320.0%
13100030 51520 POLICE MANPOWER OVE	1,500,000	1,500,000	2,259,475.91	305,221.44	.00	-759,475.91	150.6%
13100030 51530 VACATION BUY BACK	406,100	406,100	439,068.32	33,773.20	.00	-32,968.32	108.1%
13100030 51540 INTERCITY POLICE EX	200,000	200,000	368,354.93	31,308.08	.00	-168,354.93	184.2%
13100030 51610 SHIFT DIFFERENTIAL	115,000	115,000	72,762.40	9,661.31	.00	42,237.60	63.3%
13100030 51700 LONGEVITY PAY	520,000	520,000	549,444.90	186,314.96	.00	-29,444.90	105.7%
13100030 51800 SEPARATION PAY	250,000	250,000	121,735.40	.00	.00	128,264.60	48.7%
13100030 51801 WORKERS' COMP. PAY	250,000	250,000	65,651.22	7,582.30	.00	184,348.78	26.3%
13100030 52360 BUSINESS EXPENSE	7,100	7,100	21,080.00	920.00	.00	-13,980.00	296.9%
13100030 52780 UNIFORM ALLOWANCE -	180,000	180,000	317,014.45	128,718.00	6,884.00	-143,898.45	179.9%
13100030 53520 POLICE CONSUMABLES	25,000	25,000	40,175.00	.00	.00	-15,175.00	160.7%
TOTAL OPERATIONS	13,171,726	13,171,726	14,275,371.14	1,821,222.30	6,884.00	-1,110,529.14	108.4%
13100031 POLICE DEPARTMENT SUPPORT							
13100031 51000 REGULAR WAGES	513,907	513,907	543,111.17	71,269.78	.00	-29,204.17	105.7%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13100031 51300 PART TIME WAGES	250,820	250,820	284,914.74	16,661.57	.00	-34,094.74	113.6%
13100031 51510 POLICE TRAINING OVE	130,000	130,000	185,504.43	16,802.15	.00	-55,504.43	142.7%
13100031 51801 WORKERS' COMP. PAY	0	0	794.34	.00	.00	-794.34	100.0%
13100031 52330 TRAINING AND EDUCAT	62,000	62,000	70,882.49	244.54	24,814.36	-33,696.85	154.3%
13100031 52350 TRAVEL EXPENSES	6,000	6,000	1,936.90	.00	120.00	3,943.10	34.3%
13100031 52480 OTHER PROFESSIONAL	20,000	20,000	40,335.63	6,067.75	2,431.55	-22,767.18	213.8%
13100031 52570 OTHER REPAIRS & MAI	50,000	50,000	104,411.97	2,800.16	13,912.31	-68,324.28	236.6%
13100031 52790 UNIFORM ALLOWANCE -	3,000	3,000	4,306.81	294.84	389.23	-1,696.04	156.5%
13100031 53260 TRAFFIC RELATED SUP	17,500	17,500	13,286.11	8,880.76	1,249.59	2,964.30	83.1%
13100031 53450 LABORATORY SUPPLIES	7,500	7,500	3,934.25	.00	5,252.34	-1,686.59	122.5%
13100031 53510 FIREARM SUPPLIES	35,000	35,000	37,650.25	13,340.00	3,723.85	-6,374.10	118.2%
TOTAL POLICE DEPARTMENT SUPPORT	1,095,727	1,095,727	1,291,069.09	136,361.55	51,893.23	-247,235.32	122.6%
13202010 ANIMAL CONTROL							
13202010 51000 REGULAR WAGES	193,800	193,800	203,101.58	24,931.60	.00	-9,301.58	104.8%
13202010 51300 PART TIME WAGES	20,300	20,300	5,132.18	150.21	.00	15,167.82	25.3%
13202010 51500 OVERTIME	17,000	17,000	23,232.32	3,330.74	.00	-6,232.32	136.7%
13202010 51530 VACATION BUY BACK	3,500	3,500	3,597.68	1,124.00	.00	-97.68	102.8%
13202010 51700 LONGEVITY PAY	5,100	5,100	6,596.08	5,846.08	.00	-1,496.08	129.3%
13202010 51801 WORKERS' COMP. PAY	2,500	2,500	10,409.30	.00	.00	-7,909.30	416.4%
13202010 52100 GAS HEAT NYMEX	2,800	2,800	.00	.00	.00	2,800.00	.0%
13202010 52110 ELECTRICITY	26,500	26,500	17,876.39	3,091.09	.00	8,623.61	67.5%
13202010 52250 ADVERTISING	500	500	113.24	.00	.00	386.76	22.6%
13202010 52455 VETERINARY SERVICES	20,000	20,000	25,713.65	3,193.45	234.38	-5,948.03	129.7%
13202010 52780 UNIFORM ALLOWANCE -	6,200	6,200	8,512.00	4,256.00	.00	-2,312.00	137.3%
13202010 53485 DOG FOOD	2,000	2,000	362.61	.00	.00	1,637.39	18.1%
13202010 55370 OTHER EQUIPMENT	6,700	6,700	6,313.47	1,474.01	553.86	-167.33	102.5%
TOTAL ANIMAL CONTROL	306,900	306,900	310,960.50	47,397.18	788.24	-4,848.74	101.6%
13300010 CIVIL PREPAREDNESS							
13300010 51300 PART TIME WAGES	51,250	51,250	50,658.56	4,807.50	.00	591.44	98.8%
13300010 52150 TELEPHONE EXPENSE	750	750	.00	.00	.00	750.00	.0%
13300010 53130 OTHER SUPPLIES	1,000	1,000	.00	.00	.00	1,000.00	.0%
13300010 54090 OTHER CHARGES	500	500	.00	.00	.00	500.00	.0%
TOTAL CIVIL PREPAREDNESS	53,500	53,500	50,658.56	4,807.50	.00	2,841.44	94.7%
14000010 PUBLIC WORKS ADMINISTRATION							

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14000010 51000 REGULAR WAGES	506,697	506,697	403,301.47	49,712.53	.00	103,395.53	79.6%
14000010 51300 PART TIME WAGES	12,000	12,000	6,452.77	-10,837.69	.00	5,547.23	53.8%
14000010 51500 OVERTIME	5,000	5,000	29,759.66	7,269.06	.00	-24,759.66	595.2%
14000010 52310 CONVENTIONS & DUES	0	0	.00	.00	785.80	-785.80	100.0%
14000010 52680 TOWN AID ROAD	275,000	275,000	190,205.16	55,022.24	728.88	84,065.96	69.4%
14000010 53460 CLOTHING & UNIFORMS	12,000	12,000	26,250.00	14,600.00	.00	-14,250.00	218.8%
TOTAL PUBLIC WORKS ADMINISTRATION	810,697	810,697	655,969.06	115,766.14	1,514.68	153,213.26	81.1%
14100010 ENGINEERING							
14100010 51000 REGULAR WAGES	231,849	231,849	126,819.03	12,127.51	.00	105,029.97	54.7%
14100010 52310 CONVENTIONS & DUES	600	600	285.00	.00	.00	315.00	47.5%
14100010 52335 PROFESSIONAL LICENS	1,000	1,000	659.30	450.00	.00	340.70	65.9%
14100010 52480 OTHER PROFESSIONAL	30,000	30,000	50,322.50	40,442.50	29,281.59	-49,604.09	265.3%
14100010 56110 DEP STIPULATED/SEWE	250,000	250,000	218,150.91	.00	11,606.60	20,242.49	91.9%
TOTAL ENGINEERING	513,449	513,449	396,236.74	53,020.01	40,888.19	76,324.07	85.1%
14404072 VEHICLE MAINTENANCE							
14404072 51000 REGULAR WAGES	448,191	448,191	409,715.91	52,912.45	.00	38,475.09	91.4%
14404072 51500 OVERTIME	49,000	49,000	127,183.49	12,416.81	.00	-78,183.49	259.6%
14404072 52100 GAS HEAT NYMEX	35,000	35,000	22,339.80	1,899.94	.00	12,660.20	63.8%
14404072 52110 ELECTRICITY	47,800	47,800	17,576.79	2,171.96	.00	30,223.21	36.8%
14404072 52130 WATER	2,500	2,500	3,291.84	399.43	.00	-791.84	131.7%
14404072 52310 CONVENTIONS & DUES	3,500	3,500	549.00	.00	.00	2,951.00	15.7%
14404072 52320 SUBSCRIPTIONS & PER	7,500	7,500	8,003.47	.00	.00	-503.47	106.7%
14404072 52540 MOTOR VEHICLE MAINT	90,000	90,000	60,733.92	13,312.53	47,339.20	-18,073.12	120.1%
14404072 52545 SPECIAL EQUIPMENT R	40,000	40,000	43,497.97	.00	.00	-3,497.97	108.7%
14404072 52550 GROUNDS MAINTENANCE	7,200	7,200	4,973.70	.00	.00	2,226.30	69.1%
14404072 52575 EMISSIONS TESTING	500	500	.00	.00	.00	500.00	.0%
14404072 52585 TIRE REPAIR & SERVI	9,000	9,000	4,782.40	1,904.70	807.60	3,410.00	62.1%
14404072 52630 RENTAL OF VEHICLES	1,000	1,000	.00	.00	.00	1,000.00	.0%
14404072 52740 SECURITY SYSTEM	3,200	3,200	.00	.00	.00	3,200.00	.0%
14404072 52940 HAZARDOUS WASTE DIS	6,000	6,000	957.50	195.00	2,127.50	2,915.00	51.4%
14404072 53210 AUTOMOTIVE FUEL & F	530,000	530,000	200,301.29	84,410.09	76,589.91	253,108.80	52.2%
14404072 53220 MOTOR VEHICLE PARTS	200,000	200,000	211,306.56	25,208.51	46,583.09	-57,889.65	128.9%
14404072 53240 TIRES, TUBES & BATT	60,000	60,000	38,763.24	4,085.70	11,881.87	9,354.89	84.4%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14404072 53250 TOOLS & MISCELLANEO	12,000	12,000	9,297.00	492.27	2,115.59	587.41	95.1%
14404072 53430 JANITORIAL SUPPLIES	1,000	1,000	631.44	.00	168.56	200.00	80.0%
14404072 53445 SAFETY SUPPLIES	3,000	3,000	2,475.69	.00	447.18	77.13	97.4%
14404072 53530 SNOW REMOVAL EQUIPM	40,000	40,000	30,273.27	.00	19,391.53	-9,664.80	124.2%
14404072 53560 BROOMS & SWEEPERS	30,000	30,000	15,734.17	.00	6,584.36	7,681.47	74.4%
TOTAL VEHICLE MAINTENANCE	1,626,391	1,626,391	1,212,388.45	199,409.39	214,036.39	199,966.16	87.7%

14505071 COMPOST SITE

14505071 52740 SECURITY SYSTEM	2,200	2,200	.00	.00	.00	2,200.00	.0%
14505071 52930 COMPOST SITE	90,000	90,000	26,032.32	20,132.32	45,674.63	18,293.05	79.7%
14505071 52940 HAZARDOUS WASTE PIC	35,000	35,000	15,005.20	.00	.00	19,994.80	42.9%
TOTAL COMPOST SITE	127,200	127,200	41,037.52	20,132.32	45,674.63	40,487.85	68.2%

14509971 SOLID WASTE

14509971 52900 SPECIAL TRASH PICKUP	327,600	327,600	266,919.98	31,313.98	50,090.37	10,589.65	96.8%
14509971 52910 TRASH PICKUP	1,497,600	1,497,600	1,502,677.44	248,200.00	131,483.33	-136,560.77	109.1%
14509971 52915 TRASH PICKUP-CITY B	136,000	136,000	141,058.53	15,019.07	1,211.55	-6,270.08	104.6%
14509971 52920 TIPPING FEES	1,475,000	1,475,000	1,362,002.60	268,540.97	111,374.37	1,623.03	99.9%
14509971 52931 YARD WASTE BAG PICK	180,000	180,000	148,000.00	60,000.00	27,000.00	5,000.00	97.2%
14509971 52941 HAZARDOUS WASTE - C	5,000	5,000	1,675.03	1,675.03	.00	3,324.97	33.5%
14509971 52950 RECYCLING PICKUP	589,500	589,500	586,066.70	98,233.34	2,933.30	500.00	99.9%
14509971 52955 PORTABLE RESTROOMS	31,000	31,000	24,173.93	3,973.57	10,743.86	-3,917.79	112.6%
TOTAL SOLID WASTE	4,241,700	4,241,700	4,032,574.21	726,955.96	334,836.78	-125,710.99	103.0%

14606074 GROUNDS MAINTENANCE

14606074 52510 MAINTENANCE SERVICE	3,500	3,500	1,983.00	164.00	226.99	1,290.01	63.1%
14606074 52580 EQUIPMENT MAINTENAN	2,000	2,000	1,433.69	532.19	413.00	153.31	92.3%
14606074 53265 STREET MARKING PAIN	5,000	5,000	3,899.63	2,150.00	231.84	868.53	82.6%
14606074 53490 OTHER OPERATING SUP	5,000	5,000	2,921.87	.00	.00	2,078.13	58.4%
14606074 53555 LIGHT POLES	15,000	15,000	8,073.35	.00	.00	6,926.65	53.8%
TOTAL GROUNDS MAINTENANCE	30,500	30,500	18,311.54	2,846.19	871.83	11,316.63	62.9%

14606075 BUILDING MAINTENANCE

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14606075 51000 REGULAR WAGES	481,075	481,075	502,606.32	73,144.18	.00	-21,531.32	104.5%
14606075 51500 OVERTIME	74,200	74,200	98,594.29	12,753.20	.00	-24,394.29	132.9%
14606075 52100 GAS HEAT NYMEX	80,000	80,000	72,926.95	10,022.81	.00	7,073.05	91.2%
14606075 52110 ELECTRICITY	794,200	794,200	494,548.28	90,838.05	.00	299,651.72	62.3%
14606075 52130 WATER	20,000	20,000	19,410.70	2,534.14	.00	589.30	97.1%
14606075 52500 HVAC MAINTENANCE	110,000	110,000	88,446.46	19,181.02	11,104.62	10,448.92	90.5%
14606075 52510 MAINTENANCE SERVICE	74,100	74,100	42,980.98	6,242.05	3,494.96	27,624.06	62.7%
14606075 52530 BUILDING MAINTENANC	82,800	82,800	58,479.37	10,326.14	14,432.87	9,887.76	88.1%
14606075 52740 SECURITY SYSTEM	15,500	15,500	12,137.01	2,629.45	2,064.53	1,298.46	91.6%
14606075 52780 UNIFORM ALLOWANCE -	0	0	2,100.00	2,100.00	.00	-2,100.00	100.0%
14606075 53430 JANITORIAL SUPPLIES	24,000	24,000	21,821.63	6,423.63	.00	2,178.37	90.9%
14606075 53445 SAFETY SUPPLIES	5,000	5,000	2,525.06	244.43	1,776.59	698.35	86.0%
14606075 53495 COFFEE & WATER	1,000	1,000	790.20	395.10	.00	209.80	79.0%
TOTAL BUILDING MAINTENANCE	1,761,875	1,761,875	1,417,367.25	236,834.20	32,873.57	311,634.18	82.3%
14704010 HIGHWAYS & PARKS ADMIN.							
14704010 51000 REGULAR WAGES	2,563,580	2,563,580	2,349,158.43	310,048.93	.00	214,421.57	91.6%
14704010 51400 TEMPORARY PAYROLL	110,000	110,000	87,778.10	20,360.88	.00	22,221.90	79.8%
14704010 51500 OVERTIME	260,000	260,000	432,312.95	54,460.27	.00	-172,312.95	166.3%
14704010 51550 SNOW REMOVAL	80,000	80,000	.00	.00	.00	80,000.00	.0%
14704010 52160 STREET LIGHTING	1,400,000	1,400,000	784,380.52	121,981.45	.00	615,619.48	56.0%
14704010 52550 GROUNDS MAINTENANCE	41,800	41,800	32,342.71	18,287.74	2,385.50	7,071.79	83.1%
14704010 53380 MISC. CONSTRUCTION	74,380	74,380	50,872.00	26,456.92	13,526.53	9,981.47	86.6%
14704010 56990 SPECIAL PROJECTS	55,000	55,000	44,912.47	3,275.57	1,150.00	8,937.53	83.7%
TOTAL HIGHWAYS & PARKS ADMIN.	4,584,760	4,584,760	3,781,757.18	554,871.76	17,062.03	785,940.79	82.9%
14706010 HIGHWAYS & PARKS							
14706010 53445 SAFETY SUPPLIES	9,000	9,000	6,752.94	2,950.22	.00	2,247.06	75.0%
TOTAL HIGHWAYS & PARKS	9,000	9,000	6,752.94	2,950.22	.00	2,247.06	75.0%
14706076 PARKS MAINTENANCE							
14706076 52110 ELECTRICITY	196,700	196,700	97,479.18	15,210.32	.00	99,220.82	49.6%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14706076 52130 WATER	30,000	30,000	20,415.26	2,807.88	.00	9,584.74	68.1%
14706076 52530 BUILDING MAINTENANC	16,000	16,000	8,205.78	5,610.53	4,355.04	3,439.18	78.5%
14706076 52550 GROUNDS MAINTENANCE	77,312	77,312	65,297.75	16,020.87	2,682.20	9,332.05	87.9%
14706076 52740 SECURITY SYSTEM	2,700	2,700	2,732.68	374.88	167.32	-200.00	107.4%
TOTAL PARKS MAINTENANCE	322,712	322,712	194,130.65	40,024.48	7,204.56	121,376.79	62.4%
14706077 OUTSIDE CONTRACTORS							
14706077 52570 OTHER REPAIRS & MAI	33,000	33,000	10,280.15	.00	5,723.00	16,996.85	48.5%
14706077 52970 EVICTION SERVICES	30,000	30,000	.00	.00	.00	30,000.00	.0%
14706077 53380 MISC. CONSTRUCTION	35,000	35,000	19,252.03	12,036.50	3,290.78	12,457.19	64.4%
14706077 54095 STORM/EMERGENCY LOS	25,100	25,100	13,500.00	.00	4,200.00	7,400.00	70.5%
14706077 54360 EVICTION EXPENSE	67,000	67,000	55,705.46	12,481.19	1,097.47	10,197.07	84.8%
TOTAL OUTSIDE CONTRACTORS	190,100	190,100	98,737.64	24,517.69	14,311.25	77,051.11	59.5%
14706078 TREES							
14706078 52555 TREE MAINTENANCE	217,000	217,000	215,484.36	23,728.73	1,515.64	.00	100.0%
14706078 53490 OTHER OPERATING SUP	1,000	1,000	.00	.00	.00	1,000.00	.0%
14706078 53570 TREES & SHRUBS	2,500	2,500	1,555.00	1,080.00	.00	945.00	62.2%
TOTAL TREES	220,500	220,500	217,039.36	24,808.73	1,515.64	1,945.00	99.1%
15000010 HUMAN RESOURCES							
15000010 51000 REGULAR WAGES	377,052	377,052	298,330.08	30,794.36	.00	78,721.92	79.1%
15000010 51300 PART TIME WAGES	0	0	7,432.13	3,305.00	.00	-7,432.13	100.0%
15000010 51400 TEMPORARY PAYROLL	13,000	13,000	1,064.00	1,064.00	.00	11,936.00	8.2%
15000010 51500 OVERTIME	10,000	10,000	18,182.06	2,206.17	.00	-8,182.06	181.8%
15000010 52220 OUTSIDE PRINTING SE	500	500	.00	.00	.00	500.00	.0%
15000010 52230 BEACH STICKERS	0	0	-310.00	.00	.00	310.00	100.0%
15000010 52425 ARCHIVING SERVICES	26,000	26,000	25,799.38	244.00	.00	200.62	99.2%
15000010 52810 VETERANS MEMORIAL D	4,000	4,000	850.00	400.00	.00	3,150.00	21.3%
15000010 52840 BAND CONCERTS	6,000	6,000	8,000.00	4,100.00	.00	-2,000.00	133.3%
15000010 52850 HOLIDAY FESTIVITIES	8,000	8,000	15,718.40	.00	20,000.00	-27,718.40	446.5%
15000010 53570 TREES & SHRUBS	2,500	2,500	2,196.50	2,196.50	.00	303.50	87.9%

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15000010 54470 CLIENT ASSISTANCE	8,000	8,000	2,715.00	.00	.00	5,285.00	33.9%
15000010 56990 AT RISK YOUTH	10,000	10,000	8,636.30	3,584.00	.00	1,363.70	86.4%
TOTAL HUMAN RESOURCES	465,052	465,052	388,613.85	47,894.03	20,000.00	56,438.15	87.9%
15100010 ELDERLY SERVICES							
15100010 51000 REGULAR WAGES	181,436	181,436	180,473.03	19,236.71	.00	962.97	99.5%
15100010 51100 SR CNT P/T	35,080	0	.00	.00	.00	.00	.0%
15100010 52310 CONVENTIONS & DUES	500	500	.00	.00	.00	500.00	.0%
15100010 52410 INSTRUCTORS	6,500	41,580	11,025.00	2,970.00	345.00	30,210.00	27.3%
15100010 52700 TRANSPORTATION CONT	205,685	205,685	205,798.57	32,172.82	.00	-113.57	100.1%
15100010 52710 ELDERLY NUTRITION	5,000	5,000	4,970.46	.00	.00	29.54	99.4%
15100010 53000 SUPPLIES & MATERIAL	0	0	98.83	.00	.00	-98.83	100.0%
15100010 53490 OTHER OPERATING SUP	5,000	5,000	900.63	.00	1,108.36	2,991.01	40.2%
TOTAL ELDERLY SERVICES	439,201	439,201	403,266.52	54,379.53	1,453.36	34,481.12	92.1%
15202050 RECREATIONAL SERVICES							
15202050 51000 REGULAR WAGES	388,175	388,175	390,109.60	43,365.09	.00	-1,934.60	100.5%
15202050 51080 RECREATION AIDES	49,500	49,500	65,483.11	24,043.46	.00	-15,983.11	132.3%
15202050 51130 BEACH CONSTABLES	67,410	67,410	58,874.16	7,565.67	.00	8,535.84	87.3%
15202050 51160 SPECIAL ACTIVITY IN	26,480	26,480	27,602.38	16,143.25	.00	-1,122.38	104.2%
15202050 51170 SUPERVISORS & INSTR	89,804	89,804	62,863.99	10,004.00	.00	26,940.01	70.0%
15202050 51180 LIFE GUARDS	76,940	76,940	80,869.80	19,926.00	.00	-3,929.80	105.1%
15202050 51500 OVERTIME	9,315	9,315	11,214.80	1,814.78	.00	-1,899.80	120.4%
15202050 52310 CONVENTIONS & DUES	2,450	2,450	1,100.00	.00	.00	1,350.00	44.9%
15202050 52530 BUILDING MAINTENANC	12,960	12,960	9,766.57	.00	3,176.35	17.08	99.9%
15202050 52750 FEES AND CHARGES	4,000	4,000	1,991.50	1,677.00	.00	2,008.50	49.8%
15202050 53250 TOOLS & MISCELLANEO	3,000	3,000	2,977.57	2,916.80	.00	22.43	99.3%
15202050 53440 MEDICAL SUPPLIES	5,510	5,510	.00	.00	5,505.91	4.09	99.9%
15202050 53540 RECREATION SUPPLIES	16,298	16,298	8,489.11	5,096.17	7,644.72	164.17	99.0%
15202050 54320 PAYMENTS TO OUTSIDE	11,200	11,200	11,200.00	11,200.00	.00	.00	100.0%
15202050 55520 OTHER RECREATION EQ	5,100	5,100	5,100.00	4,098.20	.00	.00	100.0%
TOTAL RECREATIONAL SERVICES	768,142	768,142	737,642.59	147,850.42	16,326.98	14,172.43	98.2%
15202051 DAY CAMP PROGRAM							
15202051 51080 RECREATION AIDES	0	0	7,243.80	417.30	.00	-7,243.80	100.0%

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15202051 51400 TEMPORARY PAYROLL	161,460	161,460	148,650.91	4,161.74	.00	12,809.09	92.1%
15202051 52700 TRANSPORTATION CONT	18,000	18,000	17,972.50	2,450.00	.00	27.50	99.8%
15202051 52750 FEES AND CHARGES	6,000	6,000	5,876.00	300.00	.00	124.00	97.9%
TOTAL DAY CAMP PROGRAM	185,460	185,460	179,743.21	7,329.04	.00	5,716.79	96.9%
15202552 BENNETT RINK PROGRAMS							
15202552 52620 RENTAL OF BUILDINGS	25,000	25,000	25,000.00	.00	.00	.00	100.0%
TOTAL BENNETT RINK PROGRAMS	25,000	25,000	25,000.00	.00	.00	.00	100.0%
15202553 AQUATIC PROGRAMS							
15202553 51040 AQUATIC PROGRAM INS	21,792	21,792	13,851.98	2,085.00	.00	7,940.02	63.6%
15202553 51070 SWIMMING POOL STAFF	86,632	86,632	64,073.82	12,275.50	6,800.09	15,758.09	81.8%
15202553 51300 POOL CUSTODIANS	20,000	20,000	7,590.00	848.00	12,500.00	-90.00	100.5%
15202553 52770 OTHER CONTRACTUAL S	16,000	16,000	11,143.87	.00	3,865.00	991.13	93.8%
15202553 53540 RECREATION SUPPLIES	3,100	3,100	2,791.70	2,465.70	200.00	108.30	96.5%
15202553 53545 SPECIAL ACTIVITY SU	6,332	6,332	3,861.56	392.00	1,919.50	550.94	91.3%
TOTAL AQUATIC PROGRAMS	153,856	153,856	103,312.93	18,066.20	25,284.59	25,258.48	83.6%
15300010 HEALTH DEPARTMENT							
15300010 51000 REGULAR WAGES	572,666	572,666	487,510.63	44,141.93	.00	85,155.37	85.1%
15300010 51500 OVERTIME	3,000	3,000	1,341.74	-3,655.87	.00	1,658.26	44.7%
15300010 52310 CONVENTIONS & DUES	1,200	1,200	1,200.00	526.77	.00	.00	100.0%
15300010 52450 MEDICAL SERVICES	500	500	228.98	.00	.02	271.00	45.8%
15300010 52535 PEST CONTROL	1,000	1,000	.00	.00	869.82	130.18	87.0%
15300010 52780 UNIFORM ALLOWANCE -	1,750	1,750	1,112.12	619.56	157.82	480.06	72.6%
15300010 53440 MEDICAL SUPPLIES	4,500	4,500	3,622.80	1,191.75	238.87	638.33	85.8%
15300010 53490 OTHER OPERATING SUP	3,500	3,500	2,673.81	392.51	705.94	120.25	96.6%
TOTAL HEALTH DEPARTMENT	588,116	588,116	497,690.08	43,216.65	1,972.47	88,453.45	85.0%
16001060 MAIN LIBRARY							
16001060 51000 REGULAR WAGES	1,625,000	1,625,000	1,625,000.00	.00	.00	.00	100.0%

