

BOARD OF FINANCE

TOWN OF BRANFORD

1019 MAIN STREET, P.O. BOX 150, BRANFORD, CONNECTICUT 06405

JOSEPH W. MOONEY, CHAIRMAN
DEBORAH CONKLIN
HARRY DIADAMO, JR.
PAMELA DeLISE
YVETTE LARRIEU
JEFFREY E. VAILETTE



EX-OFFICIO
JAMES COSGROVE, First Selectman

CLERK
LISA E. ARPIN, Town Clerk

REGULAR MEETING & BUDGET WORKSHOP MONDAY, MARCH 31, 2025 at 7:00 p.m. A G E N D A

BRANFORD TOWN CLERK
Lisa E. Arpin

2025 MAR 28 P 1:21

RECEIVED

A regular meeting of the Board of Finance will be held on Monday, March 31, 2025 at 7:00 p.m. at the Joe Trapasso Community House, 46 Church Street, Branford, CT. The meeting will also be available for remote public viewing via BCTV (Comcast Channel 20) and Facebook Live.

1. Approval of the minutes of February 24, March 17, 18 and 20 meetings.
2. Citizen's Communication
3. To consider, and if appropriate, approve a request from the Probate Court for the following FY25 transfer request:

From:		
10149040-588802	Contingency	(\$1,950)
To:		
10141110-579150	Technology Acquisitions	\$1,950

4. To consider, and if appropriate, approve a request from Human Services for the following FY25 transfer request:

From:		
21844010-555200	Property, Auto, Liability	(\$4,000)
21844010-518250	Seasonal, Part-time Help	(21,000)
21844010-579300	Furniture & Fixtures	(1,000)
	Total	(\$26,000)
To:		
21844010-533900	Other Purchase Services	\$25,000
21844010-544300	Purchase Services, Repairs	1,000
	Total	\$26,000

5. To consider, and if appropriate, approve the following proposed bond resolution:

RESOLVED: That the resolution entitled: "RESOLUTION AUTHORIZING AN APPROPRIATION OF \$600,000 FOR THE BRANFORD HIGH SCHOOL ROOF AND SKYLIGHT REPLACEMENT PROJECT AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED \$600,000 THEREFOR" be adopted and recommended for adoption by the Representative Town Meeting.

This resolution is pursuant to the Superintendent's request for funding for BHS roof and skylight replacements.

6. To consider, and if appropriate, approve a request from the Finance Director for the benefit of the Fire Department for the following FY25 transfer request:

General Fund

Increase:

10190000-480296	Fund Balance	\$115,000
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Increase:

10150000-599110	Transfer Out-Capital Projects	\$115,000
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Fund 700

Increase:

70090000-480296	Transfer In	\$115,000
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Increase:

70042040-579250-xxxx	Fire Station Alerting System	\$115,000
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7. 2025-2026 Budget Work Session

(The budget as requested is available to the public on the Town's website.)

8. Adjournment

Dated this 28th day of March 2025



Lisa E. Arpin, MMC MCTC
Board of Finance Clerk

BRANFORD - NORTH BRANFORD PROBATE COURT
BRANFORD, CONNECTICUT

Item #3

CHARLES E. TIERNAN, III
Judge

SHARI MOON
Chief Clerk



TAYLOR CARAFENO
Clerk

JENNIFER JACONETTE
Assistant Clerk

March 25, 2025

Joseph Mooney
Chairman
Board of Finance

Re: Budget Transfer Probate

Dear Chairman Mooney,

As I indicated when I appeared before Board of Finance, the Probate Court needs to replace the outdated documents scanners that are no longer compatible with the computers. Consistent with that reference, please accept this as a transfer request to cover the cost of replacement.

I have spoken with the finance director; he advised me to make this request out of current year contingency funds as an alternative to requesting funds in FY2026.

Very truly yours,

Charles E. Tiernan, III
Judge of Probate

RECEIVED
2025 MAR 27 P 2:56
JENNIFER JACONETTE
BRANFORD PROBATE CLERK

From:		
10149040-5888802	Contingency	1,950.00
To:		
10141110-579150	Technology Acquisitions	1,950.00



Item #4

tel (203) 481-4248 | fax (203) 483-7727
342 Harbor Street, Branford, CT 06405

March 7, 2025

To: Joseph Mooney, Chairman
Board of Finance

From: Peter Cimino
Human Services Director

Re: Budget Transfer Request FY 2024-2025 Human Services

RECEIVED
2025 MAR -7 P 1:56
BRANFORD TOWN CLERK

Other Purchase Services – Repairs and Maintenance

We are predicting a shortage of the listed budget items because of an increase in services due to changes to our contracted medication prescribers and the recent additional cost on repairs and maintenance. We are requesting a \$26,000 transfer from the listed accounts to compensate for the shortage