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL MAIN LIBRARY	1,625,000	1,625,000	1,625,000.00	.00	.00	.00	100.0%
18009980 CITY INSURANCE - PREMIUMS							
18009980 54030 GEN'L LIABILITY INS	600,000	600,000	670,387.24	-30,530.50	.00	-70,387.24	111.7%
TOTAL CITY INSURANCE - PREMIUMS	600,000	600,000	670,387.24	-30,530.50	.00	-70,387.24	111.7%
18009981 CITY INSURANCE - RETENTION							
18009981 54210 PHYSICAL AUTO DAMAG	220,000	220,000	167,806.13	-320.00	.00	52,193.87	76.3%
18009981 54230 GENERAL LIABILITY L	600,000	600,000	238,282.35	20,680.35	.00	361,717.65	39.7%
18009981 54250 OTHER LOSSES	40,000	40,000	26,586.00	8,500.00	.00	13,414.00	66.5%
TOTAL CITY INSURANCE - RETENTION	860,000	860,000	432,674.48	28,860.35	.00	427,325.52	50.3%
18109982 CITY GRANTED BENEFITS							
18109982 51530 VACATION BUY BACK	112,200	112,200	156,585.96	5,231.18	.00	-44,385.96	139.6%
18109982 51700 LONGEVITY PAY	81,600	81,600	50,570.00	.00	.00	31,030.00	62.0%
18109982 51800 SEPARATION PAY	91,800	91,800	.00	.00	.00	91,800.00	.0%
18109982 54110 HEALTH INSURANCE PR	11,669,144	11,669,144	10,593,414.27	870,762.59	22,840.23	1,052,889.50	91.0%
18109982 54120 LIFE INSURANCE PREM	169,329	169,329	174,067.65	14,792.71	.00	-4,738.65	102.8%
18109982 54130 FICA-CITY'S SHARE	1,544,185	1,544,185	1,647,901.71	206,986.87	.00	-103,716.71	106.7%
18109982 54140 PENSION - CITY'S SH	1,282,864	1,282,864	1,255,028.45	141,634.44	.00	27,835.55	97.8%
18109982 54141 PENSION POLICE	4,023,000	4,023,000	4,023,000.00	1,005,750.00	.00	.00	100.0%
18109982 54170 LONG TERM DISABILIT	97,920	97,920	104,244.42	9,198.99	.00	-6,324.42	106.5%
18109982 56180 EDUCATIONAL REIMBUR	15,000	15,000	12,294.00	7,098.00	.00	2,706.00	82.0%
TOTAL CITY GRANTED BENEFITS	19,087,042	19,087,042	18,017,106.46	2,261,454.78	22,840.23	1,047,095.31	94.5%
18109983 STATE MANDATED BENEFITS							
18109983 54160 CT UNEMPLOYMENT COM	76,500	76,500	.00	.00	.00	76,500.00	.0%
18109983 54180 HEART & HYPERTENSIO	42,957	42,957	65,234.28	636.63	.00	-22,277.28	151.9%

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
18109983 54190 WORKERS COMPENSATIO	2,350,000	2,350,000	1,403,495.89	91,352.74	.00	946,504.11	59.7%
TOTAL STATE MANDATED BENEFITS	2,469,457	2,469,457	1,468,730.17	91,989.37	.00	1,000,726.83	59.5%
18209984 DEBT SERVICE - PAYMENTS							
18209984 54510 GEN'L PURPOSE BONDS	11,084,000	11,084,000	9,670,000.00	.00	.00	1,414,000.00	87.2%
18209984 54520 GEN'L PURPOSE BONDS	3,274,925	3,274,925	2,679,639.09	.00	.00	595,285.91	81.8%
TOTAL DEBT SERVICE - PAYMENTS	14,358,925	14,358,925	12,349,639.09	.00	.00	2,009,285.91	86.0%
18309910 C-MED							
18309910 54320 PAYMENTS TO OUTSIDE	43,023	43,023	40,908.88	40,908.88	.00	2,114.12	95.1%
TOTAL C-MED	43,023	43,023	40,908.88	40,908.88	.00	2,114.12	95.1%
19009990 UNALLOCATED EXPENSES							
19009990 52340 MILEAGE ALLOWANCE R	512	512	936.12	.00	.00	-424.12	182.8%
19009990 56000 UNIDENTIFIED SAVING	200,000	200,000	143,934.98	54,267.24	.00	56,065.02	72.0%
19009990 56010 UNALLOCATED CONTING	1,157,000	1,157,000	.00	.00	.00	1,157,000.00	.0%
19009990 56140 PRIMARY EXPENSE	50,000	50,000	76,248.16	.00	.00	-26,248.16	152.5%
19009990 56175 ADVANCE FUNDING OPE	500,000	500,000	925,000.00	924,990.00	.00	-425,000.00	185.0%
19009990 56210 CONSULTING SERVICES	600,000	600,000	621,301.66	621,301.66	3,698.34	-25,000.00	104.2%
19009990 56305 ELECTION EXPENSE	35,805	35,805	13,004.42	.00	.00	22,800.58	36.3%
19009990 56320 COVID 19 EXP-STATE	0	0	46,257.29	2,205.24	9,851.65	-56,108.94	100.0%
19009990 56360 BANK SERVICE FEES	50,000	50,000	13,747.01	.00	.00	36,252.99	27.5%
19009990 56370 DOG FUND REPORT	9,207	9,207	6,746.64	6,746.64	.00	2,460.36	73.3%
19009990 56990 MISCELLANEOUS	2,046	2,046	8,718.23	.00	.00	-6,672.23	426.1%
TOTAL UNALLOCATED EXPENSES	2,604,570	2,604,570	1,855,894.51	1,609,510.78	13,549.99	735,125.50	71.8%
TOTAL GENERAL FUND	83,943,633	83,943,633	77,078,213.50	9,596,287.74	1,277,179.96	5,588,239.54	93.3%
TOTAL EXPENSES	83,943,633	83,943,633	77,078,213.50	9,596,287.74	1,277,179.96	5,588,239.54	
GRAND TOTAL	83,943,633	83,943,633	77,078,213.50	9,596,287.74	1,277,179.96	5,588,239.54	93.3%

** END OF REPORT - Generated by David Taylor **

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
240 SEWER OPERATING FUND							
24048037 SEWER OPERATIONS ADMIN							
24048037 51000	REGULAR WAGES	121,950	121,950	525.24	.00	.00	121,424.76 .4%
24048037 51050	SEWER BOARD CLERK	4,200	4,200	225.00	.00	.00	3,975.00 5.4%
24048037 51500	OVERTIME	3,000	3,000	4,589.30	.00	.00	-1,589.30 153.0%*
24048037 51530	VACATION BUY BACK	2,000	2,000	.00	.00	.00	2,000.00 .0%
24048037 52150	TELEPHONE EXPENSE	0	0	1,112.06	1,112.06	.00	-1,112.06 100.0%*
24048037 52360	BUSINESS EXPENSE	30,000	30,000	3,474.60	.00	.00	26,525.40 11.6%
24048037 52420	FINANCIAL SERVICES	55,156	55,156	.00	.00	.00	55,156.00 .0%
24048037 52440	ENGINEERING SERVICE	400,000	400,000	323,356.33	47,969.68	.00	76,643.67 80.8%
24048037 52580	EQUIPMENT MAINTENAN	300,000	300,000	550,102.90	54,691.23	18,935.73	-269,038.63 189.7%*
24048037 52750	STATE PERMIT	7,000	7,000	3,013.09	3,013.09	3,325.00	661.91 90.5%
24048037 54100	FRINGE BENEFITS	15,000	15,000	.00	.00	.00	15,000.00 .0%
24048037 54130	FICA-CITY'S SHARE	9,330	9,330	391.71	.00	.00	8,938.29 4.2%
24048037 54140	PENSION - CITY'S SH	9,000	9,000	657.02	.00	.00	8,342.98 7.3%
24048037 54640	CLEAN WATER FUND PA	320,800	320,800	.00	.00	.00	320,800.00 .0%
24048037 55710	CAPITAL IMPROV.-SEW	600,000	600,000	259,246.94	78,388.63	421,684.08	-80,931.02 113.5%*
24048037 55720	CAPITAL IMP - COLLE	600,000	600,000	440,780.96	7,378.07	128,644.73	30,574.31 94.9%
24048037 55749	CLEAN WATER (NEW)	1,797,987	1,797,987	2,134,506.05	30,663.21	.00	-336,519.05 118.7%*
24048037 56010	UNALLOCATED CONTING	300,000	300,000	.00	.00	.00	300,000.00 .0%
24048037 56990	MISCELLANEOUS	335,000	335,000	637,947.85	102,476.72	137,278.65	-440,226.50 231.4%*
TOTAL SEWER OPERATIONS ADMIN		4,910,423	4,910,423	4,359,929.05	325,692.69	709,868.19	-159,374.24 103.2%
24048040 IN-HOUSE SEWER OPERATIONS							
24048040 51000	REGULAR WAGES	1,964,120	1,964,120	1,879,685.69	179,814.75	.00	84,434.31 95.7%
24048040 51500	OVERTIME	660,000	660,000	1,002,452.28	98,874.40	.00	-342,452.28 151.9%*
24048040 51530	VACATION BUY BACK	17,000	17,000	.00	.00	.00	17,000.00 .0%
24048040 51800	SEPARATION PAY	50,000	50,000	.00	.00	.00	50,000.00 .0%
24048040 52100	GAS HEATING	84,000	84,000	286,059.65	155,301.59	21,580.35	-223,640.00 366.2%*
24048040 52105	GASES (PROPANE, ETC	5,000	5,000	1,209.35	.00	69.65	3,721.00 25.6%
24048040 52110	ELECTRICITY	1,500,000	1,500,000	1,195,133.32	199,726.74	182,528.50	122,338.18 91.8%
24048040 52130	WATER	200,000	200,000	190,200.46	46,679.99	.00	9,799.54 95.1%
24048040 52150	TELEPHONE EXPENSE	9,000	9,000	7,901.26	936.70	4,917.24	-3,818.50 142.4%*
24048040 52510	MAINTENANCE SERVICE	80,000	80,000	119,096.60	5,549.06	10,812.02	-49,908.62 162.4%*
24048040 52540	MOTOR VEHICLE MAINT	40,000	40,000	38,165.30	6,088.10	10,695.25	-8,860.55 122.2%*

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FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
24048040 52650 OTHER RENTAL	5,000	5,000	10,416.70	3,739.99	3,000.00	-8,416.70	268.3%*
24048040 52770 OTHER CONTRACTUAL S	200,000	200,000	195,012.02	.00	15,329.03	-10,341.05	105.2%*
24048040 52910 TRASH PICKUP	16,000	16,000	29,642.44	8,956.22	1,148.02	-14,790.46	192.4%*
24048040 53000 SUPPLIES & MATERIAL	200,000	200,000	178,461.70	5,355.21	48,163.96	-26,625.66	113.3%*
24048040 53200 HEATING OIL	1,100,000	1,100,000	1,129,739.37	275,449.73	258,505.63	-288,245.00	126.2%*
24048040 53210 AUTOMOTIVE FUEL & F	25,000	25,000	32,638.10	2,874.06	1,001.59	-8,639.69	134.6%*
24048040 53250 TOOLS & MISCELLANEO	50,000	50,000	66,692.50	4,710.32	289.88	-16,982.38	134.0%*
24048040 53430 JANITORIAL SUPPLIES	16,000	16,000	6,829.30	.00	8,897.62	273.08	98.3%
24048040 53435 CHEMICALS	210,000	210,000	183,628.34	16,943.25	12,551.31	13,820.35	93.4%
24048040 53445 SAFETY SUPPLIES	8,000	8,000	9,949.16	3,277.45	6.95	-1,956.11	124.5%*
24048040 53450 LABORATORY SUPPLIES	70,000	70,000	79,057.81	6,690.58	10,377.25	-19,435.06	127.8%*
24048040 53460 CLOTHING & UNIFORMS	44,000	44,000	19,419.63	5,073.70	33,036.91	-8,456.54	119.2%*
24048040 54100 FRINGE BENEFITS	474,000	474,000	395,871.98	31,398.87	.00	78,128.02	83.5%
24048040 54130 FICA-CITY'S SHARE	189,450	189,450	213,406.14	21,328.86	.00	-23,956.14	112.6%*
24048040 54140 PENSION - CITY'S SH	200,000	200,000	167,530.99	16,841.80	.00	32,469.01	83.8%
24048040 54232 GENERAL LIABILITY C	250,000	250,000	261,654.44	7,477.64	.00	-11,654.44	104.7%*
24048040 54735 SEWER CLAIMS-WORKER	200,000	200,000	516,951.22	3,891.69	.00	-316,951.22	258.5%*
24048040 56215 OUTSIDE SERVICES	150,000	150,000	170,115.06	18,363.74	22,116.52	-42,231.58	128.2%*
24048040 56990 MISCELLANEOUS	0	0	7,354.02	6,897.35	.00	-7,354.02	100.0%*
TOTAL IN-HOUSE SEWER OPERATIONS	8,016,570	8,016,570	8,394,274.83	1,132,241.79	645,027.68	-1,022,732.51	112.8%
24048046 SEWER CHARGES							
24048046 46610 SEWER USE FEES-CURR	-12,267,993	-12,267,993	-12,150,939.27	-119,525.25	.00	-117,053.73	99.0%*
24048046 46620 SEWER USE FEES - PR	-18,000	-18,000	-49,577.99	-7,595.34	.00	31,577.99	275.4%
24048046 46630 SEWER INTEREST & LI	-20,000	-20,000	-80,928.99	-19,949.78	.00	60,928.99	404.6%
24048046 46640 SEWER INTEREST & LI	-15,000	-15,000	-32,018.57	-4,721.90	.00	17,018.57	213.5%
24048046 46670 ORANGE SHARE SERVIC	-390,000	-390,000	108,662.00	.00	.00	-498,662.00	-27.9%*
24048046 47675 ORANGE SHARE CWF DE	-216,000	-216,000	-412,638.51	.00	.00	196,638.51	191.0%
24048046 47680 NITROGEN CREDIT	0	0	-6,921.00	.00	.00	6,921.00	100.0%
TOTAL SEWER CHARGES	-12,926,993	-12,926,993	-12,624,362.33	-151,792.27	.00	-302,630.67	97.7%
TOTAL SEWER OPERATING FUND	0	0	129,841.55	1,306,142.21	1,354,895.87	-1,484,737.42	100.0%
TOTAL REVENUES	-12,926,993	-12,926,993	-12,624,362.33	-151,792.27	.00	-302,630.67	
TOTAL EXPENSES	12,926,993	12,926,993	12,754,203.88	1,457,934.48	1,354,895.87	-1,182,106.75	
GRAND TOTAL	0	0	129,841.55	1,306,142.21	1,354,895.87	-1,484,737.42	100.0%

** END OF REPORT - Generated by David Taylor **

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
195 WH FIRE DEPT-ALLINGTOWN (FD3)							
19500010 ALLINGTOWN FD - ADMIN.							
19500010 51000	REGULAR WAGES	289,609	289,609	285,696.61	26,972.45	.00	3,912.39 98.6%
19500010 52100	GAS HEATING	15,000	15,000	10,143.02	1,083.23	17.90	4,839.08 67.7%
19500010 52110	ELECTRICITY	17,000	17,000	15,596.65	3,330.09	.20	1,403.15 91.7%
19500010 52130	WATER	198,000	198,000	7,690.61	243.30	1.67	190,307.72 3.9%
19500010 52150	TELEPHONE EXPENSE	14,000	21,000	19,805.55	3,715.33	805.74	388.71 98.1%
19500010 52330	TRAINING AND EDUCAT	31,000	31,000	63,605.70	17,771.05	15.00	-32,620.70 205.2%*
19500010 52360	BUSINESS EXPENSE	16,000	16,000	15,419.44	1,393.79	365.17	215.39 98.7%
19500010 52420	FINANCIAL SERVICES	20,000	20,000	.00	.00	.00	20,000.00 .0%
19500010 52530	BUILDING MAINTENANC	20,000	20,000	13,399.00	3,198.00	.00	6,601.00 67.0%
19500010 52580	EQUIPMENT MAINTENAN	60,000	85,000	80,849.70	20,447.12	3,568.90	581.40 99.3%
19500010 52820	PSYCHOLOGICAL TESTI	16,000	16,000	8,599.00	7,262.00	9,652.50	-2,251.50 114.1%*
19500010 53110	OFFICE SUPPLIES	6,000	6,000	4,766.15	373.81	133.56	1,100.29 81.7%
19500010 53210	AUTOMOTIVE FUEL & F	18,000	18,000	19,648.66	4,178.46	.00	-1,648.66 109.2%*
19500010 54032	GEN'L LIAB INSUR PR	60,000	60,000	45,701.00	.00	14,362.00	-63.00 100.1%*
19500010 54110	HEALTH INSURANCE PR	1,666,842	1,666,842	1,725,561.07	127,601.76	.00	-58,719.07 103.5%*
19500010 54120	LIFE INSURANCE PREM	31,000	31,000	26,386.72	5,230.02	3,800.37	812.91 97.4%
19500010 54130	FICA-CITY'S SHARE	21,721	21,721	14,111.98	1,479.15	.00	7,608.70 65.0%
19500010 54140	PENSION - CITY'S SH	2,540,196	2,540,196	2,550,992.55	636,107.50	.00	-10,796.55 100.4%*
19500010 54180	HEART & HYPERTENSIO	35,000	35,000	.00	.00	.00	35,000.00 .0%
19500010 54192	WORKERS COMP PREM-A	125,000	125,000	75,898.27	5,001.35	.00	49,101.73 60.7%
19500010 55160	PC'S/HARDWARE	42,500	42,500	37,866.86	1,453.72	1,375.00	3,258.14 92.3%
19500010 55630	RADIO EQUIPMENT	40,000	40,000	3,640.81	140.00	.00	36,359.19 9.1%
19500010 55900	CAPITAL OUTLAY - OT	500,000	500,000	.00	.00	49,121.40	450,878.60 9.8%
19500010 56010	UNALLOCATED CONTING	175,000	143,000	38,978.09	33,157.28	.40	104,021.51 27.3%
19500010 56175	ADVANCE FUNDING OPE	117,500	117,500	-307,500.00	-307,500.00	.00	425,000.00 -261.7%
19500010 56990	MISCELLANEOUS	16,000	16,000	14,616.33	5,119.48	250.00	1,133.67 92.9%
TOTAL ALLINGTOWN FD - ADMIN.		6,091,368	6,091,368	4,771,473.77	597,758.89	83,469.81	1,236,424.10 79.7%
19500030 ALLINGTOWN FIRE DEPT OPS							
19500030 51000	REGULAR WAGES	1,519,965	1,519,965	1,527,366.20	146,939.06	.00	-7,401.20 100.5%*
19500030 51500	OVERTIME	480,000	480,000	605,548.84	62,864.35	.00	-125,548.84 126.2%*
19500030 51800	SEPARATION PAY	45,000	45,000	.00	.00	.00	45,000.00 .0%
19500030 51801	WORKERS' COMP. PAY	0	0	3,355.57	.00	.00	-3,355.57 100.0%*

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
19500030 52150 TELEPHONE EXPENSE	305,000	305,000	188,149.27	54,059.80	31,037.44	85,813.29	71.9%
19500030 52780 UNIFORM ALLOWANCE -	26,000	26,000	26,287.40	12,119.00	.00	-287.40	101.1%*
19500030 53250 TOOLS & MISCELLANEO	70,000	70,000	58,953.73	17,144.17	1,483.34	9,562.93	86.3%
19500030 53440 MEDICAL SUPPLIES	38,000	38,000	25,140.06	3,181.24	1,643.14	11,216.80	70.5%
19500030 54130 FICA-CITY'S SHARE	60,000	60,000	74,656.14	6,685.39	.00	-14,656.14	124.4%*
19500030 54140 PENSION - CITY'S SH	166,000	166,000	64,149.17	5,477.05	.00	101,850.83	38.6%
19500030 55220 TRUCKS	265,000	265,000	39,407.97	5,695.00	.00	225,592.03	14.9%
19500030 56180 EDUCATIONAL REIMBUR	115,250	115,250	59,075.00	4,350.00	.00	56,175.00	51.3%
TOTAL ALLINGTOWN FIRE DEPT OPS	3,090,215	3,090,215	2,672,089.35	318,515.06	34,163.92	383,961.73	87.6%
19520045 GRANTS-ALLINGTOWN FD3							
19520045 45231 PILOT-COLLEGES & HO	-770,501	-770,501	-733,961.12	.00	.00	-36,539.88	95.3%*
19520045 45249 MRSA - MOTOR VEHICL	-960,525	-960,525	-1,302,848.66	.00	.00	342,323.66	135.6%
19520045 45290 STATE MISCELLANEOUS	-21,515	-21,515	-21,715.00	-21,515.00	.00	200.00	100.9%
19520045 45340 SCCRWA- PILOT GRANT	-49,166	-49,166	-49,117.42	.00	.00	-48.58	99.9%*
TOTAL GRANTS-ALLINGTOWN FD3	-1,801,707	-1,801,707	-2,107,642.20	-21,515.00	.00	305,935.20	117.0%
19520047 MISCELLANEOUS REVENUE-ALL/FD3							
19520047 42900 MISCELLANEOUS FEES	-60,000	-60,000	-125,004.58	-1,477.45	.00	65,004.58	208.3%
19520047 45130 FEDERAL EMERGENCY M	-271,429	-271,429	.00	.00	.00	-271,429.00	.0%*
19520047 46720 POLICE/FD EXTRA DUT	-4,000	-4,000	-10,935.75	-379.02	.00	6,935.75	273.4%
19520047 47050 FD BUNDLE BILLING E	-40,000	-40,000	-9,149.18	-1,165.07	.00	-30,850.82	22.9%*
19520047 47060 FD TRANSPORT INCOME	0	0	-57,400.66	-3,000.42	.00	57,400.66	100.0%
19520047 47380 INSURANCE REIMBURSE	0	0	-15,360.46	.00	.00	15,360.46	100.0%
19520047 47600 DONATIONS	-100,000	-100,000	.00	.00	.00	-100,000.00	.0%*
19520047 47900 MISCELLANEOUS	0	0	-175.00	.00	.00	175.00	100.0%
TOTAL MISCELLANEOUS REVENUE-ALL/F	-475,429	-475,429	-218,025.63	-6,021.96	.00	-257,403.37	45.9%
19524041 PROPERTY TAXES - ALLINGTOWN FD							
19524041 41100 CURRENT PROPERTY TA	-6,788,447	-6,788,447	-6,888,198.64	-56,848.47	.00	99,751.96	101.5%
19524041 41200 PRIOR YEARS TAX LEV	-66,000	-66,000	-83,608.35	-12,214.73	.00	17,608.35	126.7%
19524041 41300 SUSPENSE TAXES	-6,000	-6,000	-27,242.07	-2,335.42	.00	21,242.07	454.0%

YEAR TO DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
19524041 41610 CURRENT PROPERTY TA	-22,000	-22,000	-34,649.29	-5,598.19	.00	12,649.29	157.5%
19524041 41620 PRIOR YEARS TAX INT	-15,000	-15,000	-20,287.81	-4,738.96	.00	5,287.81	135.3%
19524041 41630 SUSPENSE INTEREST	-7,000	-7,000	-28,474.65	-1,960.78	.00	21,474.65	406.8%
TOTAL PROPERTY TAXES - ALLINGTOWN	-6,904,447	-6,904,447	-7,082,460.81	-83,696.55	.00	178,014.13	102.6%
TOTAL WH FIRE DEPT-ALLINGTOWN (FD	0	0	-1,964,565.52	805,040.44	117,633.73	1,846,931.79	100.0%
TOTAL REVENUES	-9,181,583	-9,181,583	-9,408,128.64	-111,233.51	.00	226,545.96	
TOTAL EXPENSES	9,181,583	9,181,583	7,443,563.12	916,273.95	117,633.73	1,620,385.83	
GRAND TOTAL	0	0	-1,964,565.52	805,040.44	117,633.73	1,846,931.79	100.0%

** END OF REPORT - Generated by David Taylor **



WEST HAVEN PUBLIC SCHOOLS

"Schools Committed to Excellence"


West Haven Board of Education
355 Main Street, West Haven, CT 06516

Telephone: (203) 937-4300 ext. 7122 Fax: (203) 931-4736

Matthew Cavallaro

Director of Finance

matthew.cavallaro@whschools.org

August 15, 2024 

To: MARB Board Members

Re: June Financial

Enclosed within this document, please find the West Haven Board of Education financials through June 30, 2024. Included in this report is a projection spreadsheet, MUNIS data for period 12, and Year to Date reports for our Alliance Grant and ARP/ESSER III grant.

Through period 12, our spending continues to be in line when compared to the previous fiscal year. Our projection is still to finish the year on budget. Our COVID grants will be spent in full within the allotted timeframe of the allowable period. The ARP/ESSER III was fully obligated by June 30, 2024.

Areas within the budget that we are monitoring are as follows:

- Summer Payroll – The final payroll for all 10-month employees was on August 14th. These payrolls will be accrued and posted to FY24. This will occur prior to the end of the month.
- ARP/ESSER III grant – This grant is fully obligated. We will be carrying forward \$500,000 into FY25 to complete our final project with this funding source (WHHS Pool approved by MARB at the June 27th meeting).
- State and Federal State Department of Education Grants – All grants have been spent in full in accordance with the rules and regulations of each allotment.
- Final Year End Budget transfers will be presented to the Board of Education at our September 3rd meeting then given to the MARB at the September 12th meeting.

CITY OF WEST HAVEN
BOARD OF EDUCATION EXPENDITURE REPORT
Jun-24

Variations favorable/(unfavorable)

	ACTUAL					FORECAST		
	FY24 Budget	June YTD	June YTD	June YTD	FY23 YTD	FY24	June YTD	Δ to Budget
		Actual	FY23	% Budget	% Actual	Projected	% Fcst	
Superintendent / Principals / Asst.	2,207,369	1,913,461	2,253,466	86.7%	100.6%	2,207,369	86.7%	-
Teachers - Classroom	26,106,334	22,752,595	25,609,206	87.2%	93.6%	26,106,334	87.2%	-
Teachers - Special Education	5,188,604	4,310,042	5,328,694	83.1%	90.0%	5,188,604	83.1%	-
Teachers - Special Area	2,894,796	2,420,310	2,891,142	83.6%	84.9%	2,894,796	83.6%	-
Teachers - Substitutes/Interns	689,815	675,327	475,466	97.9%	68.1%	675,327	100.0%	14,488
Teacher Aides	3,859,671	3,790,908	4,151,209	98.2%	138.7%	3,859,671	98.2%	-
Pupil Services	1,283,856	1,060,751	1,318,397	82.6%	84.2%	1,283,856	82.6%	-
Clerical	1,773,104	1,669,745	1,572,890	94.2%	103.3%	1,773,104	94.2%	-
School Nurses	828,148	683,747	843,899	82.6%	82.3%	816,256	83.8%	11,892
Coordinators/Directors	1,381,409	1,165,992	1,196,815	84.4%	112.6%	1,381,409	84.4%	-
Custodial / Maintenance	2,713,365	2,692,744	2,552,709	99.2%	84.6%	2,692,744	100.0%	20,621
Lunch Aides	-	42,968	368,054	0.0%	95.4%	-	0.0%	-
Para Substitutes	-	-	149,268	0.0%	98.8%	-	0.0%	-
Homebound	125,000	116,446	66,760	93.2%	53.4%	125,000	93.2%	-
Detached Worker	98,261	65,985	146,077	67.2%	148.7%	98,261	67.2%	-
Athletic Coaches	240,179	287,180	245,532	119.6%	186.1%	287,180	100.0%	(47,001)
Adult Education	150,000	150,000	64,415	100.0%	42.9%	150,000	100.0%	-
Severance Pay	258,239	258,238	336,332	100.0%	83.0%	258,239	100.0%	-
Student Activity Advisors	100,000	100,000	290,034	100.0%	336.5%	100,000	100.0%	-
Salaries	49,898,150	44,156,439	49,860,365	88.5%	96.2%	49,898,150	88.5%	-
Health Insurance	14,825,092	15,208,878	14,688,753	102.6%	110.7%	15,055,567	101.0%	(230,475)
Medicare Only - Taxes	881,908	736,216	857,854	83.5%	106.8%	881,908	83.5%	-
Social Security	764,786	754,931	802,922	98.7%	116.5%	764,786	98.7%	-
Property & Liability Insurance	740,865	743,389	668,801	100.3%	133.1%	740,865	100.3%	-
Worker's Compensation	750,000	711,604	507,486	94.9%	91.9%	711,604	100.0%	38,396
Retirement Contributions	477,406	383,802	405,274	80.4%	125.0%	477,406	80.4%	-
Life Insurance	266,576	266,576	282,137	100.0%	132.6%	266,576	100.0%	-
Travel / Convention / Dues	27,200	25,258	26,535	92.9%	22.9%	25,258	100.0%	1,942
Other Benefits & Fixed Charges	10,000	12,500	17,790	125.0%	25.8%	12,500	100.0%	(2,500)
Benefits & Fixed Charges	18,743,833	18,843,154	18,257,552	100.5%	110.4%	18,936,470	99.5%	(192,637)
Tuition	8,737,214	8,688,371	8,723,317	99.4%	93.8%	8,737,214	99.4%	-
Bus Service	3,456,687	3,456,687	3,333,447	100.0%	109.0%	3,456,687	100.0%	-
Transportation - Phys. Handicapped	2,329,490	2,329,460	2,792,981	100.0%	185.3%	2,329,490	100.0%	-
Transportation - Regional VOC	320,498	320,498	309,152	100.0%	121.6%	320,498	100.0%	-
Transportation - Student Activities	111,911	105,816	171,350	94.6%	157.0%	111,911	94.6%	-
Student Transportation	6,218,586	6,212,461	6,606,930	99.9%	134.1%	6,218,586	99.9%	-
Site Repairs & Improvements	1,096,939	1,021,315	1,226,941	93.1%	170.7%	1,021,315	100.0%	75,624
Electricity	1,358,733	1,350,237	1,316,488	99.4%	124.3%	1,350,237	100.0%	8,496
Heating	464,487	447,499	527,091	96.3%	100.6%	447,499	100.0%	16,988
Water	103,919	102,737	106,688	98.9%	79.5%	102,737	100.0%	1,182
Telephone & Communications	164,178	122,539	168,054	74.6%	52.1%	122,539	100.0%	41,639
Building Security	388,740	388,740	388,740	100.0%	100.6%	388,740	100.0%	-
Solid Waste / Recycling	305,833	305,833	366,271	100.0%	186.8%	305,833	100.0%	-
Operation of Plant	3,882,829	3,738,900	4,100,273	96.3%	122.7%	3,738,900	100.0%	143,929
Photocopy Services	383,309	382,328	475,348	99.7%	176.2%	383,309	99.7%	-
Consultant Services	525,000	524,910	533,235	100.0%	205.1%	525,000	100.0%	-
Police And Fire	10,000	1,133	1,241	11.3%	1.7%	1,133	100.0%	8,867
Printing / Postage / Supplies	92,850	84,019	95,618	90.5%	131.5%	84,019	100.0%	8,831
Other Services	60,000	-	60,000	0.0%	14.4%	60,000	0.0%	-
Purchased Services	1,071,159	992,390	1,165,442	92.6%	106.6%	1,053,461	94.2%	17,698
Instruction	1,408,650	1,377,640	1,246,681	97.8%	93.7%	1,377,640	100.0%	31,010
Board of Education	89,960,421	84,009,355	89,960,560	93.4%	101.8%	89,960,421	93.4%	-

Note : YTD actuals exclude encumbrances

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A01 TUITION	8,737,214	0	8,737,214	8,688,370.92	.00	48,843.08	99.4%
B04 CONTRACTED BUS SERVICE/PUBLIC	3,172,579	0	3,172,579	3,172,579.00	.00	.00	100.0%
B06 BUS SERVICE: NON PUBLIC SCHOOL	284,108	0	284,108	284,108.00	.00	.00	100.0%
B08 TRANSPORTATION: REG VOC-TECH-	243,627	0	243,627	243,627.00	.00	.00	100.0%
B10 TRANSPORTATION: REG VOC-AG	76,871	0	76,871	76,871.00	.00	.00	100.0%
B12 TRANSPORT: PHYS. HANDICAPPED	2,037,560	291,930	2,329,490	2,329,490.00	.00	.00	100.0%
B16 TRANSPORTATION: STDNT ACTIVITY	111,911	0	111,911	105,816.00	6,095.00	.00	100.0%
C04 SALARY - SUPERINTENDENT	190,759	0	190,759	190,759.00	.00	.00	100.0%
C06 SALARY - ASST. SUPERINTENDENT	160,000	0	160,000	160,000.00	.00	.00	100.0%
C07 SALARY - CLERICAL: BLAKE ADMIN	956,176	0	956,176	922,747.64	.00	33,428.36	96.5%
C10 SALARY - PRINCIPALS	1,246,610	10,000	1,256,610	1,060,291.98	.00	196,318.02	84.4%
C12 SALARY - ASST. PRINCIPALS	951,794	-351,794	600,000	502,410.02	.00	97,589.98	83.7%
C14 SALARY - COORD & DIRECTORS	1,381,409	0	1,381,409	1,165,992.40	.00	215,416.60	84.4%
C16 SALARY - CLASSROOM TEACHERS	24,729,029	1,377,305	26,106,334	22,752,594.94	.00	3,353,739.06	87.2%
C18 SALARY - SPECIAL ED TEACHERS	5,738,604	-550,000	5,188,604	4,310,041.91	.00	878,562.09	83.1%
C20 SALARY - ADULT EDUCATION	150,000	0	150,000	150,000.00	.00	.00	100.0%
C22 SALARY - HOMEBOUND	125,000	0	125,000	116,446.10	.00	8,553.90	93.2%
C24 SALARY - SPECIAL AREA TEACHERS	3,269,796	-375,000	2,894,796	2,420,309.77	.00	474,486.23	83.6%
C26 SALARY - PUPIL SERVICES	1,483,856	-200,000	1,283,856	1,060,751.04	.00	223,104.96	82.6%
C28 SALARY - CLERICAL: SECOND. SCH	546,054	0	546,054	529,618.53	.00	16,435.47	97.0%
C30 SALARY - CLERICAL: ELEM. SCH.	270,874	0	270,874	217,377.56	.00	53,496.44	80.3%
C32 SALARY - SUBSTITUTE CLERKS	30,000	-30,000	0	.00	.00	.00	.0%
C34 SALARY - LUNCH AIDES	300,000	-300,000	0	42,968.49	.00	-42,968.49	100.0%
C36 SALARY - TEACHER AIDES	3,199,671	660,000	3,859,671	3,790,907.63	.00	68,763.37	98.2%
C38 SALARY - PARA SUBSTITUTES	105,000	-105,000	0	.00	.00	.00	.0%
C40 SALARY - DETACHED WORKER	98,261	0	98,261	65,984.75	.00	32,276.25	67.2%
C42 SALARY - SUBSTITUTE TEACHERS	689,815	0	689,815	675,326.57	.00	14,488.43	97.9%
C44 SALARY - SEVERANCE PAY	300,000	-41,761	258,239	258,238.42	.00	.58	100.0%
C46 SALARY - NURSES: PUBLIC	837,668	-115,000	722,668	601,100.14	.00	121,567.86	83.2%
C48 SALARY - NURSES: NON-PUBLIC	150,480	-45,000	105,480	82,647.32	.00	22,832.68	78.4%
C58 SALARY - CUSTODIANS	1,923,892	-153,750	1,770,142	1,751,564.14	.00	18,577.86	99.0%
C60 SALARY - SUBSTITUTE CUSTODIANS	105,000	-105,000	0	.00	.00	.00	.0%
C62 SALARY - O/T CUSTODIANS	79,638	-79,638	0	.00	.00	.00	.0%
C64 SALARY - MAINTENANCE	861,073	82,150	943,223	941,180.33	.00	2,042.67	99.8%
C66 SALARY - O/T MAINTENANCE	60,799	-60,799	0	.00	.00	.00	.0%
C68 SALARY - STUDENT ACTIVITY ADV.	100,000	0	100,000	100,000.00	.00	.00	100.0%
C70 SALARY - ATHL COACHES: HS	175,000	65,179	240,179	287,180.15	.00	-47,001.15	119.6%
C72 SALARY - CUST COMMUNITY SVCS	16,000	-16,000	0	.00	.00	.00	.0%
D04 ELECTRICITY	1,208,733	150,000	1,358,733	1,350,236.51	.00	8,496.49	99.4%
D08 WATER	103,919	0	103,919	102,737.44	.00	1,181.56	98.9%
D10 TELEPHONE & COMMUNICATIONS	364,178	-200,000	164,178	122,539.11	.00	41,638.89	74.6%
D12 RUBBISH REMOVAL	220,833	85,000	305,833	305,833.00	.00	.00	100.0%
D14 CUSTODIAL SUPPLIES	0	0	0	.00	.00	.00	.0%
D16 HEAT FOR BUILDINGS	464,487	0	464,487	447,498.79	.00	16,988.21	96.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
D18 EQUIPMENT - OPERATION OF PLANT	0	0	0	.00	.00	.00	.0%
D20 REPAIR TO BUILDINGS	846,939	0	846,939	792,569.90	4,620.42	49,748.68	94.1%
D22 UPKEEP OF GROUNDS SUPPLIES	0	0	0	.00	.00	.00	.0%
D24 BUILDING SECURITY	388,740	0	388,740	388,740.00	.00	.00	100.0%
D26 GAS, OIL & GREASE	0	0	0	.00	.00	.00	.0%
D28 REPAIR TO EQUIPMENT: MAINT.	0	0	0	.00	.00	.00	.0%
D30 OTHER EXPENSES: MAINTENANCE	0	0	0	.00	.00	.00	.0%
D32 EQUIPMENT - MAINT. OF PLANT	0	0	0	.00	.00	.00	.0%
D34 IMPROVEMENT TO SITES	250,000	0	250,000	228,745.89	.00	21,254.11	91.5%
E02 CENTRAL OFFICE - TRAVEL	77,200	-50,000	27,200	25,258.06	.00	1,941.94	92.9%
E04 CENTRAL OFFICE - DUES & CONF.	0	0	0	.00	.00	.00	.0%
E06 TRAVEL CONV. & DUES: TCHRS/ADM	0	0	0	.00	.00	.00	.0%
E08 PROFESSIONAL CERT. REIMBURSMNT	46,500	-36,500	10,000	12,500.00	.00	-2,500.00	125.0%
E12 PROPERTY & LIABILITY INSURANCE	525,000	215,865	740,865	743,389.25	.00	-2,524.25	100.3%
E14 HEALTH INSURANCE: CERTIFIED	9,847,344	0	9,847,344	9,718,969.23	.00	128,374.77	98.7%
E16 LIFE INSURANCE: CERTIFIED	187,913	78,663	266,576	266,575.87	.00	.13	100.0%
E18 SOCIAL SECURITY	764,786	0	764,786	754,930.60	.00	9,855.40	98.7%
E20 RETIREMENT CONTRIBUTIONS	477,406	0	477,406	383,801.67	.00	93,604.33	80.4%
E22 MEDICARE ONLY - TAXES	881,908	0	881,908	736,216.67	.00	145,691.33	83.5%
E24 UNEMPLOYMENT COMPENSATION	100,000	-100,000	0	.00	.00	.00	.0%
E26 HEALTH INSURANCE: NON-CERT	4,977,748	0	4,977,748	5,489,909.19	524.10	-512,685.29	110.3%
E30 WORKER'S COMPENSATION	750,000	0	750,000	711,604.92	.00	38,395.08	94.9%
F02 POSTAGE	60,000	-25,000	35,000	27,580.00	.00	7,420.00	78.8%
F04 PRINTING & PUBLISHING	0	0	0	.00	.00	.00	.0%
F06 PHOTOCOPY SERVICES	383,309	0	383,309	382,328.24	980.76	.00	100.0%
F08 BOE MISC. EXPENSE	0	0	0	.00	.00	.00	.0%
F12 CONSULTANT SERVICES	260,000	0	260,000	260,000.00	.00	.00	100.0%
F14 SERVICE CONTRACTS	265,000	0	265,000	264,909.82	.00	90.18	100.0%
F18 BOE - OFFICE SUPPLIES	3,150	0	3,150	2,030.64	535.00	584.36	81.4%
F20 CENTRAL OFFICE - SUPPLIES	26,000	15,000	41,000	41,000.00	.00	.00	100.0%
F22 CENTRAL OFFICE - MISC. EXPENSE	0	0	0	.00	.00	.00	.0%
F26 POLICE & FIRE	75,000	-65,000	10,000	1,133.00	.00	8,867.00	11.3%
F28 BOE - DUES & CONFERENCES	25,200	-15,000	10,200	9,948.00	.00	252.00	97.5%
F30 SUBSCRIPTIONS	3,500	0	3,500	3,459.95	.00	40.05	98.9%
F34 FITZGERALD COMPLEX	60,000	0	60,000	.00	.00	60,000.00	.0%
G02 ANSWERING SERVICE	10,850	-10,850	0	.00	.00	.00	.0%
G04 REPAIR TO EQUIPMENT: INSTRUCT.	25,000	-20,000	5,000	3,187.50	913.50	899.00	82.0%
G06 MISC. EXPENSES	0	40,000	40,000	39,819.90	.00	180.10	99.5%
G08 ELEM. READING DEVELOPMENT	12,000	0	12,000	10,579.37	.00	1,420.63	88.2%
G10 TEACHING SUPPLIES	504,400	101,100	605,500	602,211.45	1,012.99	2,275.56	99.6%
G12 TEXTBOOKS	225,000	-50,000	175,000	174,571.80	.00	428.20	99.8%
G14 PERIODICALS	13,500	2,500	16,000	15,758.48	.00	241.52	98.5%
G16 EDUCATIONAL MEDIA SUPPLIES	0	2,000	2,000	.00	1,390.00	610.00	69.5%
G18 STANDARIZED TESTING PROGRAM	54,750	-53,750	1,000	930.00	.00	70.00	93.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
G20 CURRICULUM IMPROVEMENT	45,000	12,000	57,000	55,838.21	.00	1,161.79	98.0%
G22 LIBRARY BOOKS	42,500	-12,500	30,000	28,812.78	.00	1,187.22	96.0%
G26 EQUIPMENT - NON INSTRUCTIONAL	20,000	20,000	40,000	38,433.37	.00	1,566.63	96.1%
G28 EQUIPMENT - INSTRUCTIONAL	0	30,000	30,000	25,648.29	.00	4,351.71	85.5%
G29 EQUIPMENT - TECHNOLOGY	320,000	-169,850	150,150	144,079.41	3,534.67	2,535.92	98.3%
G30 PSYCHIATRIC SERVICES	0	0	0	.00	.00	.00	.0%
G32 MEDICAL SERVICES - SUPPLIES	36,500	-21,500	15,000	14,530.55	.00	469.45	96.9%
G34 MEDICAL SERVICES - MISC. EXP.	0	60,000	60,000	57,257.13	.00	2,742.87	95.4%
G36 EQUIPMENT: MEDICAL SERVICES	10,000	0	10,000	10,000.00	.00	.00	100.0%
G38 EQUIPMENT & SUPPLIES: ACTIV.	100,000	60,000	160,000	155,950.26	.00	4,049.74	97.5%
TOTAL GENERAL FUND	89,960,421	0	89,960,421	84,009,355.00	19,606.44	5,931,459.56	93.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 459	TEACHERS REFORM ALLIANCE(ECS)	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
000 NULL								
45970145 45290	STATE MISCELLANE	0	0	0	-7,503,471.00	.00	7,503,471.00	100.0%
	TOTAL NULL	0	0	0	-7,503,471.00	.00	7,503,471.00	100.0%
S60 TEACHERS REFORM ALLIANCE								
S60V25RC 61110	CERTIFIED PERSON	0	0	0	178,478.28	.00	-178,478.28	100.0%*
S60V25RC 61112	SALARY TEACHERS	0	0	0	2,323,697.43	.00	-2,323,697.43	100.0%*
S60V25RC 63220	INST. PROG. IMPR	0	0	0	502,327.22	.00	-502,327.22	100.0%*
S60V25RC 63300	OTHER PROFESSION	0	0	0	1,752,611.06	.00	-1,752,611.06	100.0%*
S60V25RC 65100	STUDENT TRANSPOR	0	0	0	497,526.21	.00	-497,526.21	100.0%*
S60V25RC 65600	TUITION	0	0	0	1,249,012.09	.00	-1,249,012.09	100.0%*
	TOTAL TEACHERS REFORM ALLIANCE	0	0	0	6,503,652.29	.00	-6,503,652.29	100.0%
	TOTAL TEACHERS REFORM ALLIANCE(ECS)	0	0	0	-999,818.71	.00	999,818.71	100.0%
	TOTAL REVENUES	0	0	0	-7,503,471.00	.00	7,503,471.00	
	TOTAL EXPENSES	0	0	0	6,503,652.29	.00	-6,503,652.29	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 462 ARP/ESSER III	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
000 NULL							
46270045 45290 STATE MISCELLANE	0	0	0	-20,964,802.24	.00	20,964,802.24	100.0%
TOTAL NULL	0	0	0	-20,964,802.24	.00	20,964,802.24	100.0%
S35 UNUSED							
S62V29SG 61112 SALARY TEACHERS	4,500,000	0	4,500,000	2,958,375.78	.00	1,541,624.22	65.7%
S62V29SG 62000 EMPLOYEE BENEFIT	0	0	0	1,071,474.75	.00	-1,071,474.75	100.0%*
S62V29SG 63300 OTHER PROFESSION	1,500,000	9,781,456	11,281,456	10,018,893.38	.00	1,262,562.62	88.8%
S62V29SG 66110 INSTRUCTIONAL SU	1,100,000	2,595,000	3,695,000	2,901,375.25	.00	793,624.75	78.5%
TOTAL UNUSED	7,100,000	12,376,456	19,476,456	16,950,119.16	.00	2,526,336.84	87.0%
TOTAL ARP/ESSER III	7,100,000	12,376,456	19,476,456	-4,014,683.08	.00	23,491,139.08	-20.6%
TOTAL REVENUES	0	0	0	-20,964,802.24	.00	20,964,802.24	
TOTAL EXPENSES	7,100,000	12,376,456	19,476,456	16,950,119.16	.00	2,526,336.84	

CITY OF WEST HAVEN OPEN ISSUES

Prepared by OPM staff, sent to the City for update

August 22, 2024

List #	Issue	Required Response	Status
1	Brewery Development Agreement	NEBCO Withdrew	A new RFP was reissued in August 2024 Pending
2	Firefighter Hazard Pay Stipend	Status of City revisiting amount - original request of \$10,000 per firefighter	City status response in 10/6/22 MARB meeting package: "City administration and City Council believe that this is fair compensation for the unprecedented hazards encountered by the Fire Service." On 10/8/23, OPM Staff had a conference call with fire districts on next step. On 12/7/23, MARB tabled this item and ask City and Fire Districts to work with OPm staff to refine the proposal. Revised proposal of \$2,500 per firefithter was approved by MARB on 6/27/24 meeting CLOSED
3	Firefighter Hazard Pay Stipend	Status of revision to MOU with union - FY 2022	City response in 10/6/22 MARB meeting package addressed MOU related to Partnership transition. "MOU incorporated dates regarding transitioning to the State partnership Plan that can no longer be achieved, City and Union are scheduleed to discuss any potential changes to TA and MOU on 10/4/22. The spirit and intent of the dialogue remains inact, however effective dates must be addresses" No change to MOU regarding hazard pay stipend. Closed
4	Firefighter Hazard Pay Stipend	Analysis of whether stipend creates liability when negotiating with other bargaining units	City response in 10/6/22 MARB meeting package: "City contends that the hazards encountered by Guardians during the initial stages of the pandemic are unique in terms of the physical interpersonal contract required in the performance of their duties, and therefore firefighters are both eligible and deserving of the hazard pay allowale under federal standards." Closed

List #	Issue	Required Response	Status
8	Separate pension investment management services and pension investment advisor services	Detailed tasks and timeline for reviewing options and proceeding with consolidating services. Incorporate fire districts into timeline.	City held preliminary meeting 9/26/22 with follow-up anticipated in October 2022 - districts not interested. One district has declined. On 9/19/23 Subcommitntee meeting, City agrees to seek an expert assistance. Pending
10	Fuel and energy contracts	Summary of contracts including: Current rates, indicating floating vs. fixed, contract term. Include bus fuel indicating whether company or district carries price risk.	Electricity contract signed in December 2022. Gasoline/diesel fuel will be sent out to bid. Ending. Partial information distributed 11/3/22. follow-up request from T. Hamilton at 12/1/22 meeting. Matrix Pending Since 12/1/2022.
20	Recover CRF funds - misuse	Has the city taken steps to attempt to recover CRF funds from fraudulent/misuse activity? FY 24 proposed budget	City provided updates on 9/19/23 Subcommittee meeting: * \$50k received from John Barnado paid restitution in full. * City is perusing insurance claim to cover the funds * Mr. Dimassa Court Order to pay his restitution

List #	Issue	Required Response	Status
21	IRS code for personal use of city vehicles	Review IRS rules regarding personal use of city vehicles to determine if there are taxable benefits	3/30/23 sub-committee request City is to consult with its audit firm - PKF
22	Fleet cars	List of cars in the fleet and who is provided a car	3/30/23 sub-committee request. List from City side was provided 4/13/23 within meeting materials. Waiting for the list from BOE. Updated list including new purchased vehicles is pending. BOE's List is pending.
23	Fire Districts	Fire districts benchmarking -Timeline of looking at fire districts	On 7/25 Subcommittee meeting, members had a tour of 3 fire districts. RFP for fire service feasibility study of ARPA funds was reviewed and discussed at 8/31/23 MARB meeting. City received RFPs and will discuss on 3/ /24 Subcommittee meeting. ESCI Feasibility Study Contract was presented on 6/27/24 meeting.
27	Special Benefits	City and BOE employees with special benefits. i.e. cars	Pending
32	Budget Transfers	Budget transfers between City and BOE, and other inter-fund transfers over \$50,000 need to be presented to MARB for approval	FY 2023 Inter-fund transfers are provided by CITY in 10/17/23 meeting materials. BOE FY 2024 Budget Transfers were approved by MARB on 6/27/24 meeting CLOSED

* All Budget related open items are on a separate "Budget Questions" list that has been communicated to the City

** numbers 5 ,6, 7 ,9, 11, 12 ,13, 14, 15, 16, 17,18, 19,24 ,25,26, 28,29,30, 31,33and 34 were previously closed



Office of the Finance Director

City of West Haven
355 Main Street
West Haven, Connecticut 06516

MARB Contract Form

Contract Name	Westshore fire stations upgrades				
City Agency	Fire Services				
Vendor Utilized	Diversity Construction Group				
Address	669 Center Street				
City, State, Zip	Wallingford, CT 06492				
Procurement Process	<input checked="" type="checkbox"/> Bid/RFP [2024-34] <input type="checkbox"/> State Contract [Enter State Contract #] <input type="checkbox"/> Cooperative Agreement [Enter Source Name and Contract No] <input type="checkbox"/> Sole Source <input type="checkbox"/> Other Source []				
No of Bid/RFP Respondents	2 Diversity Construction (\$823,000) & Richards Corporation (\$1,085,077)				
Quote No('s) if applicable					
Source of Funds	ARPA Funding				
Quantity	1.00	Price Per:	\$0.00	Total Purchase Price	\$823,000.00
Purpose of Transaction (Please give a detailed explanation for the purpose of the transaction. This should not be one / two sentences.)	Improvement project at two of our fire stations: West Shore, located at 860 Ocean Avenue & Benham Hill, located at 250 Benham Hill Road. The project introduces enclosed sleeping compartments with individual HVAC systems, segregated quarters for male and female staff including the introduction of separate toilet and bathing facilities, the application of a high-performance elastomeric coating system and an alternate, updates to the existing kitchen facilities for the Benham Hill Station, as well as other work indicated in the contract documents.				
Department Submission [Name and Title]	Ken Carney, ARPA Committee Chair & Building Committee Chair				
Finance Review and Submission [Name and Title]	Kathy Chambers, Senior Buyer, Procurement Analyst				

CITY OF WEST HAVEN

ORIGINAL

#2024-34

West Shore & Benham Hill Fire Station Improvements

SECTION 002000 - BID FORM

TOTAL BID PRICE (LUMP SUM): \$ 823,000

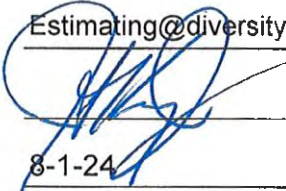
COMPANY NAME: Diversity Construction Group LLC

CONTACT PERSON: James A. Keaney Jr.

ADDRESS: 669 Center st Wallingford CT, 06492

PHONE NUMBER: 203-303-1317

EMAIL: Estimating@diversitycg.com

SIGNATURE: 

DATE: 8-1-24

Add Alternate #1 \$ 80,000

Addendums 1-6 recognized



CITY OF WEST HAVEN
355 Main St
 West Haven, Connecticut 06516

**DISCLOSURE &
 CERTIFICATION AFFIDAVIT**

EVERY SECTION MUST BE COMPLETED

For help completing this form contact Purchasing Director at 203-937-3624

Contractor/Vendor Name:	Diversity Construction Group LLC
Address:	669 Center St Wallingford, CT 06492
Telephone and/or Fax #:	203-303-1317
Email Address:	Estimating@diversityc.com
Contact Person:	James A. Keaney Jr.

For the purposes of this Disclosure and Certification Affidavit, the following definitions apply:

(a)	"Person" means one (1) or more individuals, partnerships, corporations, associations, or joint ventures.
(b)	"Contract" means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
(c)	"City" means any official agency, board, authority, department office, or other subdivision of the City of West Haven.
(d)	"Affiliate Entity" means any entity listed in sections 9 or 10 below or any entity under common management with the Contractor.

State of	Connecticut	County of	New Haven
I,	James A. Keaney Jr. (type or print your name above)	being first duly sworn, hereby deposes and says that:	
1.	I am over the age of 18 and understand the obligations of making statements under oath; I understand that the City of West Haven is relying on my representations herein.		
2a.	I am the corporate secretary or majority owner (including sole proprietorship) of	Diversity Construction Group LLC	Insert Company Name above
2b.	Or I am an individual and my name is:	if an individual, insert your name above	
3.	I am fully informed regarding the preparation and terms of the above referenced agreement (the "Agreement") and of all pertinent circumstances related thereto.		
4.	Please select the applicable representation(s) regarding taxes or, if none of the below are accurate, attach an explanation of the status of the relevant tax obligations to this Affidavit (mark an "X" in the appropriate box or "NA" if none apply).		
4a.	N/A	As required by Conn. Gen. Stat. §12-41, the Contractor (and each owner, partner, officer, authorized signatory or Affiliate Entity of the Contractor) has filed a list of taxable personal property with the City of West Haven for the most recent grand list and all taxes are	
4b.	N/A	The Contractor (including any owner, partner, officer or authorized signatory thereof) is not required to file a list of taxable personal property with the City of West Haven for the most recent grand list and does not owe any back taxes to the City of West Haven, either directly or through a lease or other agreement.	
4c.	N/A	The Contractor or an owner, partner, officer, representative, agent or Affiliate Entity of the Contractor either i) has a PILOT agreement with the City of West Haven or ii) owes back taxes and has executed an agreement with the City of West Haven to pay said back taxes in installment payments. Such agreement is attached and incorporated herein by reference and the payments under said agreement are not in default.	
5.	N/A	Other than as may be described in section 4 above, the Contractor (including any owner, partner, officer, other authorized signatory, or Affiliate Entity) does not have any outstanding monetary obligations to the City of West Haven.	
6.	Please select the applicable representation about the Contractor's business registration:		
6a.	X	Contractor is a Connecticut corporation, partnership, limited liability company or sole proprietorship and its Connecticut Secretary of the State Business ID #:	54380613000 Insert State Registration # above
6b.		Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship but is registered to do business in the State of Connecticut. The Contractor's Connecticut Secretary of the State Business ID #:	Insert State Registration # above
6c.		Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship and is not registered to do business in the State of Connecticut. The Contractor is registered in the State of:	Please insert State name above
Contractor has confirmed with the Connecticut Secretary of the State that the services it will provide pursuant to the Agreement do not constitute doing business in the State of Connecticut and no registration with the Connecticut Secretary of the State is required. Contractor does otherwise have the following State of Connecticut registrations, certificates or approvals relevant to the Agreement (if not applicable, state N/A).			

7. The following list is a list of the names of **all** persons affiliated with the business of the Contractor who are also affiliated with the City of West Haven. For purposes of this Affidavit, "affiliated with the business of the Contractor" includes any current or former employee (including officers) of the Contractor or any owner, board member or agent of the Contractor, or of any subsidiary or parent company of the Contractor, and "affiliated with the City of West Haven" means any employee, agent, public official, board member, commissioner or any other person serving in an official capacity for or on behalf of the City of West Haven. If none state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Name	City Affiliation Role & Time Frame	Contractor Affiliation Role & Time Frame	DOB
1 None			
2			

8. The following list is a list of all contracts in which either the Contractor, any person affiliated with the business of the Contractor or an Affiliate Entity of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Name of Contractor or Affiliate	Affiliation (if applicable)	Contract Number	DOB
1 None			
2			

9. The Contractor possesses an ownership interest in the following business organizations, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Organization Name	Address	Type of Ownership
1 None		
2		

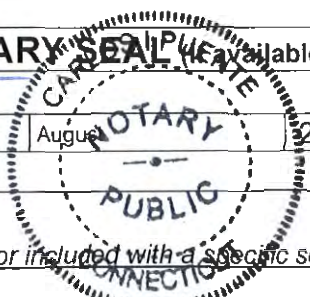
10. The following persons and/or entities possess an ownership interest in the Contractor. If the Contractor is a corporation, list the names of each stockholder whose shares exceed twenty-five (25) percent of the outstanding stock. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Name	Title	% of Ownership	DOB
1 None			
2			

11. If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

TRADE NAME	PLACE OF INCORPORATION/REGISTRY	PRINCIPAL PLACE OF BUSINESS
1		
2		

I hereby certify that I am duly authorized to sign this Affidavit and that the person who will sign the Agreement with the City on behalf of the Contractor will be duly authorized to execute the same. I hereby further certify that the statements set forth above are true and complete on the date hereof and that I, or another authorized individual of the Contractor, will promptly inform the City, in writing, if any of the information provided herein changes or is otherwise no longer accurate at any point during the execution of the above referenced Agreement. I understand that any incorrect information, omission of information or failure of the Contractor to update this information, as described in the foregoing sentence, may result in the immediate termination of any and all agreements the Contractor has with the City of West Haven and disqualification of the Contractor to further contract with the City.

Signature & Title of person completing this form:		-President	
THIS FORM MUST BE NOTARIZED		NOTARY SEAL (if available)	
Signature of Notary:			
Subscribed and sworn to, before me on this: 1st Day of August 20 24			
My Commission Expires: 08/31/2027			

This form should be mailed or emailed to the purchasing department or included with a specific solicitation.

(This form shall be updated if the Agreement contemplated hereby is not executed within six months of the date hereof.)

SECTION 005000 - PROPOSERS NON COLLUSION AFFIDAVIT FORM

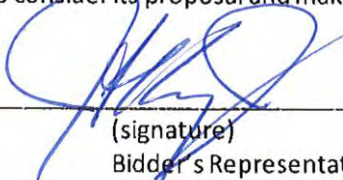
The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) The proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (2) The proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal and award.
- (3) No elected or appointed official or other officer or employee of the City of West Haven is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of full disclosure to the City of West Haven to consider its proposal and make an award in accordance therewith.

Diversity Construction Group, LLC

Legal Name of Bidder



(signature)

Bidder's Representative, Duly Authorized

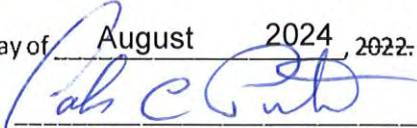
James A. Keaney Jr.

Name of Bidder's Authorized Representative

President

Title of Bidder's Authorized Representative

Subscribed and sworn to before me this 1st day of August, 2024, 2022.



Notary Public

My Commission Expires: 08/31/2025




CITY OF WEST HAVEN

#2024-34

West Shore & Benham Hill Fire Station Improvements

SECTION 002000 - BID FORM

TOTAL BID PRICE (LUMP SUM): \$ 1,085,077.00
COMPANY NAME: Richards Corporation
CONTACT PERSON: Richard Tyler Doyle
ADDRESS: 72 North Harwinton Avenue, Terryville CT 06786
PHONE NUMBER: 860-583-9229
EMAIL: tdoyle@richardscorp.com
SIGNATURE: 
DATE: 08/08/2024

Alternate 1: Add \$ 78,649.00

Addenda Acknowledgement: 1-6



CITY OF WEST HAVEN
355 Main St
 West Haven, Connecticut 06516

**DISCLOSURE &
 CERTIFICATION AFFIDAVIT**

EVERY SECTION MUST BE COMPLETED

For help completing this form contact Purchasing Director at 203-937-3624

Contractor/Vendor Name:	Richards Corporation
Address:	72 North Harwinton Avenue, Terryville CT 06786
Telephone and/or Fax #:	860-583-9229
Email Address:	tdoyle@richardscorp.com
Contact Person:	Richard Tyler Doyle

For the purposes of this Disclosure and Certification Affidavit, the following definitions apply:

(a)	"Person" means one (1) or more individuals, partnerships, corporations, associations, or joint ventures.
(b)	"Contract" means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
(c)	"City" means any official agency, board, authority, department office, or other subdivision of the City of West Haven.
(d)	"Affiliate Entity" means any entity listed in sections 9 or 10 below or any entity under common management with the Contractor.

State of	Connecticut	County of	Litchfield
I,	Richard Tyler Doyle (type or print your name above)	being first duly sworn, hereby deposes and says that:	
1.	I am over the age of 18 and understand the obligations of making statements under oath; I understand that the City of West Haven is relying on my representations herein.		
2a.	I am the corporate secretary or majority owner (including sole proprietorship) of	Richards Corporation	Insert Company Name above
2b.	Or I am an individual and my name is:		if an individual, insert your name above
3.	I am fully informed regarding the preparation and terms of the above referenced agreement (the "Agreement") and of all pertinent circumstances related thereto.		
4.	Please select the applicable representation(s) regarding taxes or, if none of the below are accurate, attach an explanation of the status of the relevant tax obligations to this Affidavit (mark an "X" in the appropriate box or "NA" if none apply).		
4a.	N/A	As required by Conn. Gen. Stat. §12-41, the Contractor (and each owner, partner, officer, authorized signatory or Affiliate Entity of the Contractor) has filed a list of taxable personal property with the City of West Haven for the most recent grand list and all taxes are	
4b.	N/A	The Contractor (including any owner, partner, officer or authorized signatory thereof) is not required to file a list of taxable personal property with the City of West Haven for the most recent grand list and does not owe any back taxes to the City of West Haven, either directly or through a lease or other agreement.	
4c.	N/A	The Contractor or an owner, partner, officer, representative, agent or Affiliate Entity of the Contractor either i) has a PILOT agreement with the City of West Haven or ii) owes back taxes and has executed an agreement with the City of West Haven to pay said back taxes in installment payments. Such agreement is attached and incorporated herein by reference and the payments under said agreement are not in default.	
5.	X	Other than as may be described in section 4 above, the Contractor (including any owner, partner, officer, other authorized signatory, or Affiliate Entity) does not have any outstanding monetary obligations to the City of West Haven.	
6.	Please select the applicable representation about the Contractor's business registration:		
6a.	X	Contractor is a Connecticut corporation, partnership, limited liability company or sole proprietorship and its Connecticut Secretary of the State Business ID #:	Connecticut - 06-98845-000 Insert State Registration # above
6b.		Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship but is registered to do business in the State of Connecticut. The Contractor's Connecticut Secretary of the State Business ID #:	Insert State Registration # above
6c.		Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship and is not registered to do business in the State of Connecticut. The Contractor is registered in the State of:	Please insert State name above
		Contractor has confirmed with the Connecticut Secretary of the State that the services it will provide pursuant to the Agreement do not constitute doing business in the State of Connecticut and no registration with the Connecticut Secretary of the State is required. Contractor does otherwise have the following State of Connecticut registrations, certificates or approvals relevant to the Agreement (if not applicable, state N/A)	

7. The following list is a list of the names of all persons affiliated with the business of the Contractor who are also affiliated with the City of West Haven. For purposes of this Affidavit, "affiliated with the business of the Contractor" includes any current or former employee (including officers) of the Contractor or any owner, board member or agent of the Contractor, or of any subsidiary or parent company of the Contractor, and "affiliated with the City of West Haven" means any employee, agent, public official, board member, commissioner or any other person serving in an official capacity for or on behalf of the City of West Haven. If none state none. Use additional sheet if necessary (must be on company letterhead and notarized):

	Name	City Affiliation Role & Time Frame	Contractor Affiliation Role & Time Frame	DOB
1	N/A			
2				

8. The following list is a list of all contracts in which either the Contractor, any person affiliated with the business of the Contractor or an Affiliate Entity of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

	Name of Contractor or Affiliate	Affiliation (if applicable)	Contract Number	DOB
1	N/A			
2				

9. The Contractor possesses an ownership interest in the following business organizations, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

	Organization Name	Address	Type of Ownership
1	None		
2			


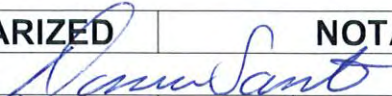
10. The following persons and/or entities possess an ownership interest in the Contractor. If the Contractor is a corporation, list the names of each stockholder whose shares exceed twenty-five (25) percent of the outstanding stock. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

	Name	Title	% of Ownership	DOB
1	Richard M. Doyle Jr.	President	30	11/06/1967
2	Dennis Doyle	Vice President	30	01/15/1971

11. If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

	TRADE NAME	PLACE OF INCORPORATION/REGISTRY	PRINCIPAL PLACE OF BUSINESS
1	N/A		
2			

I hereby certify that I am duly authorized to sign this Affidavit and that the person who will sign the Agreement with the City on behalf of the Contractor will be duly authorized to execute the same. I hereby further certify that the statements set forth above are true and complete on the date hereof and that I, or another authorized individual of the Contractor, will promptly inform the City, in writing, if any of the information provided herein changes or is otherwise no longer accurate at any point during the execution of the above referenced Agreement. I understand that any incorrect information, omission of information or failure of the Contractor to update this information, as described in the foregoing sentence, may result in the immediate termination of any and all agreements the Contractor has with the City of West Haven and disqualification of the Contractor to further contract with the City.

Signature & Title of person completing this form:				, Chief Operating Officer	
THIS FORM MUST BE NOTARIZED			NOTARY SEAL (if available)		
Signature of Notary:					
Subscribed and sworn to, before me on this:	8 th	Day of	August	20	24
My Commission Expires:		November 30, 2028			

This form should be mailed or emailed to the purchasing department or included with a specific proposal.

(This form shall be updated if the Agreement contemplated hereby is not executed within six months of the date hereof.)



SECTION 005000 - PROPOSERS NON COLLUSION AFFIDAVIT FORM

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) The proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (2) The proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal and award.
- (3) No elected or appointed official or other officer or employee of the City of West Haven is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of full disclosure to the City of West Haven to consider its proposal and make an award in accordance therewith.

Richards Corporation
Legal Name of Bidder

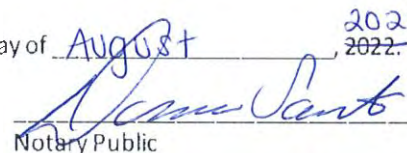


(signature)
Bidder's Representative, Duly Authorized

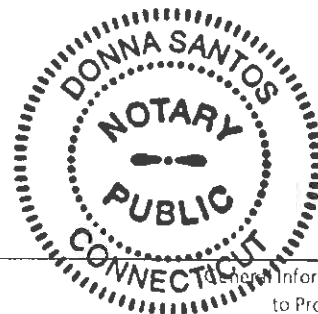
Richard Tyler Doyle
Name of Bidder's Authorized Representative

Chief Operating Officer
Title of Bidder's Authorized Representative

Subscribed and sworn to before me this 8th day of August, 2024
~~2022.~~



Notary Public
My Commission Expires: November 30, 2028





Office of the Finance Director

City of West Haven
355 Main Street
West Haven, Connecticut 06516

MARB Contract Form

Contract Name	Allington Fire Department Cab and Chassis Vehicle Replacement			
City Agency	Fire Services			
Vendor Utilized	International Trucks/Allegiance Trucks			
Address	130 Brainard Road			
City, State, Zip	Hartford CT 04114			
Procurement Process	<input type="checkbox"/> Bid/RFP [Enter the Bid No] <input type="checkbox"/> State Contract [Enter State Contract #] <input checked="" type="checkbox"/> Cooperative Agreement [Sourcewell 060920-NVS] <input type="checkbox"/> Sole Source <input type="checkbox"/> Other Source []			
No of Bid/RFP Respondents				
Quote No('s) if applicable	18730-1			
Source of Funds	Allington Fire Fund Budget			
Quantity	0.00	Price Per:	\$0.00	Total Purchase Price \$103,996.50
Purpose of Transaction (Please give a detailed explanation for the purpose of the transaction. This should not be one / two sentences.)	<p>At the previous MARB full board meeting of February 22, 2024. MARB subsequently approved the purchase of a new cab and chassis to rehab a rescue vehicle. Since the February 22 approval, the quotes had to be modified for the following reasons.</p> <ul style="list-style-type: none"> • The original quote was for a Ford F550. This had to be modified because the Ford unit would have resulted in an overall length that was 15 inches longer than what we have room in the station to accommodate. • Through research, it was found that an International Harvester unit would provide the shortened length needed. • The previous quotes initially, also did not include an equipment package to accommodate the rescue ambulance body to be mounted and increased the quote from \$89,602.50 to \$103,996.50. This was previously approved. 			
Department Submission [Name and Title]	Michael R. Terenzio, Fire Chief; B.S. EM; FO IV, FSI II			
Finance Review and Submission [Name and Title]	Kathy Chambers, MBA, MPA, Senior Buyer, Procurement Analyst			



International Trucks is pleased to provide you with this proposal compliant with all terms of the Sourcewell Vehicles and Chassis Contract #060920-NVS awarded to Navistar, Inc for new International Truck. If you have any questions regarding enrollment in Sourcewell or detailed contract terms and conditions, please see your International Truck sales representative.

PROPOSAL PREPARED FOR:

PROPOSAL PREPARED BY:

Sourcewell Member:	CITY OF WEST HAVEN FIRE DEPT 75613	ALLEGIANCE TRUCKS
Contact:	MICHAEL TARENZO	MIKE SPERINGO
Address:	PO BOX 26095	130 BRAINARD RD
City/State/Zip:	WEST HAVEN CT 06516	HARTFORD CT 04114
Phone:	203-933-2541	
Email:	mterenzo@cityofwesthaven.org	

Proposal Number	18730-1
Date	4/18/2024
Quantity of this Specification	1
Single Sourcewell Transaction Total Volume	1

Chassis		
New 2025 International CV515 Chassis		\$ 81,687.00
Base Chassis List	\$ 58,244.00	
Options List	\$ 23,443.00	
Sourcewell Contract Discount	\$ 6,000.00	\$ (6,000.00)
Volume Incentive		\$ -
Freight		\$ 1,950.00
Raw Material Increase		\$ -
Chassis Handling Fee (Limited to \$1000)		\$ 1,500.00
Net Sourcewell Chassis Price		\$ 79,137.00
Sourcewell Partner Body		
		\$ -
		\$ -
	4.00%	\$ -
Non-Sourcewell Dealer Supplied Body		
		\$ -
		\$ -
Handling Fee	5.00%	\$ -
Additional Post Build Work		
PDI FUEL SAFETY KIT PROGRAMMING		\$ 2,250.00
Liquid Spring Install		\$ 12,040.00
		\$ -
Handling Fee	5.00%	\$ 714.50
Service Contracts		
TOWING 60 MOS UNLIMITED MILEAGE \$1100 MAX 40YGB		\$ 1,560.00
ENGINE & CHASSIS 72MOS. 150K MILES 40YDY		\$ 5,275.00
		\$ -
Additional Freight		
		\$ 920.00
		\$ -
Additional Floorplan		
ADDITIONAL FLOOR PLAN		\$ 2,100.00
		\$ -
Additional Fees & Taxes		
		\$ -
		\$ -
		\$ -
Total Sourcewell Customer Price FOB WEST HAVEN , CT		\$ 103,996.50

Additional Sourcewell Qualified Content

Customer Parts Credit - Fleet Charge only	\$200
Silver Package Award	\$1,200

Terms: Stock unit in dealer's inventory, dealer will accept a final purchase order using the current Sourcewell pricing quoted above.

Dealer placing a new orders for the Sourcewell Member, the purchase order cannot be firmed up until the unit is slotted to build with a firm build date or lineset.

Once a firm build date has been established, dealer will provide the Sourcewell Member approved pricing and a final purchase order can be accepted with firm pricing.

Dealer cannot guarantee bodies and/or equipment pricing added to the chassis for a turnkey sale until chassis is lineset.



CONTRACT EXTENSION

Contract Number: 060920-NVS

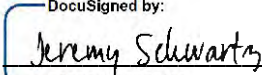
Sourcewell	and	Navistar	
202 12th Street Northeast		2701 Navistar Dr	
P.O. Box 219			
Staples, MN 56479		Lisle, Illinois	60532-3637
(Sourcewell)		(Vendor)	

have entered into Contract Number: 060920-NVS for the procurement of: Class 4-8 Chassis with Related Equipment, Accessories, and Services

The Contract has an expiration date of 2024-08-01 , but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell’s Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of 2025-08-01 . All other terms and conditions of the Contract remain in full force and effect.

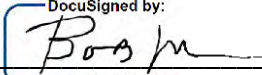
Sourcewell

DocuSigned by:

 Authorized Signature

Jeremy Schwartz
 Name

Chief Operating and Procurement Officer
 Title

5/30/2024 | 9:23 AM CDT
 Date

DocuSigned by:

 Authorized Signature

Bob Mann
 Name

VP, Government Sales and Diamond Logic Builder
 Title

5/30/2024 | 9:49 AM CDT
 Date

**Solicitation Number: RFP #060920****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Navistar, Inc. dba International Truck, 2701 Navistar Drive, Lisle, IL 60532 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.
- B. EXPIRATION DATE AND EXTENSION. This Contract expires August 1, 2024, unless it is cancelled sooner pursuant to Article 24. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. SURVIVAL OF TERMS. Articles 11 through 16 survive the expiration or cancellation of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. EQUIPMENT, PRODUCTS, OR SERVICES. Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in

Vendor's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Vendor warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Vendor's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the Vendor's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized dealers, distributors, and/or resellers relative to the Equipment, Products, and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Vendor must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

B. SALES TAX. Each Participating Entity is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Contract Administrator. This form is available from the assigned Sourcewell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Vendor understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential members to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor. Typically, a Participating Entity will issue an order directly to Vendor. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration of this Contract; however, Vendor performance, Participating Entity payment, and any applicable warranty periods or other Vendor or Participating Entity obligations may extend beyond the term of this Contract.

Vendor's acceptable forms of payment are included in Attachment A. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. **ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order may be negotiated between a Participating Entity and Vendor, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be worked out directly between the Participating Entity and the Vendor. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. **PERFORMANCE BOND.** If requested by a Participating Entity, Vendor will provide a performance bond that meets the requirements set forth in the Participating Entity's order.

D. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Participating Entity and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcwell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

E. **TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Participating Entity.

F. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Vendor will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Vendor must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcewell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State/Province;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Vendor will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Vendor may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Vendor will submit a check payable to Sourcewell for the administrative fee amount of \$1,500 multiplied by the total number of trucks purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Sourcewell-assigned contract number in the memo and must be mailed to the address above "Attn: Accounts Receivable." Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcewell in writing.

10. ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **ASSIGNMENT.** Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

B. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

C. **WAIVER.** If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

D. **CONTRACT COMPLETE.** This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

E. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. LIABILITY

Vendor must indemnify, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of the performance of this Contract by the Vendor or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused

by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications.

12. AUDITS

Sourcwell reserves the right to review the books, records, documents, and accounting procedures and practices of the Vendor relevant to this Contract for a minimum of 6 years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

13. GOVERNMENT DATA PRACTICES

Vendor and Sourcwell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcwell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcwell and Sourcwell will assist with how the Vendor should respond to the request.

14. INDEMNIFICATION

As applicable, Vendor agrees to indemnify and hold harmless Sourcwell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcwell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcwell or its Participating Entities supplied by Vendor in violation of applicable patent or copyright laws.

15. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
 - a. Sourcwell grants to Vendor a royalty-free, worldwide, non-exclusive right and license to use the Trademark(s) provided to Vendor by Sourcwell in advertising and promotional materials for the purpose of marketing Sourcwell's relationship with Vendor.
 - b. Vendor grants to Sourcwell a royalty-free, worldwide, non-exclusive right and license to use Vendor's Trademarks in advertising and promotional materials for the purpose of marketing Vendor's relationship with Sourcwell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to its and their respective distributors, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and

promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. Use; Quality Control.

- a. Sourcewell must not alter Vendor's Trademarks from the form provided by Vendor and must comply with Vendor's removal requests as to specific uses of its trademarks or logos.
- b. Vendor must not alter Sourcewell's Trademarks from the form provided by Sourcewell and must comply with Sourcewell's removal requests as to specific uses of its trademarks or logos.
- c. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's Trademarks only in good faith and in a dignified manner consistent with such party's use of the Trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. Termination. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of vendors which may be used until the next printing). Vendor must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Vendor must not claim that Sourcewell endorses its Equipment, Products, or Services.

16. GOVERNING LAW, JURISDICTION, AND VENUE

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

17. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

18. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

19. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed will be borne by the Vendor.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

20. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

- \$500,000 each accident for bodily injury by accident
- \$500,000 policy limit for bodily injury by disease
- \$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

- \$1,000,000 each occurrence Bodily Injury and Property Damage
- \$1,000,000 Personal and Advertising Injury
- \$2,000,000 aggregate for Products-Completed operations
- \$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

- \$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability.* During the term of this Contract, Vendor will maintain coverage for all claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Vendor's professional services required under this Contract.

Minimum Limits:
\$2,000,000 per claim or event
\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
\$2,000,000 per occurrence
\$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. All policies must include there will be no cancellation, suspension, non-renewal, or reduction of coverage without 30 days' prior written notice to the Vendor.

Upon request, Vendor must provide to Sourcewell copies of applicable policies and endorsements, within 10 days of a request. Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. **ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE.** Vendor agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies).

F. **SELF-INSURED RETENTIONS.** Any self-insured retention in excess of \$10,000 is subject to Sourcewell's approval.

21. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Vendor must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcewell and Participating Entities.

22. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcewell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs

operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time.

23. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may also require additional requirements based on specific funding specifications. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Vendor’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work

Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor’s discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right

also includes timely and reasonable access to Vendor’s personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

24. CANCELLATION

Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon 60 days’ written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor’s Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

DocuSigned by:
By: Jeremy Schwartz
C0FD2A139D06489...

Title: Director of Operations & Procurement/CPO

Date: 7/30/2020 | 10:48 PM CDT

Navistar, Inc. dba International Truck

DocuSigned by:
By: Martin White
7DDC1A007F87474...

Title: Director Vocational Sales

Date: 8/5/2020 | 2:13 PM CDT

Approved:

DocuSigned by:
By: Chad Coquette
7E42B8F817A64CC...

Title: Executive Director/CEO

Date: 8/5/2020 | 2:18 PM CDT

RFP 060920 - Class 4-8 Chassis with Related Equipment, Accessories, and Services

Vendor Details

Company Name: Navistar, Inc
Address: 2701 Navistar Drive
Lisle, Illinois 60532
Contact: Martin White
Email: Martin.White@Navistar.com
Phone: 312-339-2249
Fax: 331-332-2370
HST#: 36-1264810

Submission Details

Created On: Tuesday April 21, 2020 10:24:33
Submitted On: Tuesday June 09, 2020 14:41:32
Submitted By: Martin White
Email: Martin.White@Navistar.com
Transaction #: 8493bc2e-ffb5-412b-bfdc-d088a8afc44d
Submitter's IP Address: 174.221.160.243

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark "NA" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (and applicable d/b/a, if any):	Navistar, Inc. d/b/a International Truck
2	Proposer Address:	2701 Navistar Drive Lisle, IL. 60532
3	Proposer website address:	https://www.internationaldelivers.com
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Martin White Director, Vocational Sales martin.white@navistar.com 331-332-2370 Office 312-339-2249 Cell
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Martin White Director, Vocational Sales 2701 Navistar Drive Lisle, IL. 60532 martin.white@navistar.com 331-332-2370 Office 312-339-2249 Cell
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Bob Mann Vice President & Assistant General Manager Vocational Business 2701 Navistar Drive Lisle, IL. 60532 bob.l.mann@navistar.com 331-332-2070 Office 815-631-3220 Cell

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
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7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>Navistar traces its roots to Cyrus McCormick and his invention of the mechanical reaper in 1831. The company expanded with the growth of the farm equipment industry throughout the 19th century and relocated to Chicago. After the turn of the century after merging and purchasing other farm equipment manufacturers, the company renamed itself as the International Harvester Company. During the 20th century, International branded trucks hit the market and continued to grow into larger trucks and school buses. In 1985 the company sold the farm equipment business and chose Navistar as the new corporate name and continued to invest in the truck, bus and engine businesses.</p> <p>Today the company builds International trucks and IC Bus products that are sold around the globe and also owns MWM in Brazil and 35% of Navistar Defense. International has the largest dealer network in North America (714 locations across US/Canada) and has a leading position in the government sector. We recently expanded our service network by partnering with Love's Truck Stops (350 additional locations) to even further expand our service capabilities in pursuit of better supporting our customers. International has also opened a new parts distribution center in Memphis to provide even faster shipment of parts. In addition, International offers a proprietary wireless service called On Command Connection (OCC) that takes all the engine and chassis signals off of a truck and puts them into an easy to use app that allows customers to see their fleet health reports and any upcoming service issues. There are over 640,000 vehicles on OCC and they are made up of all makes of trucks, not just International.</p> <p>Looking to the future, International introduced fully electric school bus and medium duty trucks at trade shows last year. Navistar has a corporate relationship with TRATON, the truck and bus division of Volkswagen AG, which gives International access to EV technology that has global scale and will make us a very competitive player in the commercial EV market.</p> <p>The International dealer network has sold more than 1,350 trucks to 377 Sourcewell Members off of the contract we currently hold and we look forward to serving even more members in the future.</p> <p>Our Investor Relations has a more detailed History at this link https://www.navistar.com/whoweare/heritage</p> <p>Additional website links: e-Mobility Medium Truck Video: https://youtu.be/oa654aDi8eE e-Mobility School Bus Video: https://youtu.be/TkO8GPvGM2k On Command Connect Video: https://youtu.be/1bxxUsJw International 360 Video: https://youtu.be/NFfM6z33WqI</p>
8	What are your company's expectations in the event of an award?	<p>As a current Awarded Sourcewell Contract holder, Navistar will continue to grow Sourcewell business and serve more Sourcewell Members. Navistar has experienced year over growth year with our current award. We talk about Sourcewell at all dealer meetings and our leadership tracking our progress and asking what resources we need to be successful. Adding more Members to Sourcewell is another objective, along with doubling our sales. We have added a parts program to this RFP using the International "Fleet Charge" Program. Education, Communication, Promotion and Collaboration are our key ingredients in making this award successful.</p>
9	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	<p>Key points on our financial strength include the following:</p> <ul style="list-style-type: none"> * \$1.5B of cash at the end of our 2nd quarter April 30. * 7 consecutive years of improvement to Adjusted EBITDA * Significant decrease in warranty expense / spend recognizing the best in class quality of our products * Decreases in our used truck inventory reflecting improvements in our products and increasing market share <p>In the attachments there is a power point document that speaks to Navistar Financial Accomplishments.</p> <p>Also attached in this section is Navistar's FY19 10-K Annual Report as well as FY20's quarterly 10-Q reports for our 1st and 2nd quarters.</p> <p>Navistar Investor Relations Website: https://ir.navistar.com/financials/annual-reports/default.aspx</p>
10	What is your US market share for the solutions that you are proposing?	<p>International Market Share for class 6-8 trucks in Government Segment for the U.S. is 28% (Feb 2020 data)</p>
11	What is your Canadian market share for the solutions that you are proposing?	<p>International Market Share for class 6-8 trucks in Government Segment for Canada is 38% (Mar 2020 data)</p>
12	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	<p>Navistar has never filed or petitioned for bankruptcy protection in our 100+ year history.</p>

13	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>Navistar is a Truck and Bus manufacture, that sells our products to Sourcewell Members through our Dealer Network in the U.S. and Canada.</p> <p>International dealers are independently owned, and their ability to serve as an International Dealer is tied to a Sales and Service Agreement we hold with them. That agreement requires the dealer to meet standards that we have set for them and that they have agreed to. The Sales Reps that are at the dealership are employees of that dealership and will have proper licenses (if required) to sell the vehicles to Sourcewell Members.</p> <p>International has Vocational Sales Managers assigned to the Government Customers that work with the dealers to grow our government business and serve the Sourcewell Membership.</p> <p>International has a Sourcewell Website that we use with our current Sourcewell Contract. It also has the dealer locator included with it: https://internationaltrucks.com/sourcewell</p>
14	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>States and Local Governments may require Sales Reps to have a License. Navistar requires the International Dealer to meet those requirements in order to sell trucks in their defined territory. International provides Government Training Annually in person at each region.</p>
15	<p>Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.</p>	<p>We have no knowledge of Navistar being subject to "Suspension and Debarment" in the past 10 years.</p>

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *
16	Describe any relevant industry awards or recognition that your company has received in the past five years	<p>Navistar's Parts Distribution Centers Top the Industry's best 3 years running (Carlisle and Company Performing Warehouse Award)</p> <p>Oscar Horton, Dealer Principal at Sun State International Tampa, FL was named American Truck Dealer of the Year 2020 for all makes and brands of trucks sold in North America.</p> <p>ISO 14001 Escobedo, Nuevo Leon, Mexico truck assembly plant Huntsville, Ala. engine plant Jesús María, Cordoba, Argentina engine plant Melrose Park, Ill. engine plant and engineering center Santo Amaro, São Paulo, Brazil engine plant Springfield, Ohio truck assembly plant Tulsa, Okla. bus plant</p> <p>ISO 9001:2015 Certification Certified Sites: Multi-Site Certificate #FM72225 Lisle, IL – Navistar, Inc. World HQ including Corporate Support and Product Engineering Melrose Park, IL – Navistar, Inc. IPD/Engineering New Carlisle, IN – Navistar Proving Grounds Escobedo, Mexico – Navistar, Inc. Escobedo Assembly Plant Springfield, OH – Navistar, Inc. Springfield Assembly Plant Huntsville, AL – Navistar Big Bore Diesel Plant Lisle, IL - Navistar Defense, LLC (Headquarters) Madison Height, MI – Navistar Defense, LLC (Engineering and Technical Center) West Point, MS – Navistar Defense, LLC (West Point Assembly Plant)</p> <p>Navistar Achieved US Dept. of Energy Better Buildings Award in 2019</p> <p>In 2019 for the ninth consecutive year Navistar Mexico being recognized as a Socially Responsible company for corporate ethics and community minded activities at the Escobedo assembly plant.</p> <p>Navistar Sustainability Report is in attachments.</p>
17	What percentage of your sales are to the governmental sector in the past three years	The Government Sector makes up 50% of the International Branded Vocational Business and 7% of the total truck and bus business at Navistar annually, (2019) *
18	What percentage of your sales are to the education sector in the past three years	The Education Sector is 98% of the IC Branded Bus Business and 15% of the total truck and bus business at Navistar annually. (2019) *
19	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>Navistar holds contracts with the following Cooperative Agreements: Sourcewell Class 4-8 Trucks 540 Onondaga County (NY) 76</p> <p>The International Dealers hold the following larger Contracts Greater Boston Police Council 29 Florida Sheriff's 93 NC Sheriff's 19 Buy Board 73 HGAG 19 Cooperative Education Services NM 55 Education Services Comm. of NJ 125</p>
20	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	Navistar currently holds a GSA Contract for Trucks Class 6-8 trucks that averages 350-400 annually. The GSA Bus Contract is held by our dealer in the D.C. Metro Area (K. Neal) and it averages 60 units annually. *

Table 4: References/Testimonials

Line Item 21. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *
City of West Des Moines, Iowa	Rian Rasmussen	515-222-3480
State of Missouri	Jason Kolks	573-522-1620
City of Racine, Wisconsin	Nick Becker	252-620-5634
Dane County Wisconsin	Bert Schwab	608-576-2730

Table 5: Top Five Government or Education Customers

Line Item 22. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
U.S. Government	Government	Virginia - VA	Vocational Tractors	1597	\$175,000,000
Sourcewell	Government	Minnesota - MN	All models of Trucks and Tractors	1350	\$136,700,000
GSA	Government	Virginia - VA	All models of Trucks and Tractors	1078	\$133,121,085
New York State Contracts	Government	New York - NY	Vocational Plow Trucks and Medium Duty Patrol Trucks	987	\$155,397,037
Illinois DOT	Government	Illinois - IL	Vocational Plow Trucks and Specialized Vehicles	738	\$80,152,793

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
23	Sales force.	International Trucks are sold through the International Dealer Network. There are 714 dealer locations in the U.S and Canada (978 Service locations) and more than 1500 sales reps at those dealerships. Below is a link to find local International Dealership. https://www.internationaltrucks.com/dealer-locator
24	Dealer network or other distribution methods.	For the Sourcewell Contract, all units will be sold through the International Dealer Network. Every Sales Person at every dealership has the ability to sell and serve the Sourcewell Membership.
25	Service force.	Navistar can best serve the Sourcewell Members through the largest dealer network in North America (International Brand) with 714 stand alone locations of which 628 are Warranty locations. * 6,239 service bays * 6,069 technicians In addition to the International Dealer Network, Loves Travel Centers have 350 locations set up to do repairs and Warranty that takes less than 3 hours to complete. Love's has: * 875 service bays * 1,150 technicians. In attachments are a summary sheet also highlighting body shop capabilities.

26	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	<p>1. Diamond Edge is a Performance Program for the International Dealer Service operations that impact a Dealerships overall OEM evaluation/performance score.</p> <p>a. In our ongoing effort to drive uptime and unmatched service to our customers, International Truck, IC Bus and our dealer network worked together to introduce Diamond Edge Certification. When servicing a vehicle at an International Truck or IC Bus Diamond Edge Certified Dealership, customers experience faster service, immediate parts availability and a higher level of servicing expertise.</p> <p>b. Technician Education and Certification.</p> <p>c. Vehicle Write up in 15 minutes.</p> <p>d. Vehicle diagnosed and communicated back to customer within 2 hours.</p> <p>e. Predictive parts stocking logic to ensure Parts are on the Shelf for unplanned service events.</p> <p>f. Velocity metrics to ensure repairs to be completed within 24-48 hours of arrival at the dealership.</p> <p>2. Prestige Standards Dealership and network standards impact capabilities. These capabilities ensure the dealer network is up to a consistent standard and representations for: Facilities, Parts, Service, Marketing and Used Truck. These expectations are developed and monitored within our Dealer Operations, driving a grading that roles into the Dealer(s) overall OEM evaluations/performance score.</p> <p>Navistar can best serve the Sourcewell Members through the largest dealer network in North America.</p> <p>Navistar tracks the Repair Velocity at the International Dealerships. For all repairs 76.3% of the repairs are completed in 24 hours.</p> <p>A26 engine repairs, have an 83.2% completion rate within 24 hours. (from time unit arrives until it gets in a bay and worked on by a technician).</p> <p>Navistar is pleased to offer an Exclusive Incentive for Sourcewell Membership. Each International Truck Purchased off of this Sourcewell Contract will get:</p> <ul style="list-style-type: none"> * \$200 per unit credited to the "Fleet Charge" Parts and Service Card. No Cap * Units sold with the A26 engine will get an additional \$200 credit for a total of \$400 per unit. No Cap * There is no limit of the dollars earned. * Members will need to be enrolled in the "Fleet Charge" Program to make sure all purchases are tracked and recorded as well as reciving the proper Fleet Pricing. * If a member already has Fleet Charge or qualifies for additional incentives, those will be added to Fleet Charge Card. Program in appendix describes the program and the discounts. Program is in attachments for this section.
27	Identify your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	International has the broadest Product offering and the largest dealer network to serve customers in the United States including Alaska, Puerto Rico and Hawaii.
28	Identify your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	International has the broadest Product offering and the largest dealer network to serve customers in the Canada.
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	U.S. Territories in the Pacific and U.S. Virgin Islands
30	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	We will serve all
31	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	We do not have any restrictions

Table 7: Marketing Plan

Line Item	Question	Response *
32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<ol style="list-style-type: none"> 1. Press Splash when Contract is renewed with trip to Staples 2. Put Award information in Social Media, Dealer and Customer Communications plus messaging to TEM's that are in the Diamond Partner Program 3. Joint Marketing Effort with NCL Muni Finance that uses Linked in plus You Tube Videos. 4. Utilize Sourcewell Banners and Materials at Trade Shows and regional Events 5. Include Andy Campbell in meetings with dealers, sales teams and members 6. Utilize Sourcewell Materials, Contract Award Materials, and NCL Materials on the Sales and Marketing Resource Center with the Dealer Reps 7. Provide Dealers with updated Sourcewell Membership List 8. Use Parts Program as opportunity to sign up members to Sourcewell 9. Co-op funds for dealers to hold Sourcewell Events 10. Participation in local events set up by Sourcewell
33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>International has a Sourcewell Website https://www.internationaltrucks.com/sourcewell that we use to support our social media efforts and paid search sitelinks. We have had several postings over the last 2 years targeting Government and non-profit agencies back to this page.</p> <p>We use blended customer database to identify and conduct outreach campaigns to Local/State/Government accounts through multi-channel campaigns that include eCRM/Email, Outbound Telemarketing, Direct Mail, etc... We adhere to CAN-SPAM regulations and related requirements for Outbound and Direct mail campaigns.</p>
34	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	We rely on Karen Otremba at Sourcewell to keep us updated on new members. We also utilize and promote Sourcewell at events around the U.S. and Canada. We include Andy Campbell in planning, meetings and training events. With the addition of the parts program, we will be expanding our education as well as dealer communication. On our current contract we have always had quick responses and great interaction over questions between Sourcewell, the members and our dealers.
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	International offers parts through e-procurement, but does not currently offer a Truck e-Procurement System. Sourcewell Member should be able to work out with selling dealer as many vehicles sold are done using e-Procurement. International Dealer have been operating during current COVID-19 situation, much of it has been done electronically. Sourcewell Program has been a great help in this area.

Table 8: Value-Added Attributes

Line Item	Question	Response *
36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	<p>Every International Truck sold to Sourcewell Membership, comes with the International "Silver Package". The "Silver Package" provides member with 2 years of online parts and service information, including all service bulletins and iKnow technical help as well as health history information. This is a \$1500 value at no-charge. Service Training is not standard or included with the product. Training can be done on-line, some is fee based and some may be available through the local dealer's University Website Portal. Training done in person, or at a Navistar Training Center does have fees involved. These fees would be the same fees a dealer would pay. Between the selling dealer and equipment provider, product operation training should be done at time of delivery. All Parts bought through Navistar carry a 12 month warranty on the part. If that part is purchased and installed by an authorized Navistar Service Provider, the labor would also be included.</p> <p>International 360 was recently launched last fall, it provides revolutionary service communications and fleet tools that put all service information together in one site. Here is the link for International 360, https://www.internationaltrucks.com/360</p>
37	Describe any technological advances that your proposed products or services offer.	<p>Safety continues to be at the forefront of most spec discussions. International Trucks is the only OEM that currently meets the SAE J2422 Cab Crush Guidelines on Class 6-8 products. Driver Safety is that important to us at Navistar.</p> <p>Electronic Stability Control and Collision Mitigation continue to grow in our product offering. These features are not just for on highway trucks, they are becoming popular with vocational trucks as well.</p> <p>Roll-Tek Seats are available and have been selected been selling in Plow Application.</p> <p>Diamond Logic Electrical System was updated to 500K with new MV, HV, RH, LT (Electrical Safety Options). The Diamond Logic Electrical System provides many orderable safety features as well as providing the TEM's with easy electrical hook up that does not require taking apart the factory electrical system. Some of the most popular Diamond Logic Features are:</p>

- * DOT lighting walk around
 - * Auto Neutral
 - * Park Brake Alarms
 - * Seat Belt On
 - * Work Light Off Controls
 - * Headlights on with Wipers
 - * Radio Off in Reverse
 - * PTO Control that prevents the PTO from being re-engaged
- Diamond Logic You Tube Video is; <https://www.youtu.be/7SQUnh2VIM>

The MV, HV, RH and LT Models got updated chassis configurations along with new Doors, Cab configuration, Driver Amenities and Mirrors to maximize driver comfort, visibility and productivity. Stalk Shifter and redesigned gauge cluster keeps drivers eyes on the road versus looking around the cabin. We are the only manufacture that offers set forward axle in all engine configurations with integral front frame extensions for optimal plow set up.

International offers the Cummins B-6.7 and L-9 with Front Engine PTO capability along with the X-15 for the most demanding Horsepower and Torque requirements. The Cummins single can aftertreatment system is used on the Cummins Product as well as the International A26.

Corrosion Features are very important to Sourcewell Members in U.S and Canada. Below is a partial list of the corrosion features available on the International HV series:

- * Stainless Oil Pans (B-6.7, L-9, A26)
- * Galvanized Frame Rail Option
- * Remote Power Modules in the cab
- * Allison Transmission Control Module in the Cab
- * Stainless Bolts for Allison Transmission Pan
- * Stainless Cooler Lines
- * Strongest 1/2" single Frame Rail in the industry 3.35 Million RBM of HV and 3.5 Million RBM on the HX
- * E-Coat Cab
- * Galvanneal Treated Cab on MV, HV, RH, LT and Lonestar.

Large 3 person cab with optional extended cabs as well as full crew cabs on MV and HV Products.

The International A26 is available in the HV, RH, LT and HX models up to 500hp, with both Front Engine PTO as well as Rear Engine PTO Capabilities.

The International HX goes up to 630hp with the X-15

The newest member of the International product line is the CV which has a traditional truck frame including optional integral front frame extensions, The CV has stretched the GVW boundaries of the class 4-5 market into class 6 with 22,500# gvww on 4x4's and 23,500# on the 4x2's and has a powerful 6.6L engine with multiple Allison Transmissions.

Below are the links to specific products that can be very helpful:

Engines that Power International Trucks:

<https://www.internationaltrucks.com/engines>

Model Specific Links:

<https://www.internationaltrucks.com/cv-series>

<https://www.internationaltrucks.com/mv-series>

<https://www.internationaltrucks.com/hv-series>

<https://www.internationaltrucks.com/hx-series>

<https://www.internationaltrucks.com/rh-series>

<https://www.internationaltrucks.com/lt-series>

<https://www.internationaltrucks.com/lonestar>

You Tube:

New International Line Up:

<https://youtu.be/1X-XZZRUv3M>

38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	<p>Included in the appendix is the 2018 Navistar Sustainability Report. https://www.navistar.com/StaticFiles/whoweare/Navistar_Sustainability_Report_2018.pdf. It touches on the following:</p> <p>Products Operations Communities Charts on Progress GRI Content Index</p> <p>Highlights would be: Fuel Efficiency Package with A26 Engine and LT Tractors Working with TRATON group to bring advanced powertrains to market including electric truck and electric school bus (press release also in appendix) Being awarded the Department of Energy "Better Plants Program" for reducing a 25% reduction in energy consumption since 2010. In addition, Navistar leadership challenges operations to reduce electric consumption by 4% annually at all facilities, which has required some large investments in both interior and exterior lighting at our facilities. Reducing both hazardous and non-hazardous waste is another key area for our manufacturing operations. today more than 56% of our waste is recyclable. Navistar is one of 4 teams leading the Department of Energy Super Truck initiative. 90% of our vehicles content is recyclable. In the Parts Distribution Centers have reduced packaging materials by using returnable containers to ship parts. A dedicated deliver system from The Parts Distribution Centers utilizes prescribed routes to reach multiple dealerships eliminating double handling of parts as well as achieving earlier deliveries. Energy Consumption, Green House Gas Emissions, Incident Frequency Rate, Water Withdrawal, Hazardous Waste generation and Non Hazardous Waste Generation are tracked and charted in this document.</p>
39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Navistar does not have any third part eco-labels
40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	<p>Navistar is a publicly Traded Company.</p> <p>We are committed to diversity, both internally within our workforce and externally within our supply base. We instituted our Supplier Diversity Program to bring awareness and emphasis to our practices, and to provide a competitive edge with our customers. Thirty years later, we continue to grow our commitment and purchases from our diversity business partners. We embrace diversity as a way of business. In this spirit, our Supplier Diversity Program is designed to develop and foster strategic supplier relationships with companies owned by minorities, women and veterans, as well as small business enterprises. Our vision is to develop a strong foundation of highly qualified suppliers that can provide us with exceptional products and services. At Navistar, diversity is not only the right thing to do, it is the prudent thing to do. Our focus on diversity will continue to be an integral component of our business strategy.</p> <p>Navistar's Diversity Spend: * \$927,000,000 for 2019 * \$277,000,000 through 3/31/20</p> <p>WHO QUALIFIES FOR NAVISTAR'S SUPPLIER DIVERSITY PROGRAM</p> <p>Small Business A small business refers to a U.S. for-profit business that meets the U.S. Small Business Administration's established numerical definitions of small business or size standards. For more information visit: //www.sba.gov/content/am-i-small-business-concern. Minority-Owned Business</p> <p>A minority-owned business refers to a business that is at least 51 percent owned, controlled, and operated on a daily basis by a minority group. Minority group members are United States citizens who are Asian, Black, Hispanic, or Native American. Woman-Owned Business</p> <p>A woman-owned business refers to a business that is at least 51 percent owned, controlled, and operated on a daily basis by a woman.</p> <p>Veteran-Owned Business A veteran-owned business refers to a business that is at least 51 percent owned, controlled, and operated on a daily basis by veterans. A veteran is a person who served on active duty with the U.S. Army, Air Force, Navy, Marine Corps or Coast Guard, who was discharged or released under conditions other than dishonorable. Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred</p>

or aggravated in the line of duty or while in training status also qualify as a veteran. Service-Disabled Veteran Owned Business

A service-disabled veteran-owned business refers to a business that is at least 51 percent owned, controlled, and operated on a daily basis by service-disabled veterans; or in the case of a veteran with a permanent and severe disability, a spouse or permanent caregiver of such veteran; and some businesses may be owned and operated by an eligible surviving spouse. A service-disabled veteran is a veteran who possesses either a disability rating letter issued by the Department of Veterans Affairs, establishing a service-connected rating between 0 and 100 percent, or a disability determination from the Department of Defense. Reservists or members of the National Guard disabled from a disease or injury incurred or aggravated in the line of duty or while in training status also qualify.8(a) Certified Business An 8(a) certified business refers to a business that participates in the 8(a) business development program, which is a program that offers a broad scope of assistance to socially and economically disadvantaged firms. For more information

visit: [//www.sba.gov/content/8a-business-development-0](http://www.sba.gov/content/8a-business-development-0).Small Disadvantaged Business

A small disadvantaged business refers to a small business that is at least 51 percent owned, controlled, and operated on a daily basis by one or more disadvantaged persons. A disadvantaged person includes Black, Hispanic, Native, Asian Pacific, and Subcontinent Asian Americans. For more information visit: [//www.sba.gov/content/disadvantaged-businesses](http://www.sba.gov/content/disadvantaged-businesses).HUBZone Certified Business

A HUBZone certified business refers to a small business that is located in HUBZone (Historically Underutilized Business Zone), is owned and controlled by one or more United States Citizens, and at least 35% of its employees reside in a HUBZone. For more information visit: [//www.sba.gov/content/understanding-hubzone-program](http://www.sba.gov/content/understanding-hubzone-program).AbilityOne Qualified Nonprofit Agency

An AbilityOne qualified nonprofit agency refers to a nonprofit agency that participates in the AbilityOne Program. To participate in the AbilityOne Program, nonprofit agencies must associate with either NIB (National Industries for the Blind) or NISH. The AbilityOne Program is a federal initiative to help people who are blind or have other significant disabilities find employment. For more information visit: [//www.abilityone.gov](http://www.abilityone.gov).

CERTIFYING ORGANIZATIONS

National Minority Supplier Development Council (NMSDC) Regional Affiliates
1359 Broadway Suite 1000
New York, NY 10018

Tel: 212-944-2430

Small Business Administration's 8(a) and Small Disadvantaged Business Programs
409 3rd St., SW

Washington, D.C. 20416

Tel: 800-827-5722

Women's Business Enterprises National Council (WBENC)

1120 Connecticut Ave., NW, Suite 950

Washington, D.C. 20036

Tel: 202-872-5515

Fax: 202-872-5505

Chicago Minority Supplier Development Council (CMSDC)

216 W. Jackson Blvd., Suite 600

Chicago, IL 60606

Tel: 312-755-8880

Fax: 312-755-8890

Canadian Aboriginal and Minority Supplier Council

282 Richmond St. East, #101

Toronto, Ontario M5A 1P4

Tel: 905-479-1114

Women's Business Business Development Council (WBDC)

8 South Michigan Ave., 4th Floor

Chicago, IL 60603

Tel: 312-853-3477

Fax: 312-853-0145

SECOND-TIER PROGRAM

At Navistar, we believe that in order to remain competitive and profitable in the 21st century, we must engage in business activities with diverse suppliers, and that is imperative for both us and our suppliers to support diverse business development. Navistar's prime suppliers are expected to support us by making every effort to provide contract opportunities to diverse suppliers. As a result of our strong support of diverse and small business development, we have implemented a Second Tier Reporting System, which requires all prime suppliers with the contracts of \$650,000 or more to report their diversity spend quarterly directly into our database. This is considered our Second Tier Spend. To begin reporting Second-Tier Spend, please complete Navistar's Supplier Diversity Registration.

41	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	<p>The Largest Dealer Network in North America to sell and service the products used in the communities they serve.</p> <p>Strong Market share in Government Sector</p> <p>Sourcewell Knowledgeable Sales Professionals at the dealerships to serve the members</p> <p>Ability to provide Turn-Key Solutions</p> <p>A proven track record of growth with Sourcewell</p> <p>An award Winning Parts Distribution System as Members keep units in service far longer than commercial applications do.</p> <p>A completely Updated Product Offering with Specific Vocationally Focused Products to serve the Government Sector.</p> <p>Free On-Line Parts and Service Program</p> <p>Both Cummins and International Engines</p> <p>Joint Marketing and Sourcewell Promotion through NCL Muni Financing</p> <p>Parts Program Tailored to Sourcewell</p>
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Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
42	Do your warranties cover all products, parts, and labor?	<p>International provides the following (Base Warranties will be included in supporting materials as they vary by model and powertrain)</p> <ol style="list-style-type: none"> 1. Warranty coverage is determined by a time and mileage limitation based on the sale date. 2. Coverage may vary between Base Vehicle and Base Engine Warranty Coverage and documented in the vehicle warranty coverage document. 3. Base warranty coverages have some components and/or defect modes which hold different coverage terms but are called out on warranty coverage document. 4. Any International Truck Dealership can perform warranty coverage repairs and file directly with Navistar. 5. If a customer qualifies and is approved to be a fleet level customer, they are allowed to file their own warranty claims. This can be done via Navistar Warranty Submission System. 6. Some suppliers such as: Cummins Engine, Allison Transmission, and other large Component Suppliers are required to return to their local distributors for warranty repairs. 7. Some suppliers require prior approvals to perform repairs even when performed by a Navistar Dealer. 8. If the repair is covered under warranty, the parts and labor are covered. 9. Over the Counter purchase of a part that is not installed by a Navistar Approved repair facility only receives the part expense of the warranty. If labor is also purchased with the part at a Navistar Approved service facility, then the Labor would also be included. 10. Parts returns are determined by Supplier agreements and needs, these parts are required to be returned under warranty. Requested parts back which are not returned are subject to a claim chargeback. Always hold on to the failed part until notified otherwise.
43	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	<ol style="list-style-type: none"> 1. The warranty coverage document also covers restrictions of coverage, competitive with the rest of the industry restrictions/limitations. 2. External influence, damage, modifications, etc... 3. Failure due to improper use, misapplication or abuse, could be denied 4. Failure due to improper maintenance, storage, deterioration, etc... 5. Supplier Direct warranty requirements i.e. Cummins/Allison, etc...
44	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	<ol style="list-style-type: none"> 1. On Road vehicles that are still under towing coverage, have a unit disabling failure, and covered by towing coverage can be repaired at failure site. When this is more cost effective and can be properly repaired without towing the unit back to the dealer, we will reimburse for the road call in lieu of the tow expense. 2. This is not covered under the standard warranty period.
45	Are there any geographic regions of the United States (and Canada, if applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	<p>Since our products are on highway vehicles, our warranty repairs are done at the dealership or a service provider authorized by Navistar. Navistar prefers that Sourcewell Members use International Dealers for non-warranty repairs as well. Dealers that serve remote areas have the ability to get techs out to service those products, however the travel and labor expenses getting to and from those products is not covered under warranty.</p>

46	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	<p>Navistar base warranty on International Trucks covers all vendors through the standard warranty offering. However, as indicated in previous response there are a few suppliers such as Cummins and Allison that require their concerns to return to their distributors for repair and warranty. Most International Dealers are certified to perform warranty work on Cummins product.</p> <p>Equipment installed at Navistar TSC Mod Centers will carry a 12 month warranty.</p> <p>For Turn Key Units, Equipment installed at the dealer, an outside mod center or a TEM/Up-fitter are not part of the Navistar Warranty, they would be covered by the party that manufactured the components/equipment and the party that installed it. The International Dealer will go through the warranty coverage in the proposal process including the installed equipment.</p> <p>We have included in the attachments the Navistar Base Warranty for vehicles offered in this proposal.</p>	*
47	What are your proposed exchange and return programs and policies?	<p>Our vehicles will be delivered as ordered and warranted free of defects and workmanship. If a vehicle is not performing to the level expected, we will engage the appropriate Field Service Personnel including our Technical Field Service Manager to expedite a repair plan. Our expectation is not only to resolve the Sourcewell Member's concern fully, but in a timely manor.</p>	*
48	Describe any service contract options for the items included in your proposal.	<p>International provides a wide variety of service contracts that are published as well as custom contracts to cover s a specific component or system to the Sourcewell Member. These Service Contracts/Warranties can be added to the spec of the truck when purchased or after the unit is built, but not delivered. Units that are in service may be eligible for extended warranty, but there are time limitations. On the A26 Engine, Navistar offers an optional 4 year / 100,000 mile / unlimited hour warranty for HV and HX models for \$999.</p>	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *
49	What are your payment terms (e.g., net 10, net 30)?	For the Sourcewell Members, the International Dealer will carry the unit on their books for 30 days. Payment will take place prior to possession or upon arrival at the body company, unless Sourcewell Member makes other arrangements. If units are funded by NCL they can fund the vehicle when it arrives at the body company. For units going to a body company for that will not be funded by NCL or completed in 30 days, the selling dealer can add expense of those terms into the sale agreement.
50	Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?	International dealers work with NCL muni financing for Sourcewell Members. NCL is a Sourcewell Contract holder with 20 years or Sourcewell experience and the flexibility to accommodate member needs.
51	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell participating entities' purchase orders.	<p>The International Dealer will make sure the entity is a Sourcewell Member. If they aren't the Dealer will help the entity get signed up for Sourcewell. Once the Sourcewell Member has worked out the specs and equipment they need on the unit, the International Dealer will price the chassis and equipment using the Sourcewell Workbook Navistar Financial Team developed for the current contract. It makes sure the member gets the chassis and additional equipment priced properly as we laid out in the contract and provides an easy to read template that lays out the cost and demonstrates the discounts. Once that is completed the dealer submits the information to the Finance Team (CSA) who provides them an authorization number. When the purchase order arrives, the selling dealer send the workbook and the purchase order so the unit can be ordered. Shortly after the order is placed, the dealer will get an order/job number and a serial number for the vehicle. (A special feature code goes on all Sourcewell orders so they can easily be tracked in the system.) within 30 days of the order going into the system, the order will get fully coded and all the major components and any engineering will get scheduled prior to build. During this process the dealer will be communicating with the member and the TEM/Up-fitter to coordinate a timely installation and delivery.</p> <p>Order to build on the chassis is 120-150 days, with 15-20 days for shipment.</p> <p>Units with bodies installed can add additional 15-120 days depending on the equipment being installed and the lead times at the body installer.</p>
52	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Since the products sold will go through the International dealer channel, the ability to utilize a P-Card would need to be established between the Selling dealer and the Sourcewell Member. If the dealer can accommodate, they would need to add the cost of the fees incurred to the transaction. Those fees would be spelled out by the selling dealer in the proposal documentation.

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *

53	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	For all models except the CV Model - International will utilize a pricing program for the International Dealers that defines a percentage of discount, off the list price of all vehicles. Total Chassis list and Options List, less percentage discount equals the selling price of the chassis. For the CV models they will get stated dollar discounts that are subtracted from the list price of the vehicle to establish the sale price. Spreadsheet in appendix along with a sample proposal for each model. Sourcewell Members can modify the specs to their needs and are not limited to the specs submitted. Navistar's Pricing for the 2020 Sourcewell RFP for Class 4-8 Trucks is based on the U.S. Dollar. For units purchased by Sourcewell Members in Canada, an exchange rate will be added to the pricing on the Sourcewell Member's proposal. Navistar uses this same process for pricing with Government Business in Canada. When the dealer submits the Sourcewell Member Information for pricing, Navistar will provide the selling dealer with the appropriate exchange rate and will lock the exchange rate in effect the day it is quoted and that exchange rate will be honored for 60 days. If the unit(s) are turnkey with bodies and equipment on them, the selling dealer will confirm and communicate any exchange related items associated with the bodies and any installed equipment on the vehicle(s) as well as the chassis. The exchange rate and order by date will be noted in the pricing summary the selling dealer provides the Sourcewell Member. In addition, Sourcewell is very important to the government sector we serve in Canada and Navistar has 2 dedicated Representatives based in Canada to serve the Canadian Sourcewell Members and International Dealer Network in Canada
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54	<p>Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.</p>	<p>On MV, HV, HX, RH, LT and Lonestar Models the List discounts are attached and are between 34.5% and 54%.</p> <p>Pricing will be locked into Summer Price Pages for a year at a time. Federally Mandated Surcharges and Emissions will be added as required.</p> <p>Sample Pricing below and in attachment</p> <table border="0"> <tr> <td>MV 607 4x2</td> <td></td> <td>34.5% off list</td> <td></td> </tr> <tr> <td>HV 507607 4x2/4x4</td> <td></td> <td>34.5% off list</td> <td></td> </tr> <tr> <td>MV 607 6x4</td> <td></td> <td>35% off list</td> <td></td> </tr> <tr> <td>HV 507/607 6x4/6x6</td> <td></td> <td>35% off list</td> <td></td> </tr> <tr> <td>HV 513/613 4x2/6x4/8x6/6x6</td> <td>49.3% off list</td> <td></td> <td></td> </tr> <tr> <td>HX Models (all)</td> <td></td> <td>51% off list</td> <td></td> </tr> <tr> <td>RH 4x2/6x4</td> <td></td> <td>54% off list</td> <td></td> </tr> <tr> <td>LT 4x2/6x4</td> <td></td> <td>54% off list</td> <td></td> </tr> <tr> <td>LoneStar</td> <td></td> <td>51% off list</td> <td></td> </tr> </table> <table border="0"> <thead> <tr> <th>Model</th> <th>MSRP</th> <th>Discount</th> <th>Transaction</th> </tr> </thead> <tbody> <tr> <td>MV</td> <td>\$115,520</td> <td>34.5%</td> <td></td> </tr> <tr> <td></td> <td>\$75,665.60</td> <td></td> <td></td> </tr> <tr> <td>HV507 4x2</td> <td>\$115,183</td> <td>34.5%</td> <td>\$75,444.87</td> </tr> <tr> <td>HV507 6x4</td> <td>\$131,405</td> <td>35%</td> <td>\$85,413.25</td> </tr> <tr> <td>HV607 4x2</td> <td>\$115,183</td> <td>34.5%</td> <td>\$75,444.87</td> </tr> <tr> <td>HV607 6x4</td> <td>\$131,405</td> <td>35%</td> <td>\$85,413.25</td> </tr> <tr> <td>HV513 4x2</td> <td>\$185,289</td> <td>49.3%</td> <td>\$93,941.52</td> </tr> <tr> <td>HV513 6x4</td> <td>\$203,705</td> <td>49.3%</td> <td>\$103,278.44</td> </tr> <tr> <td>HV613 4x2</td> <td>\$185,289</td> <td>49.3%</td> <td>\$93,941.52</td> </tr> <tr> <td>HV613 6x4</td> <td>\$203,705</td> <td>49.3%</td> <td>\$103,278.44</td> </tr> <tr> <td>HX all</td> <td>\$240,271</td> <td>51%</td> <td></td> </tr> <tr> <td></td> <td>\$117,732.79</td> <td></td> <td></td> </tr> <tr> <td>RH all</td> <td>\$212,076</td> <td>54%</td> <td>\$97,554.96</td> </tr> <tr> <td>LT all</td> <td>\$247,203</td> <td>54%</td> <td></td> </tr> <tr> <td></td> <td>\$115,713.38</td> <td></td> <td></td> </tr> </tbody> </table> <p>The CV Model, does not use the same type of pricing model and utilizes Dollar Discounts versus Percentage. The discounts on the CV are also spelled out in the attached and range from \$6000 discount up to \$9000 depending on the GVW of the unit, the cab configuration and drive type. Examples are in the summary sheet and proposal's attached document file.</p> <table border="0"> <tr> <td>Class 4</td> <td>\$6000 discount</td> </tr> <tr> <td>Class 5</td> <td>\$7500 discount</td> </tr> <tr> <td>Class 6</td> <td>\$8000 discount</td> </tr> <tr> <td>Crew Cab Incentive</td> <td>\$500 additional discount</td> </tr> <tr> <td>4x4 Incentive</td> <td>\$500 additional discount</td> </tr> </table> <p>A CV Class 6 with a Crew Cab and 4x4 would get a \$9000 discount off the MSRP.</p> <table border="0"> <thead> <tr> <th>Model</th> <th></th> <th>MSRP</th> <th>Discount</th> <th>Transaction</th> </tr> </thead> <tbody> <tr> <td>CV class 4</td> <td>4x2</td> <td>\$49,368</td> <td>\$6000</td> <td>\$43,386</td> </tr> <tr> <td>CV class 5</td> <td>4x2</td> <td>\$52,002</td> <td>\$7500</td> <td>\$44,512</td> </tr> <tr> <td>CV class 6</td> <td>4x2</td> <td>\$55,200</td> <td>\$8000</td> <td>\$47,200</td> </tr> </tbody> </table>	MV 607 4x2		34.5% off list		HV 507607 4x2/4x4		34.5% off list		MV 607 6x4		35% off list		HV 507/607 6x4/6x6		35% off list		HV 513/613 4x2/6x4/8x6/6x6	49.3% off list			HX Models (all)		51% off list		RH 4x2/6x4		54% off list		LT 4x2/6x4		54% off list		LoneStar		51% off list		Model	MSRP	Discount	Transaction	MV	\$115,520	34.5%			\$75,665.60			HV507 4x2	\$115,183	34.5%	\$75,444.87	HV507 6x4	\$131,405	35%	\$85,413.25	HV607 4x2	\$115,183	34.5%	\$75,444.87	HV607 6x4	\$131,405	35%	\$85,413.25	HV513 4x2	\$185,289	49.3%	\$93,941.52	HV513 6x4	\$203,705	49.3%	\$103,278.44	HV613 4x2	\$185,289	49.3%	\$93,941.52	HV613 6x4	\$203,705	49.3%	\$103,278.44	HX all	\$240,271	51%			\$117,732.79			RH all	\$212,076	54%	\$97,554.96	LT all	\$247,203	54%			\$115,713.38			Class 4	\$6000 discount	Class 5	\$7500 discount	Class 6	\$8000 discount	Crew Cab Incentive	\$500 additional discount	4x4 Incentive	\$500 additional discount	Model		MSRP	Discount	Transaction	CV class 4	4x2	\$49,368	\$6000	\$43,386	CV class 5	4x2	\$52,002	\$7500	\$44,512	CV class 6	4x2	\$55,200	\$8000	\$47,200
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55	<p>Describe any quantity or volume discounts or rebate programs that you offer.</p>	<p>We are pleased to provide the Sourcewell Members with the following Volume incentives (units purchased and delivered in 12 month period) 5+ units provides a \$1500 a unit discount, 20+ provides additional \$1500 discount or \$3000 total. (Does not have to be identical or even the same model to qualify)</p>																																																																																																																																		
56	<p>Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.</p>	<p>International Dealers welcome "Sourced" products as a truck isn't complete without the body and equipment to do the job. The majority of our government sales are turn key and we have great relationships with the TEM's/Up-fitter. Goods Purchased outside of the chassis assembly process (including Mod Centers) can be added to the members proposal with a handling fee not to exceed 5% of the cost of those Goods and Modifications. These items and the markup is disclosed on summary sheet provided to the member with the proposal. In order to facilitate greater Sourcewell synergy, when International Dealer Sources Body and Equipment from a Sourcewell contact holding TEM equipment will be limited to a 4% Markup.</p>																																																																																																																																		

57	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	This is not common. If there are additional cost, they would be disclosed in the pricing summary and agreed to by the Member. Some states require a state vehicle inspection, or a Federal DOT inspection. If State, or Provincial Law requires collecting license fees and/or taxes, that would not have been part of the Sourcwell Pricing Program. The Sourcwell member may decide the unit has to be delivered full of fuel or ask for expedited shipping	*
58	If freight, delivery, or shipping is an additional cost to the Sourcwell participating entity, describe in detail the complete freight, shipping, and delivery program.	Within the lower 48 and Canada, there is a flat fee for freight. A freight fee is included in every vehicle and covers freight to a mod center (outside International), TEM/Up-fitter, or Dealership. When the unit is ordered, the selling dealer puts in the shipping instructions. Once units are built, they are decked and shipped with carriers contracted to Navistar. When the unit arrives at the destination, they are to be inspected and any issues are identified before the drive away driver departs.	*
59	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Freight to Port Alaska is the same as Freight as the lower 48 states and Canada. (Shipped as Tractor or a cab and chassis) first movement. If Port Alaska is not the final destination in Alaska, the additional expense would be worked out with the selling International Dealer. Our dealer in Hawaii and the dealer in Puerto Rico handle shipping of products to their locations from either the body company or a port in the U.S.	*
60	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Delivery is traditionally done at the Dealership for Tractors, or the TEM/Up-fitter for units with a body installed. If the Member is requesting a unique delivery requirements, that would need to be discussed and properly described and included in the pricing proposal.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
61	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	Navistar has offered additional incentives to Sourcwell Members for larger contracts or where there was an opportunity to take advantage of the Sourcwell offering and will continue to use as needed in future contracts.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
62	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	<p>Using Best Practices from our current contract, we require the dealer to put feature code 10JPA on Sourcewell Orders to make sure we track them and that they get "Silver Package" and any other Credits and Incentives they are due. To facilitate proper pricing for the Sourcewell Member, we have developed a "Sourcewell Pricing Workbook" that the dealer uses to price out the chassis and any additional equipment or warranties the member may require. It transfer's all the information to the members pricing sheet summary.</p> <p>The selling Dealer has to provide financial summary and purchase order so Navistar can ensure that the member has received the proper pricing. Dealers are aware that we will correct mistakes and they can get charged for items they did not do correctly.</p>
63	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	<p>Navistar is pleased to provide Sourcewell with the following rebates by model family:</p> <p>CV = \$1000 MV 607 = \$1500 HV 507/607 = \$1500 HV 513/613 = \$2000 HX 515/520/615/620 = \$2000 RH/LT/Lonestar = \$2000</p> <p>These rebates are NOT in the dealers proposal's and will be paid to Sourcewell Quarterly along with detailed summary sheet.</p> <p>For Parts purchased using Sourcewell Fleet Charge Program, Sourcewell will receive .5% (.005) of the total sales to Sourcewell Members using Fleet Charge. Navistar will pay this parts rebate quarterly.</p>

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
64	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	<p>International is offering our complete truck and tractor product line from class 4 vehicles through class 8 vehicles and will add e-Mobility products when they become available. These vehicles are set up to be used in the following applications (120+ applications, most popular are listed below)</p> <ul style="list-style-type: none"> * Dry and Refrigerated Vans * Stake and Flat Bed * Emergency Fire Pumper * Emergency Fire Tanker * Emergency Wild Fire Truck * Emergency Ambulance * Emergency Command Center * Emergency Police Prison Transport * Dump, Side Dump, End Dump * Snow Plow, Wing Plow, Belly Plow * Concrete Mixer * Volumetric Mixer * Fuel Delivery * Waste Tank * Tar Spreader * Water Tank * Food Grade Tank * Sewer Vac, Hydro-Excavator * Wrecker, Fixed or Rotator * Roll-Back (Recovery) fromm Cars to Heavy Equipment * Utility Service Body * Utility Bucket Truck * Utility Digger-Derrick * Utility Tree Care Body * Utility Line-Washer * Utility Sign Truck * Material Handling plus Moffit options * Crane * Street Sweeper * Garbage Packer * Garbage Roll-Off * Garbage Automated Side Loader * Feed Truck * Armored Truck * Tractor, Sleeper or Day Cab * Vocational Tractor * Heavy Haul Tractor * Hauler Style Truck for 5th wheel trainers * Atenuater Trucks <p>The International Dealer Network has Sourcewell experience and is fully capable of meeting the member needs with turn-key offering as well as financing with NCL (another Sourcewell Contract holder). These products would be sold through the International Dealer Network, which is the largest in North America. International has been serving Sourcewell Members the last 4 years and is adding a parts program to provide even more opportunities to serve the Sourcewell Membership. These are all Diesel Powered Products offering both Cummins (B-6.7, L-9 and X-15) and International 6.6L is the exclusive engine in the CV and A26 (12.4L) is available in higher GVW trucks and Tractors. The Truck Models offered include the following:</p> <ul style="list-style-type: none"> * CV 4x2, 4x4 up to 23,500 GVW * MV 607 4x2, 6x4 up to 54,000 GVW * HV 507, 607, 513, 613 in 4x2, 4x4, 6x4, 6x6, 8x6 up to 80,000 GVW * HX 515, 520, 615, 620 in 6x4 and 8x6 up to 150,000 GVW <p>International offers a Set Forward Axle in the HV and HX which are optimal for Snow Plow Applications, providing better manuverability as well as Weight Capacity in regions that enforce Federal Bridge Requirements.</p>
65	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	<p>International Trucks offer a very complete and comprehensive product offering. Commercial Truck Offerings can be very complicated, and new configurations enter the market every day. We are here to serve the Sourcewell Membership, In the event a member needs a special feature or chassis configuration and you can't confirm availability please don't hesitate to ask, either the local dealer you are working with You can reach out to the local dealer or Martin White and Bob Mann, who are listed as contacts in this submission.</p>

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below what Classes of equipment are offered in this proposal.

Line Item	Category or Type	Offered *	Comments
66	Class 8 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Our Tractor Offering:</p> <ul style="list-style-type: none"> * RH Tractor (Regional Haul A26 Power) in 4x2 and 6x4. * LT Series (Long Haul) in 4x2 and 6x4 with A26 and Cummins X-15 power * Lonestar Series Premium Tractor in 6x4 with Cummins X-15 Power <p>In Vocational Trucks and Tractors we offer the Following:</p> <ul style="list-style-type: none"> HV 507/607 as 4x2, 4x4, 6x4 with Cummins B-6.7 and L-9. Day Cab/Extended Cab and Crew Cab * HV 513/613 as a 4x2, 6x4, 6x6, 8x6 with A26 Engine and Day Cab, Extended Cab and Crew Cab. HX Series Premium Vocational Product in 6x4 and 8x6 with A26 and Cummins X-15 Power
67	Class 7 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>MV Series in 4x2 and 6x4 Configurations with Cummins B-6.7 or L-9 in Standard Cab, extended cab and Crew Cab configurations. This product is also available for Class 8 configurations</p>
68	Class 6 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>The CV Series goes up to 23,500# gwv in 4x2 and 22,500# in a 4x4. It has 6.6L Diesel Engine and is available as a day cab or a crew cab.</p>
69	Class 5 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>The CV Series It has 6.6L Diesel Engine and is available as a day cab or a crew cab.</p>
70	Class 4 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>The CV Series It has 6.6L Diesel Engine and is available as a day cab or a crew cab.</p>

Table 15: Industry Specific Questions

Line Item	Question	Response *
71	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	<p>Member Satisfaction Survey</p> <p>Number of new proposals created every week.</p> <p>Number of units ordered every month.</p> <p>Communicate goals and results through Regions as well as Vocational Team and key Dealer Meetings and calls.</p> <p>Campaigns to reach members within the dealerships</p> <p>Follow Up on leads generated on the International Sourcewell Website</p> <p>Training and Presentations Completed on Sourcewell Every Month</p>
72	Describe your company's offering in relation to alternative fuel sources, including electric or others.	<p>Looking to the future, International introduced fully electric school bus and medium duty trucks at trade shows last year. Navistar has a corporate relationship with TRATON, the truck and bus division of Volkswagen AG, which gives International access to EV technology that has global scale and will make us a very competitive player in the commercial EV market.</p>

73	Describe any manufacturing processes or materials utilized that contribute to chassis strength, cab strength, overall durability, driver safety that differentiate your offerings.	<p>International is building the best quality products that we have seen in many years. Our investment in plant updates, lean practices and a relentless quality organization focused on Uptime, has got us to this point.</p> <p>Our 1/2" single Frame rails are the strongest in the Industry. We also have integral front frame extensions on many models and FEPTO Access which is very popular on plow trucks. Our Frames are e-coated as well as painted (optional galvanized rails). They are squared and laser lined and have huck bolt system to attach the cross members to assure they do not come loose or move.</p> <p>Our cabs meet SAE Guidelines for Cab Roof Crush.</p> <p>Our cab stamping and assembly is fully automated, cabs are sealed and then dipped for corrosion protection along with receiving 2 base coats of paint and a thick clear coat to make product look nice for tears to come.</p> <p>Our hood systems are predominantly SMC style, which is half the thickness of fiberglass and twice as strong. In addition these hoods are 3 piece, so in the event of an accident the entire hood does not have to be replaced, just the damaged section. We also offer visibility hoods for the HV offering.</p> <p>Our cabs and driver environment have also been updated to provide our quietest cab ever, with better visibility out the doors, down the hood line and through the mirrors. We have true 3 person cabs that can accommodate the gear that drivers can bring with them to do their jobs. All ergonomics have been redone to keep important gauges and controls higher on the dash so the driver doesn't have to look away from the road to see what is going on with the truck.. The HVAC system has also been updated for both driver comfort and quicker defrost on the windshield. The stalk shifter has been very well accepted. It is very durable, has very long life and has safety features a mechanical level cant offer.</p>
74	Describe any differentiating serviceability attributes (remote diagnostics, etc.) your proposal offers.	<p>North America's Largest Dealer and Service Network.</p> <p>Dealers that have strong presence in the government sector.</p> <p>Dealers that have successfully grown with Sourcewell on current contract. 1350+ units.</p> <p>Great Products, with highest quality we have had in many years. We have achieved Best in Class Quality with key customer scorecards. A manufacturing growth plan that included a new assembly plant being built in San Antonio, TX that will open in 2022.</p> <p>Focus on Electric Trucks and Buses with partner TRATON.</p> <p>The Silver Package with on-line parts and service for 2 years after purchase of new truck at no charge.</p> <p>\$200-\$400 Fleet Charge Credit for every truck bought off this contract. A Sourcewell Exclusive</p> <p>Our Parts Distribution System is Award Winning and with new Memphis Locations, we offer even faster delivery. Working with Diamond Edge Program, our Parts System works with dealers to make sure they have the parts you will need to repair the vehicle.</p> <p>Diamond Edge Service Program is all about getting units in, diagnosed and back in the customers hands. Our Service Velocity at the dealerships to get units out in 24 to 48 hours.</p> <p>Additional Customer Tools: * On Commend Connection * International 360</p> <p>Turn-Key Offering to the Sourcewell Members as a truck isn't ready to work without the proper body and equipment on it.</p> <p>Partnering with NCL to go after even more Sourcewell Members with financing tools that can put equipment to work and meet the financial constraints of todays budget realities.</p> <p>Navistar and the International Dealers want to win with Sourcewell!</p>

Table 16: Exceptions to Terms, Conditions, or Specifications Form

Line Item 75. NOTICE: To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification

Documents**Ensure your submission document(s) conforms to the following:**

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
 - [Financial Strength and Stability](#) - Financial Strength.zip - Tuesday June 09, 2020 13:29:09
 - Marketing Plan/Samples (optional)
 - WMBE/MBE/SBE or Related Certificates (optional)
 - [Warranty Information](#) - International Warranty 2020.zip - Monday June 08, 2020 10:42:03
 - [Pricing](#) - International Pricing & Specifications 2020.zip - Tuesday June 09, 2020 11:26:44
 - [Additional Document](#) - Additional Documents.zip - Tuesday June 09, 2020 14:31:13

Proposer's Affidavit

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcwell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcwell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcwell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcwell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 - a. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 - b. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://www.sam.gov/portal/3>; or
 - c. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Martin White, Director Vocational Sales, Navistar, Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_11_Class_4-8_Chassis_RFP060920 Wed June 3 2020 07:52 AM	<input checked="" type="checkbox"/>	--
Addendum_10_Class_4-8_Chassis_RFP060920 Wed May 27 2020 03:40 PM	<input checked="" type="checkbox"/>	--
Addendum_9_Class_4-8_Chassis_RFP060920 Tue May 26 2020 02:51 PM	<input checked="" type="checkbox"/>	--
Addendum_8_Class_4-8_Chassis_RFP060920 Thu May 21 2020 01:21 PM	<input checked="" type="checkbox"/>	--
Addendum_7_Class_4-8_Chassis_RFP060920 Mon May 18 2020 03:30 PM	<input checked="" type="checkbox"/>	--
Addendum_6_Class_4-8_Chassis_RFP060920 Wed May 13 2020 04:40 PM	<input checked="" type="checkbox"/>	2
Addendum_5_Class_4-8_Chassis_RFP060920 Tue May 12 2020 10:00 AM	<input checked="" type="checkbox"/>	--
Addendum_4_Class_4-8_Chassis_RFP060920 Mon May 4 2020 01:24 PM	<input checked="" type="checkbox"/>	--
Addendum_3_Class_4-8_Chassis_RFP060920 Wed April 29 2020 03:45 PM	<input checked="" type="checkbox"/>	--
Addendum_2_Class_4-8_Chassis_RFP060920 Wed April 22 2020 01:14 PM	<input checked="" type="checkbox"/>	--
Addendum_1_Class_4-8_Chassis_RFP060920 Fri April 17 2020 12:32 PM	<input checked="" type="checkbox"/>	--



Office of the Finance Director

City of West Haven
 355 Main Street
 West Haven, Connecticut 06516

MARB Contract Form

Contract Name/PO	Ambulance Repair			
City Agency	Fire Services			
Vendor Utilized	Tracy's Garage			
Address	129 Water street			
City, State, Zip	Derby, CT 06418			
Procurement Process	<input type="checkbox"/> Bid/RFP [Enter the Bid No] <input checked="" type="checkbox"/> State Contract [15PSX0017] <input type="checkbox"/> Cooperative Agreement [Enter Source Name and Contract No] <input type="checkbox"/> Sole Source <input type="checkbox"/> Other Source []			
No of Bid/RFP Respondents				
Quote No('s) if applicable	E8423df1			
Source of Funds	2025 Allingtown Fire Budget			
Quantity	0.00	Price Per:	\$0.00	Total Purchase Price \$66,157.70
Purpose of Transaction (Please give a detailed explanation for the purpose of the transaction. This should not be one / two sentences.)	Repair of 2013 International Navistar Ambulance.			
Department Submission [Name and Title]	Michael R. Terenzio, Fire Chief; B.S. EM; FO IV, FSI II			
Finance Review and Submission [Name and Title]	Kathy Chambers, Senior Buyer, Procurement Analyst			



TRACY'S GARAGE INC

SINCE 1930
129 WATER STREET, DERBY, CT 06418
Phone: (203) 734-9002

Workfile ID: e8423df1
PartsShare: 76LdcP

Preliminary Estimate

Customer: WEST HAVEN AMBULANCE

Job Number:

Insured: WEST HAVEN AMBULANCE

Policy #:

Claim #:

Type of Loss:

Date of Loss:

Days to Repair: 0

Point of Impact:

Owner:

WEST HAVEN AMBULANCE
(203) 214-8775 Business

Inspection Location:

TRACY'S GARAGE INC
129 WATER STREET
DERBY, CT 06418
Repair Facility
(203) 734-9002 Business

Insurance Company:

VEHICLE

2013 INTERNATIONAL NAVISTAR AMBULANCE RED/WHITE

VIN: 1HTJSSKXEH760571

Interior Color:

Mileage In:

Vehicle Out:

License:

Exterior Color: RED/WHITE

Mileage Out:

State:

Production Date:

Condition:

Job #:

Preliminary Estimate

Customer: WEST HAVEN AMBULANCE

Job Number:

2013 INTERNATIONAL NAVISTAR AMBULANCE RED/WHITE

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	REMOUNT AMBULANCE BOX TO NEW CAB AND CHASSIS		1			
2	#	REMOVE AMBULANCE BOX INCLUDING HARNESS AND HVAC SYSTEMS		1		15.0	
3	#	REMOVE DOORS		1		6.0	
4	#	REMOVE LIGHTS		1		6.0	
5	#	REMOVE LETTERING AND STRIPPING		1		6.0	
6	#	REMOVE BOLTON PARTS INCL HANDLES, HINGES, DRIP RAILS, W/O ML		1		6.0	
7	#	REPAIR BODY		1		40.0	
8	#	REFINISH TWO COLORS ON BODY		1			40.0
9	#	REBUILD REAR BUMPER		1	425.00	6.0	
10	#	REPLACE LETTERING AND STRIPPING INCL REAR CHEVRONS		1	4,500.00	11.0	
11	#	MOVE EXHAUST TO BODY (REMOVE MAGNET)		1	225.00	4.0	
12	#	POLISH ALL ALUMINUM		1	1,500.00		
13	#	MOUNT WARN LIGHTS, SIRENS, HORNS TO NEW CAB		1		8.0	
14	#	WIRE OLD BOX TO NEW CAB AND CHASSIS		1	2,475.00	12.0	
15	#	HVAC SYSTEM MODIFICATIONS (OPEN ITEM)		1	485.00	8.0	
16	#	INSTALL AMBULANCE BOX TO NEW CAB AND CHASSIS		1		20.0	
17	#	CONSOLE (OPEN ITEM)		1	1,437.50	2.0	
18	#	LIGHTING UPGRADES (OPEN ITEM)		1		4.0	
19	#	STEPS FOR CAB (OPEN ITEM, DEPENDING ON CAB CHOICE)		1	1,862.70	2.0	
20	#	INSTALL DOORS		1		6.0	
21	#	DOOR GASKETS		1	425.00	2.0	
22	#	INSTALL BOLT ON PARTS		1		6.0	
23	#	HARWARE AS NEEDED		1	500.00		
24	#	Repl LIQUID SPRING REAR SYSTEM		1	11,987.50	8.0	
25	#	Repl MODIFY PASS THROUGH WINDOW INCL TRUCK SIDE		1	525.00	8.0	
26	#	Subl Hazardous waste removal		1	10.00 T		
27	#	Repl Cover Car		1	25.00 T	2.0	
28	#	Rpr Color sand and buff					6.0
29	#	Repl Corrosion protection primer		1	25.00 T	1.0	

Preliminary Estimate

Customer: WEST HAVEN AMBULANCE

Job Number:

2013 INTERNATIONAL NAVISTAR AMBULANCE RED/WHITE

30	#	Repl	Flex additive	1	15.00	T		
31	#	Repl	Seam sealer/caulking	1	35.00	T	1.0	
SUBTOTALS					26,457.70		190.0	46.0

ESTIMATE TOTALS

Category	Basis		Rate	Cost \$
Parts				26,347.70
Body Labor	190.0 hrs	@	\$ 160.00 /hr	30,400.00
Paint Labor	46.0 hrs	@	\$ 160.00 /hr	7,360.00
Paint Supplies	46.0 hrs	@	\$ 40.00 /hr	1,840.00
Body Supplies	20.0 hrs	@	\$ 5.00 /hr	100.00
Miscellaneous				110.00
Subtotal				66,157.70
Grand Total				66,157.70
Deductible				0.00
CUSTOMER PAY				0.00
INSURANCE PAY				66,157.70

*****PRICING SUBJECT TO CHANGE AFTER 30 DAYS*****

NOTICE: YOU HAVE THE RIGHT TO CHOOSE THE LICENSED REPAIR SHOP WHERE THE DAMAGE TO YOUR MOTOR VEHICLE WILL BE REPAIRED.

CCC ONE Estimating - A product of CCC Intelligent Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

Contract Summary

General Information

Contract Number 15PSX0017
Issue Date May 15, 2015
Organization State of CT - DAS Procurement
Status Active
Multi Contractor Contract Yes
Title Maintenance and Repair of Class 1-8 Vehicles
Description Maintenance and Repair of Class 1-8 Vehicles
Contract Administrator Madelyne Colon
Email Address Madelyne.Colon@ct.gov
Request Number
Solicitation Number
Enable Contract as Round Trip No
P-Card Accepted No
PO Dispatch Contractor

Commodity

Code	Description
21000000	Farming and Fishing and Forestry and Wildlife Machinery and Accessories

Contractors

Name Camerota Truck Parts			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	KATHLEEN CAMEROTA		8607630896
Name Street Fleet Mechanics LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	sandra potito		8602432499
Name Lombard Ford, Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Robert Lombard		8603793301
Name BLACK ROCK TRUCK GROUP INC.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Mark Pater		2034810373
Name Nutmeg International Trucks, LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jimmy Lariviere	jlariviere@allegiancetrucks.com	8032404499
Name Courville's Garage Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Diana Jacaruso		8608481221
Name King Cadillac GMC, Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	David Guillot	king.david@snet.net	8609286572---
Name Plaza Service Center, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Timothy Clark	timclark@plazaservicecenter.com	2032693550
Name Breezy Point Truck Repair Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Breezy Point Truck Repair	jjg2364@hotmail.com	2033772092---
Name Tracy's Garage			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Michael Tracz	cbaxter01@snet.net	2037349002---
Name Mirabelli Automotive, LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Peter Mirabelli	peterm@pjmirabelli.com	8609535029---
Name TASCA AUTOMOTIVE GROUP CT HARTFORD			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	john breslin	jbreslin@tasca.com	860-796-2499
Name FREIGHTLINER OF HARTFORD INC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Greg Martinotti	greg@fohct.com	8605599547

Pricing Information

Contract Type	Migrated DAS Contract
Pricing Type	Fixed Price
Total Value Condition	Estimate
Total Value(USD)	975,000.00
Retainage Percent	0.00
Retainage Notes	
Initial Expended Value(USD)	0.00
Cumulative Encumbered/Expended Value(USD)	0.00
Total Paid(USD)	0.00
Remaining Balance(USD)	975,000.00
Value to Go(%)	100.00
Payment Terms	Net 45 Days
Payment Notes	
Delivery Terms	Free On Board Destination
Delivery Notes	
Other Notes	Legacy Commodity Code=65

Contract Period

Award Date	June 19, 2015
Effective Date	June 19, 2015
Amendment Effective Date	June 14, 2024
Expiration Date	June 30, 2025
Potential Final Expiration Date	June 30, 2025

Custom Fields

Amendment(s)

Field Title	Field Description
Amendment 1	Amendment has been issued to update the contract administrator to Madelyne Colon 06.4.21
Amendment 2	Contract Supplement 5 is issued to post a 5% increase in the State Maximum Per Service Prices, and a price increase for Freightliner of Hartford, Inc.
Amendment 3	Amendment 3 has been issued to reflect supplement 6 for a price increase for Freightliner of Hartford, Inc.effective June 1, 2022 (Madelyne Colon 05.26.22)
Amendment 4	Amendment 7 has been issued to reflect supplement 7 for a price increase for Freightliner of Hartford, Inc. effective June 1, 2023 (Marisol Rivera 6.2.2023)
Amendment 5	Amendment 5 has been issued to reflect supplement 8 correction on previous supplement missing the new State of Connecticut maximum price for service and a price increase on the Exhibit B Price Schedule for Freightliner of Hartford, Inc. and Mirabelli Automotive LLC. All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect. (Maddy 06.14.24)

Contract Additional Information

Field Title	Field Description
Agrees to Supply Political SubDivisions	Yes
Core Catalog Item Contract	No

Contract Clauses

No Clause(s) found

Catalog Names

No catalog(s) found

Document(s)

Document Name	Upload Date
15PSX0017CA Contract Document S8.pdf	June 14, 2024
Multiple Supplier Contract Summary.xlsx	July 02, 2020

Administrative Document(s)

No Documents Found

Authorization

State of CT - DAS Procurement	DAS Construction Services
Executive Branch	Children and Families, Dept. of
Connecticut State Library	Correction, Dept. of
Andover, Town of	Developmental Services North
Developmental Services West	Developmental Services Central
Early Childhood, Office of	Economic and Community Development
Education, Dept. of	Emergency Serv. & Public Protection
Energy & Environmental Protection	Housing, Dept. of
Insurance, Dept. of	Labor, Dept. of
Mental Health & Addiction Services	Military Department
Policy & Management, Office of	Public Health, Dept. of
Rehabilitation Services, Dept. of	Revenue Services, Dept. of
Social Services, Dept. of	Connecticut Library Consortium
Constitutional Office	Quasi Public State Agencies
DAS Property Acquisition	DAS Leasing
DAS Real Property Sales	Developmental Services, Dept. of
Developmental Services South	DDS Provider Contracts
DAS Property Management	Aging & Disability Services
Education & Services for the Blind	Agricultural Experiment Station
Agriculture, Dept. of	Auditors of Public Accounts
Charter Oak State College	Commission On Human Rights
Connecticut State University System	Consumer Council, Office of
Criminal Justice, Division of	Governmental Accountability
State Contracting Standards Board	Victim Advocate, Office of
Governor, Office of the	Higher Education, Dept. of
Insurance & Risk Management	Lieutenant Governor, Office of the
Medical Examiner, Office of Chief	Motor Vehicles, Dept. of
State Ethics, Office of	Capital Community College
Central Connecticut State Univ.	CT State Colleges & Universities
Eastern Connecticut State Univ.	Housatonic Community College
Quinebaug Valley Comm. College	Southern Connecticut State Univ.
Three Rivers Comm. College	University of Connecticut
UConn Health Center	Western Connecticut State Univ.
Comptroller, Office of State	Treasurer, Office of State
CT Teachers' Retirement Board	Transportation, Dept. of
DOT - Purchasing	Veterans' Affairs, Dept. of
Protection & Advocacy, Office of	Ansonia Housing Authority
Workforce Competitiveness Office Of	Gateway Community College
Manchester Community College	Middlesex Community College
Naugatuck Valley Comm. College	Northwestern CT Comm. College
Norwalk Community College	Tunxis Community College
Colleges & Universities	Secretary of the State
Connecticut Port Authority	Connecticut Lottery Corporation
Connecticut Science & Exploration	Connecticut Development Authority
Connecticut Green Bank	Regional Water Authority
Boards, Commissions and Councils	Developmental Disabilities
Connecticut Siting Council	Consumer Protection, Dept. of
CT Retirement Security Authority	Elections Enforcement Commission
Fire Prevention & Control	Firearms Permit Examiners, Board of

Freedom of Information Commission	Police Officer Standards & Training
Property Review Board	Psychiatric Security Review Board
Siting Council	State Academic Awards, Board for
State Board of Accountancy	State Marshal Commission
Workers' Compensation Commission	DAS Business Office
A-Z Corp	F8 Properties
RM Bradley	Simon Konover
Owens Services	LAZ Parking
DOT - Construction Contracts Unit	Office of the Attorney General
Legislative Branch	Not For Profits
Non-Executive Agency	Cities, Towns & Municipalities
Ansonia, City of	Ashford, Town of
Avon, Town of	Beacon Falls, Town Of
Berlin, Town of	Bethany Board of Education
Bethel, Town of	Bethany, Fire Marshall
Bethlehem, Town of	Bloomfield Public Schools
Branford, Town of	Bridgeport, City of
Bridgeport Economic Development Cor	Bridgeport Housing Authority
Bristol, City of	Brookfield, Town of
Brookfield Public Schools	Brookfield Water Pollution Control
Brooklyn Public Schools	Burlington, Town of
Canterbury Public Schools	Canton, Town of
Capital Region Development Auth.	Capitol Region Council Governments
Capitol Region Education Council	Cheshire, Town of
Chester, Town of	Clinton, Town Of
Colchester, Town of	Columbia, Town of
Coventry, Town of	Cromwell, Town of
Danbury, City of	Danbury Housing Authority
Darien, Town of	Derby, Town of
Durham, Town of	East Granby, Town of
East Haddam, Town of	East Hampton Board of Education
East Hartford, Town of	East Hartford Housing Authority
East Hartford Public Schools	East Haven, Town of
East Lyme, Public Schools	East Lyme, Town of
East Lyme, Public Works	Bethany, Town of
East Hampton, Town of	Enfield, Town of
Enfield Housing Authority	Farmington, Town of
Farmington Public Schools	Glastonbury, Town of
Glastonbury Housing Authority	Guilford, Town of
Guilford Public Schools	Hartford, City of
Hartford Energy Improvement Dist.	Greater Hartford Transit District
Hartford Housing Authority	Hartford Public School
Middletown, City of	Middletown Board of Education
Middletown Housing Authority	Norwalk, City of
Norwalk Public Schools	Norwalk Transit District
Norwich, City of	Norwich Community Development
Norwich Housing Authority	Preston, Town of
Preston Board of Education	Putnam, Town of
Putnam Public Schools	Somers, Town of
Somers Board of Education	South Windsor, Town of

South Windsor Board of Education
Southington, Town of
Stratford, Town of
Suffield, Town of
Torrington, City of
Bridgeport Transit Authority
Ledyard Public Schools
Vernon Housing Authority
Voluntown, Town of
Waterbury, City of
West Hartford, Town of
Westport, Town of
Wethersfield, Town of
Woodbridge, Town of
Ellington Public Schools
Housatonic Resources Recovery Auth.
Sherman Board of Education
Willimantic Housing Authority
East Windsor, Town of
Fairfield, Town of
Granby, Town of
Griswold, Town of
Groton, Town of
Hamden, Town of
Jewett City, Borough of
Lebanon, Town of
Madison, Town of
Mansfield, Town of
Meriden, City of
Middlefield, Town of
Monroe, Town of
Morris, Town of
New Britain, City of
New Fairfield, Town of
New Haven, City of
New Milford, Town of
Newtown, Town of
North Haven, Town of
Old Saybrook, Town of
Oxford, Town of
Plainville, Town of
Pomfret, Town of
Regional School District No. 1
Regional School District No. 8
Ridgefield, Town of
Roxbury, Town of
Southbury, Town of
Stafford, Town of
Stonington, Town of
Thompson, Town of

South Windsor Housing Authority
Southington Board of Education
Stratford Housing Authority
Suffield Public Schools
Torrington, Public School
Ledyard, Town of
Vernon, Town of
Vernon Board of Education
Voluntown Board of Education
Waterbury Housing Authority
West Hartford Nutrition Services
Westport Public Schools
Wethersfield Housing Authority
Woodbridge School District
Hampton Board of Education
Salem Board of Education
Wallingford Housing Authority
Winchester Public Schools
Essex, Town of
Franklin, Town of
Greenwich, Town of
Groton, City of
Haddam, Town of
Hebron, Town of
Killingly, Town of
Lyme, Town of
Manchester, Town of
Marlborough, Town of
Middlebury, Town of
Milford, City of
Montville, Town of
Naugatuck, Town of
New Canaan, Town of
New Hartford, Town of
New London, City of
Newington, Town of
North Branford, Town of
North Stonington, Town of
Orange, Town of
Plainfield, Town of
Plymouth, Town of
Portland, Town of
Regional School District No. 14
Regional School District No. 17
Rocky Hill, Town of
Simsbury, Town of
Sprague, Town of
Stamford, City of
Thomaston, Town of
Tolland, Town of

Barkhamsted, Town of	Trumbull, Town of
Waterford, Town of	West Haven, City of
Westbrook, Town of	Weston, Town of
Windham, Town of	Windsor Locks, Town of
Windsor, Town of	Wolcott, Town of
Woodstock, Town of	CT Metro. Council of Governments
LEARN	CT River Valley Council of Gov.
Metropolitan District Commission	Naugatuck Valley Council of Gov.
NE Transportation / CT Transit	Northeastern CT Council of Gov.
Northeastern CT Transit District	Northwest Hills Council of Gov.
Shelton Housing Authority	So. Central CT Regional Water Auth.
South East Area Transit District	Community Renewal Team
CT Health and Ed. Facilities Auth.	CT Housing Finance Authority
Connecticut Innovations	EASTCONN
Materials Innovation & Recycling	Western CT Council of Governments
CET	Connecticut Transit
CT Conference of Municipalities	Connecticut Airport Authority
Western CT Tourism District	Valley Association
Administrative Services	Health Strategy, Office of
State Education Resource Center	Bloomfield, Town of
Brooklyn, Town of	Canterbury, Town of
Ellington, Town of	Hampton, Town of
Salem, Town of	Shelton, Town of
Sherman, Town of	Wallingford, Town of
Winchester, Town of	Cheshire Public Works
Enfield Social Services	Enfield Fleet Services
Middlefield Voluntary Fire Company	New Hartford Public Schools
Portland Public Schools	Baltic Public Schools
Old Lyme, Town Of	Madison Public Works
W. Hartford Bloomfield Health Dist.	West Hartford Fire Department
West Hartford Public Library	Windsor Locks Public Schools
Sharon, Town Of	Regional School District No. 5
CHEFA	Greater New Haven Transit District
Avon Recreation & Parks Department	CHESLA
Oxford Public Schools	Norwalk Redevelopment Agency
Middlebury Public Works	CHFA
Connecticut General Assembly	DPH - Communications
Public Health Systems and Equity	DPH Facility Licensing
Community Family Health and Prevent	Derby Public Schools
Plymouth Housing Authority	ISAAC Charter School
Norwalk, City	MIRA
Judicial Branch	Probate Court Administrator, Office
CAFCA	MARC, Inc. of Manchester
Salisbury, Town of	Willington, Town of
Old Colony Beach Club Association	Deep River, Town of
Deep River Housing Authority	Groton Public Schools
Savin Rock Communities	Regional School District No. 12
Regional School District No. 15	Cheshire Public Schools
CSDNB Board of Education	First District Water Dept., Norwalk
Seymour, Town of	Connecticut Paid Leave Authority

Canton Public Schools
Bolton, Town of
Banking, Dept. of
United Community & Family Services
Derby Public Library
Shelton Economic Development Corp.
Town of Watertown
TOW - Public Works Department
New Haven Parking Authority
Easton, Redding & Region 9 Schools
Winsted Water Works
South Cntrl Regional Council of Gov
Middletown South Fire District
Estuary Transit District
Litchfield, Town of
DOT - Maintenance
Capital Workforce Partners
DPH - Newborn Screening
Kent, Town of
OCPD Assigned Counsel Unit
Healthcare Advocate, Office of the
Regional School District No. 18
Achievement First
Colebrook School
Hamden Housing Authority
Seymour Housing Authority
Capital for Change
Plainfield Public Schools
Lebanon Public Schools
Groton Housing Authority
North Haven Housing Authority
Journey Home
Barnum Museum, The
North Stonington Public Schools
Greenwich Public Schools
Milford Redevmt & Hsng Ptnrshp MRHP
Community Builders Inc, The
Ledge Light Health District
Five Points Arts
New Beginnings Family Academy
DOT - Planning
Morris Housing Authority
Torrington Housing Authority
Windham Region Transit District
Goodwin University
Manchester Housing Authority
Rocky Hill Housing Authority
Weston Public Schools
East Haven Public Schools
Essex Library Association

Eastern Regional Tourism District
Bolton Board of Education
Cromwell Public Schools
The Child & Family Guidance Center
Easton, Town of
TEAM Inc.
Access Health CT
Wolcott Board of Education
Area Coop Ed. Services (ACES)
Southeastern CT Council of Gov
Windham Public Schools
Regional School District No. 13
Beth-El Center
Prospect, Town of
Litchfield Public Works Department
Public Health Preparedness & L H A
CTECS
Somers Public Schools
Public Defender Services, Division
Litchfield Housing Authority
Norwich Free Academy
Stratford Public Schools
Colebrook, Town of
Killingly Public Schools
Monroe Public Schools
Wethersfield Public Schools
Naugatuck Public Schools
DOT - Rail, Office of
Woodbury, Town of
Thomaston Public Schools
Stamford Public Schools
Newington Public Schools
Ridgefield Public Schools
New Milford Board of Education
Freeman Center, The
New Opportunities Inc
Sterling, Town of
Thompson Housing Authority
Branford Public Schools
Portland Housing Authority
Litchfield County Housing Opporntny
Wilton, Town of
Mutual Housing Assoc. Greater Htfd
East Granby Public Schools
North Branford Board of Education
Enfield Public Schools
Cooperative Educational Service CES
Mark Twain House and Museum, The
Workforce Strategy, Office of
Scotland, Town of

DPH Enviro Health & Drinking Water
Public Health Workforce Development
Regional School District No. 10
Harriet Beecher Stowe Center
Elm City Montessori School
Griffin Hospital
Stamford Museum & Nature Center
Watertown Board of Education
Perception Programs
Windham Region No Freeze Project
Prospect Fire Department
CT Institute for the Blind Oak Hill
Boys & Girls Club of Greenwich
Bridges Healthcare Inc
Integrated Day Charter School
Regional School District No. 4
Montville Housing Authority
Greater Dwight Development Corp
Harwinton, Town of
CSDE - Child Nutrition
New London Housing Authority
Coventry Housing Authority
YWCA Hartford Region
Stamford Urban Redevelopment Commis
Montville Board of Education
New London Homeless Hospitality Cen
Killingworth, Town of
East Windsor Public Schools
Goodwin Univ Educational Services
Naugatuck Housing Authority
Winchester Housing Authority
OSC Procurement
DOT - Engineering & Construction
Family Centers Inc.
Mercy Housing and Shelter Corp
Connecticut Public Broadcasting
Ascentria Care Alliance

Griswold Housing Authority
Thames River Community Service Inc
Stafford Public Schools
Regional School District No. 16
Watertown, Town of
Pomfret Community School
CT Housing Partners
MDA - MIRA Dissolution Authority
Ashford Housing Authority
New Reach Inc.
Community Solutions Inc
West Hartford Housing Authority
Redding, Town of
Sheldon Oak Central Inc
Elderly Housing Management Inc
Southeastern Ct Water Authority
New Samaritan Parkville
Southington Housing Authority
Windsor Housing Authority
Housing Authority
Estuary Council of Seniors Inc
CJIS-CT
Woodstock Public Schools
Bridgewater, Town of
DEEP - COUNCIL SOIL WATER CONSERVAT
Naugatuck Valley Health District
Preston Parks & Recreation
DPH Firearm Injury Prevention
North Central Conservation District
Bethel Housing Authority
Bristol Housing Authority
Derby Water Pollution Control Auth
ConnCORP LLC
TEEG
Elm City Communities - Housing Auth
Colchester Board of Education
Lutheran Services Association



Office of the Finance Director

City of West Haven
 355 Main Street
 West Haven, Connecticut 06516

MARB Contract Form

Contract Name	Allingtown Dormitory unisex modifications and furniture/ lavatory			
City Agency	Fire Services			
Vendor Utilized	W.B. Mason			
Address	2460 State Street			
City, State, Zip	Hamden, CT 06517			
Procurement Process	<input type="checkbox"/> Bid/RFP [Enter Bid No] <input checked="" type="checkbox"/> State Contract [15PSX0041] <input type="checkbox"/> Cooperative Agreement [Enter Source Name and Contract No] <input type="checkbox"/> Sole Source <input type="checkbox"/> Other Source []			
No of Bid/RFP Respondents				
Quote No('s) if applicable	3272024			
Source of Funds	ARPA Funding			
Quantity	1.00	Price Per:	\$0.00	Total Purchase Price \$68,900
Purpose of Transaction (Please give a detailed explanation for the purpose of the transaction. This should not be one / two sentences.)	<p>As part of its 5-year Strategic Plan to increase its Diversity and Inclusion, the City of West Haven FD -Allingtown has hired the department's first career full time female firefighter. As staff are required to be on duty 24 hours during a rotating shift schedule, female firefighters need to be afforded an increased level of privacy while cohabitating with their male counterparts in the station dormitory.</p> <p>Currently, the station dormitory does not provide any level of privacy for separate sleeping arrangements, nor for isolation during showering and other private biological needs of both male and female personnel. The attached quotation was received through the State of Ct bid contract process to supply 6 combination beds with storage, 24 locking wardrobe storage cabinets (6 for each of 4 shifts), and 6 privacy panels that collectively will establish separate individual sleeping cubicles. Additional quotations are being sought for modification of bathroom facilities to address the above needs. As soon as an effective bidder is identified to complete these modifications, an additional request will be submitted.</p>			
Department Submission [Name and Title]	Michael R. Terenzio, Fire Chief; B.S. EM; FO IV, FSI II Ken Carney, ARPA Committee Chair & Building Committee Chair			
Finance Review and Submission [Name and Title]	Kathy Chambers, Senior Buyer, Procurement Analyst			

W.B. Mason
 2460 State Street
 Hamden, CT 06517



Quote Number: WHF_3272024
Date: 3/28/24
Prepared By: Samir Hassan

Contact: Frank Viele
Email: Frank.Viele@wbmason.com
Phone: 203-996-1001
 www.wbmasoninteriors.com

Prepared For: West Haven Fire Dept.
 Allingtown Dormitory

Quotation

Line	QTY	Manufacturer	Product Description	Part Number	Unit Price	Ext. Unit Price
1	6	OFGO	Modrern Custom Bed with 4 Drawers 82" Long x38"W	Multiple	\$ 3,000.00	\$ 18,000.00
2	24	OFGO	WARDROBE at the top-storage at the bottom-Modern - 22.75"w x 18"d x 83"h - cabinet, doors open to left - -HASP LOCKS	SP-MO22.751884-L-WT-SC	\$ 1,800.00	\$ 43,200.00
3	6	AIS	Divi Linera Insert Panel 82"Hx36"W - Fabric	P-SLFRMM8236/P-DLWMK1T82	\$ 800.00	\$ 4,800.00
4	2	OFGO	Heavy Duty Unify - 38"w x 28"d x 32.5"h - Standard Back - One Seat Sofa - With Arms	500-4033-SF-30-WA25-HHS L	\$ 1,450.00	\$ 2,900.00
Total:					\$	68,900.00

- * Please Note That WB Mason Company Guarantees It's Position As A Low Cost Provider Versus Any Equal Product or Service
- * Pricing Includes Delivery and Install
- * CT State Contract #: 15PSX0041

Contract Summary

General Information

Contract Number 15PSX0041
Issue Date April 09, 2015
Organization State of CT - DAS Procurement
Status Active
Multi Contractor Contract Yes
Title Freestanding Office, Lounge, Dormitory and Residential Furniture
Description Freestanding Office, Lounge, Dormitory and Residential Furniture
Contract Administrator Susanne Hawkins
Email Address Susanne.Hawkins@ct.gov
Request Number
Solicitation Number
Enable Contract as Round Trip No
P-Card Accepted No
PO Dispatch Contractor

Commodity

Code	Description
56000000	Furniture and Furnishings
56100000	Accommodation furniture
56101500	Furniture
56101700	Office furniture
56101900	General furniture parts and accessories
56110000	Commercial and industrial furniture

Contractors

Name Arcadia Chair Company			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Kimberlee Pichler - Girard		7145628200
Name creative office concepts			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	CHARLIE COHEN		7327424650
Name Transfer Enterprises, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Dean Yatrousis		8602508968
Name Daco Limited Partnership			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Angela Smith		8006311186
Name Durkin Co Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Gregory Durkin		2033482657
Name NBI New England, INC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Joshua Hagstrom	orders@interscape. com	8608825903
Name John Watts Associates, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Lynn Klock		8605281110
Name Suburban Stationers Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Robert Shulman		8603470299
Name Steelcase Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jonathan Flink		6178940330
Name Stance Healthcare Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Kim Daly		8773952623
Name Allsteel Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	CINDY HERMANN		5632724800
Name Bay View Industries Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Kelly Ciezki		4145702677
Name Commercial Furniture Group Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Melissa Naillon		4236230031
Name DSI INDUSTRIES INC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	NICOLE SHAMIR		9056691357
Name Exemplis LLC			
Contact Type	Contact Name	Contact Email	Contact Phone

Main Contact	Derek Cairo	dcairo@exemplis.com	7149954800
Name F.E. Hale Manufacturing			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Erika Romeo		3158945490
Name Herman Miller, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Rachel Johnson		2039120193
Name Hertz Furniture Systems LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Mutty Leiser	bids@hertzfurniture.com	201-529-2100-1220
Name Krueger International, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jacqueline McGuire		6175424043
Name Mity Lite Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Rhonda Dearing		801-224-0589
Name National Office Furniture, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Leanna Bechtel	leanna.bechtelnationalofficefurniture.com	800-482-1213 x 3013
Name Robert H. Lord Company			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Rob Romay		8605122126
Name Sauder Manufacturing Co.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	RACHEL SHORT	sales@saudereducation.com	800-537-1530
Name The Gunlocke Company, LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Cindy Hermann		5633169655
Name OFS Brands Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Anna McClelland		8666379328
Name Arenson Office Furnishings, Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Donna Dapice		2036216301
Name VIA, INC.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Heather Arnold		8004336614
Name RT London			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Stephanie Chandonnet		6163644800
Name SICO AMERICA INC.			
Contact Type	Contact Name	Contact Email	Contact Phone

Main Contact	DAN REISSETTER	dreissetter@sicoinc.com	800-742-6462
Name Strategic Spaces LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Michelle Zimmerman		6173406195
Name The HON Company LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Contract Manager	hongsateam@honcompany.com	800-466-8694
Name Knu, LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Misty Bowman		8123670120
Name TMC Furniture, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Christina Kirwin		7346220080
Name Red Thread Spaces LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Wayne Orio	worio@red-thread.com	6174394900
Name BioFit Engineered Products			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jay Krause	rusty.benschoter@biofit.com	800-597-0246
Name Spec Furniture Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jasmin Collitz	contracts@specfurniture.com	416-246-5540
Name Allseating Corporation			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Cindy Lawton-Moreby	chuck@allseating.com	781-982-8288
Name Integra, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Tracey Putnam	tputnam@integraseating.com	262-275-2161
Name Seating, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jay Krause	orders@seatinginc.com	585-468-2875
Name MODUFORM, INC.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Laura Wade	lrobichaud@moduform.com	978-345-7942
Name Lesro Industries, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Mark Dunton		8602433226
Name Creative Office Interiors, LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Renee Keane		8605253133

Name John Savoy & Son, Inc dba Savoy Contract Furniture			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Alicia Lee	govt@savoyfurniture.com	800-233-8953

Name Neutral Posture, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Crystal O'Rear	eyoung@neutralposture.com	979-778-0502

Name JASPER SEATING COMPANY, INC.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Kathy Vonderheide	kvonderheide@jaspergroup.us.com	812-482-3204

Name Stuart Shlien			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Stuart Shlien		8603467297

Name Blockhouse Co., Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jason Woolley	kgrove@blockhouse.com	800-346-1126

Name Bartholomew Company			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	JOSH EHRlich		8605225555

Name Keilhauer LTD.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Karen Glassford		8777014107

Name Ford & Ulrich, Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	VJ Penisse		2032394451

Name Safco Products Co.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Yvonne Moore		7635366788

Name Artopex inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Genevieve Guenette	ussalessupport@artopex.com	4503780189

Name W.B. Mason Co., Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Rebecca Williams		2402855250

Name Wright Line LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Mark Abbott		508-852-4300

Name Fairway Holdings			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Mandy Hoover	Mhoover@bercoinc.com	314-772-4700-223

Name NWN CORPORATION			
Contact Type	Contact Name	Contact Email	Contact Phone

Main Contact	JON IANNOTTI	JIANNOTTI@NWNIT.CO M.TXT	401-374-8530
Name Les Industries Rouillard, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Steve Lipton	steve@rouillard.ca	418-663-1411
Name Mobilier de Bureau Logiflex Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Stacey Janzen		604-316-8934
Name Egan Visual International			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Chris Benavides	contracts@egan.com	905-851-2826
Name INSCAPE			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jennifer Angus	dwright@inscapesolutions.com	905-953-5186
Name Creative Office Pavilion			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Joy Nelson	JNelson@cop-inc.com	6179564100---
Name Peabody Office Furniture			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	CT Sales Representative	peabodyc@peabodyoffice.com	8605598357---
Name TENJAM, INC.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Michael Collins	mikec@tenjam.com	6787770034---
Name The Atlantic Group Connecticut, LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Robert Gilman	Robert.gilman@anchin.com	2038470000---
Name Executive Suites LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Michael Ferguson	mferguson@execsof.com	2033397490---
Name Aram A. Kaz Co.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Gary Kazanjian	gakaz@snet.net	8605296900---
Name Office Furniture Inc			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Megan Wake	meganm@myofi.com	8602575327---
Name INSALCO CORPORATION			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Scott Kowalski	scott.kowalski@Insalco.com	2032691238
Name Meghan Blake Industries INC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Mindy Litten	mlitten2@charter.net	7044622988---

Name Jefferson Group, LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jeff Markham	jeffm@jefferson-group.com	2039671900---

Name August, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Judith Fister	solutions@augustin.com	9374342520---

Name Workspace Consulting Group LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Tammy Pena	alex@workspacecg.com	2035480305

Name Harbor Linen LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Robert Hoffman	bhoffman@harborlinen.com	8602898440---

Name SWC Office Furniture Outlet, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Greg Girolamo	info@swcoffice.com	2039678367---

Name Wyndham Corporate Interiors LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Mark MnNally	mmcnally@buydesk.com	8607748110---

Name De Clercq Office Group, Ltd			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Deborah Hopewell De Clercq	deb@dog-office.com	2032309144---

Name Brodart Co.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Tara Miller	furniture@brodart.com	888-521-1884

Name American Seating Company			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Randy Hermann	randy.hermann@amseco.com	800-748-0268

Name BRET福德 MANUFACTURING			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Nathaniel Hawkins	dlooney@bretford.com	8005219614

Name VERSTEEL			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Bridgette Morrison	mikefitzgeraldassociates@comcast.net	6018939393

Name GROUPE LACASSE LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	BEN WAGENMAKER	PRICING@GROUPELACASSE.COM	450-772-2495

Name Haworth Incorporated			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Mary Blanke		314-749-2812

Name Hekman Contract			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Chris Silguero	csilguero@hekman.com	8609999999---

Name K & A Manufacturing, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Beth Knighton	vknight@raproducts.com	800-298-4351

Name KIMBALL OFFICE INC.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Tonja Blackgrove	kogov@kimball.com	800-482-1616

Name NORIX GROUP, INC.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Cori Kasper	furniture@norix.com	6302311331

Name Media Control Co., Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Ronald Reagan	Ronald.reagan@mcergo.com	8608721234---

Name Transformations by Wieland, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Bria Huntington		260-267-9578

Name TRENDWAY CORPORATION			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Patti Vander Hulst	pvanderhulst@trendway.com	8009683293

Name Office Resources, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Harry Gruss	harrygruss@ori.com	8602162080---

Name Staples Contract & Commercial, Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Hank Coakley	hank.coakley@staples.com	508-253-5000

Name Knoll Inc.			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Andrew Pierce	apierce@knoll.com	215-679-1830

Name KLN MANUFACTURING LLC			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Kris Benson	quotel@kln.com	210-227-4747

Name JSJ Furniture Corporation			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Tina Houston	thouston@izzydesign.com	866-499-9968

Name Humanscale Corporation			
Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Katie Miglin		7325372944

Name CORILAM FABRICATING COMPANY			
Contact Type	Contact Name	Contact Email	Contact Phone

Main Contact	James Baker	jwhitley@corilam.com	3369933511
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Name Global Industries, Inc.

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Katie Higgins	jfreund@globalindustries.com	800-220-1900-2551

Name SIMO Corporation

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Gary Scitthelm	gary.scitthelm@simocorp.com	4032911133---

Name DARRAN FURNITURE INDUSTRIES, INC.

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Angie Eads	cbond@darran.com	3368612428

Name Ergonom Corporation

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	LISA FRANCISCO	dianez@erginternational.com	805-981-9978-112

Name FurnitureLab

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Nathan Bearman	sales@furniturelab.com	919-913-0270

Name B Nevins Ltd

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Tonia McColm	patty@nevinsltd.com	979-865-0344

Name Haskell Office LLC

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Tim Kerfien	sales@haskelloffice.com	800-334-8888

Name NPS Public Furniture Corp

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Uri Salzman	usalzman@nationalpublicseating.com	973-594-1100

Name Workrite Ergonomics

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Donna Boboelk	dbobalek@workriteergo.com	5715655077---

Name Bouty inc

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jean-Bruno Capodagli	jean-bruno.capodagli@bouty.com	5143240916---

Name D3, Inc

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Michael Heazlitt	mike.heazlitt@9to5seating.com	310-223-2200

Name Teknion LLC

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Valerie Windrim		8565525618

Name Arconas Corporation

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Sherry Martin		9052720727

Name School Furnishings, Inc.

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Kevin Crump	kevin@schoolfurnishings.com	5085742801---

Name NEMSCHOFF CHAIRS, INC.

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jessica Jumes	jjumes@nemschoff.com	9204577726

Name Steeve's Office Systems Inc.

Contact Type	Contact Name	Contact Email	Contact Phone
Main Contact	Jonathan Steeves	jon@steevesoffice.com	2034528402---

Pricing Information

Contract Type	Migrated DAS Contract
Pricing Type	No Limit
Retainage Percent	0.00
Retainage Notes	
Initial Expended Value(USD)	0.00
Cumulative Encumbered/Expended Value(USD)	0.00
Total Paid(USD)	0.00
Remaining Balance(USD)	0.00
Payment Terms	Net 45 Days
Payment Notes	
Delivery Terms	Free On Board Destination
Delivery Notes	
Other Notes	Legacy Commodity Code=37

Contract Period

Award Date	July 01, 2015
Effective Date	July 01, 2015
Expiration Date	September 01, 2025
Potential Final Expiration Date	September 01, 2025

Custom Fields

Amendment(s)	
Field Title	Field Description
Amendment 1	Effective July 1, 2020 Steelcase has moved to Price List 190.
Amendment 2	Effective immediately, School Specialty, Inc., Supplier ID 0000010161 has been assigned to School Specialty, LLC dba Cerberus Capital Management and Lantern Capital Partners, Supplier ID 0000204554. Supplier ID 000010161 has been expired. All other terms and conditions not otherwise affected by this Amendment remain unchanged and in full force and effect.
Amendment 3	Effective immediately School Specialty, LLC dba Cerberus Capital Management and Lantern Capital Partners, Supplier ID 0000204554 has been removed from this contract. They were incorrectly added to the contract in Amendment 2. All other terms and conditions not otherwise affected by this Amendment remain unchanged and in full force and effect.
Amendment 4	Summary of 2021 Updates and Manufacturer Dealer Summary of 2021 Updates.
Amendment 5	Corrections to Amendment #4 for July 2021 Updates.
Amendment 6	Corrections to Amendment #4 for July 2021 Updates.
Amendment 7	Corrections to Amendment #4 for July 2021 Updates.
Amendment 8	Corrections to Amendment #4 for July 2021 Updates.
Amendment #9	Corrections to Amendment #4 for July 2021 Updates.
Amendment #10	Corrections to Amendment #4 for July 2021 Updates.
Amendment #11	Corrections to Amendment #4 for July 2021 Updates.
Amendment #12	Corrections to Amendment #4 for July 2021 Updates.
Amendment #13	Corrections to Amendment #4 for July 2021 Updates.
Amendment #14	Corrections to Amendment #4 for July 2021 Updates.
Amendment #15	Corrections to Amendment #4 for July 2021 Updates.
Amendment #16	Effective July1, 2022, DAS has posted the 2022 Manufacturer Price Lists and Service Providers Updates.
Amendment 17	Effective April 26, 2023, Amendment #17 has been issued to extend the Freestanding

	<p>Office, Lounge, Dormitory & Residential Furniture Contract #15PSX0041 from July 1, 2015 through June 30, 2024. Manufacturers may submit their request for updates thirty (30) days prior to the annual contract award date of July 1st.</p> <p>All Manufacturer updates must be submitted on manufacturer letterhead and needs to reference the contract number in the subject line. The letter should contain complete details on what needs to be updated to include copies of current price list(s), price book(s) updates, new or discontinued products updates, service provider (dealer) addition or removal updates.</p> <p>Manufacturer updates for the Freestanding Office, Lounge, Dormitory & Residential Furniture Contract must be received by DAS prior to the annual contract award date of July 1st and late requests will not be considered. Please email update requests to Susanne Hawkins at susanne.hawkins@ct.gov</p>
Amendment 18	<p>Effective July 26, 2023, Amendment #18 has been issued to update the 2023 Manufacturer Price Books and/or Service Provider (Dealers). All other terms and conditions not otherwise affected by this Amendment remain unchanged and in full force and effect.</p>
Amendment #19	<p>Amendment #19 has been issued to update Amendment #18. The changes are highlighted in yellow. All other terms and conditions not otherwise affected by this Amendment remain unchanged and in full force and effect.</p>
Amendment #20	<p>Amendment #20 issued to correct National price list to October 3, 2022. All other terms and conditions not otherwise affected by this Amendment remain unchanged and in full force and effect.</p> <p>National</p> <ul style="list-style-type: none"> •Update price list to: Casegoods 1 & 2, Seating 3 and Tables 4- All dated October 3, 2022.
Amendment #21	<p>Effective December 8, 2023, any and all Awarded Manufacturer Service Provider references to Office Furniture Inc. (Supplier ID 0000010450) has been removed from DAS Contract #15PSX0041 and replaced with the following Creative Office Resources (Supplier ID 0000144709) Service Provider. Creative Office Resources has purchased Office Furniture Inc. and this amendment has been issued to reflect the change in ownership.</p> <p>Office Furniture, Inc. (Removed as a Manufacture Service Provider) 28 Garfield Street Newington, CT 06111</p>

	<p>(Supplier ID 0000010450) REMOVED from Contract</p> <p>Creative Office Pavilion, LLC dba Creative Office Resources (Added as a Manufacturer Service Provider) 28 Garfield Street Newington, CT 06111 Contact: Megan Wake / Email: megan.wake@creativeofficeresources.com Phone Number: (860) 666-3357 (Supplier ID 0000144709) ADDED to Contract</p>
Amendment 22	<p>In 2019, Fellows, Inc. was assigned Trendway Corporation. In February 2024, DAS was notified by Fellows, Inc. about the changes to its Contract Furniture division, formerly known as Trendway Corporation will close its Holland-based production facility in 2024 and discontinue and no longer will sell systems furniture, casegoods, filing, storage and tables product lines. Effective February 21, 2024 Trendway Corporation has been removed from DAS Contract #15PSX0041 and DAS will not need to complete the assignment and assumption from Trendway Corporation to Fellows, Inc. due to the company no longer selling freestanding office, lounge, dormitory and residential furniture to the State of Connecticut.</p>
Amendment 23	<p>Effective May 7, 2024, Amendment #23 has been issued to extend the Freestanding Office, Lounge, Dormitory & Residential Furniture Contract #15PSX0041 from July 1, 2024 through September 1, 2025. Manufacturers may submit their request for updates thirty (30) days prior to the annual contract award date of July 1st.</p>
Amendment 24	<p>Effective July 2, 2024, Amendment #24 has been issued to update the 2024 Manufacturer Price Books and/or Service Provider (Dealers). All other terms and conditions not otherwise affected by this Amendment remain unchanged and in full force and effect.</p>

Contract Additional Information

Field Title	Field Description
Agrees to Supply Political SubDivisions	Yes
Core Catalog Item Contract	No

Contract Clauses

No Clause(s) found

Catalog Names

No catalog(s) found

Document(s)

Document Name	Upload Date
15PSX0041 CA Supplto6_Amendlto24.pdf	July 02, 2024
15PSX0041 Multiple Supplier Contract Summary 4.4.24.xlsx	April 04, 2024

Administrative Document(s)

No Documents Found

Authorization

Piggyback Contract No

Cooperative Contract No

No Authorized Orgs