From		
21844010 555200	Property, Auto, Liability	(\$4,000)
21844010 518250	Seasonal, Part time Help	(\$21,000)
21844010 579300	Furniture and Fixtures	(\$1000)
To		
21844010 533900	Other Purchase Services	\$25,000
21844010 544300	Purchase service, repairs	\$1000

RECEIVED

MAR 24 2025

BRANFORD TOWN CLERK

RESOLUTION AUTHORIZING AN APPROPRIATION OF \$600,000 FOR THE BRANFORD HIGH SCHOOL ROOF AND SKYLIGHT REPLACEMENT PROJECT AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED \$600,000 THEREFOR

Section 1. The sum of \$600,000 is appropriated by the Town of Branford, Connecticut (the "Town"), for initial costs related to the replacement of the roof and skylights at Branford High School, and related work and equipment, and for interest on borrowings and other financing costs, and for administrative, printing, financing and legal and costs of issuance related thereto (the "Project").

Section 2. To meet said appropriation, \$600,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date, or such later date as may be authorized by law. Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer (the First Selectman and the Town Treasurer hereinafter referred to as the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials. Said bonds shall be issued in the amount necessary to meet the cost of the Project, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient, with other funds that may be available for the Project, to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and income derived from the investment of proceeds from bonds issued pursuant to this resolution (and net investment income derived from the investment of note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid therefrom. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials and be approved as to their legality by bond counsel. They shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and shall be paid from property taxation to the extent not paid from other funds available for the payment thereon. The aggregate principal amount of the bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds, shall be

determined by the Town Officials, in accordance with the General Statutes of the State of Connecticut, Revision of 1958, as amended (the "Statutes").

Section 3. Said bonds shall be sold by the Town Officials in a competitive offering or by negotiation, in their discretion. If sold at competitive offering, the bonds shall be sold upon sealed proposals, auction, or similar competitive process at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published (which may include electronic publication) at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by bond counsel, and be certified by a bank or trust company designated by the Town Officials, pursuant to Section 7-373 of the Statutes. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and shall be paid from property taxation to the extent not paid from other funds available for the payment thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Treasury Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution in the maximum amount and for the Project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Town. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the original expenditure or the substantial completion of the Project, or such later date the Treasury Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance, or designee, is authorized to pay Project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration. The Town Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the

continued exemption from federal income taxation of interest on the bonds, notes or other obligations authorized by this resolution, if issued on a tax-exempt basis.

Section 6. The Town Officials are hereby authorized to exercise all powers conferred by Section 3-20e of the Statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution.

Section 7. It is hereby found and determined that it is in the public interest to issue all, or a portion of, the bonds, notes or other obligations of the Town authorized to be issued herein as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law, including but not limited to any "tax credit bond," "tax-advantaged bond," including direct payment and tax credit versions of such bonds.

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT1019 MAIN STREET
POST OFFICE BOX 150(203) 315-0663
Fax: (203) 315-3736
www.branford-ct.gov

Date: March 21, 2025

To: Joseph Mooney
Chairman, Board of Finance

From: James P. Finch
Finance Director

Re: Bond Resolution BHS Skylight

RECEIVED
2025 MAR 21 PM 2:48
BRANFORD TOWN CLERK

I am writing to supplement the Superintendent's request for funding to replace the high school skylights by providing a bonding resolution for your consideration. As the board is aware, the roof at the high school needs replacement.

My understanding is that the roof project will be done over two summers with the skylights representing the first phase. I have attached the bid materials, and I call your attention to the following sections:

- III. Scope of Work
- VII. Estimated Timeline

You will notice that the schedule is very tight, and I suspect an expedited approval process will be considered to meet the completion goal of August 15, 2025.

Actions for Consideration:

Request a motion to waive the full reading of the resolution and I have attached a "First Person Version" for your use.

Approve the attached resolutions.

Cc J. Cosgrove
Board of Finance
RTM
C. Tranberg
B. Levitan
L. Arpin

3.27.2025

Memo

Item #5

To:
Branford Board of Finance

From:
Christopher Tranberg, Ph.D.
Superintendent of Schools

Blaize Levitan
Chief Operating Officer

Brendan Leddy
Facilities Director

cc:
Jim Finch
Branford Finance Director

Peter Berdon
BOE Chair

RTM Ways & Means Chair
RTM Education Chair

Re:
BHS Skylight Interim Request

This memo requests an appropriation of \$600,000 to replace skylights at Branford High School (BHS). On March 19, 2025, the Board of Education unanimously approved this request.

Background

The BHS roof and skylight system is at the end of its useful life and has experienced persistent leaks for over two years, requiring buckets and tarps throughout the building to manage extensive water intrusion.

- **January 2024:** Martin Roofing assessed the BHS roof, identifying 24 different roofing systems, all requiring replacement.
- **FY25 Budget Process:** Roof replacement was proposed and discussed at BOF and RTM meetings, but ultimately deferred to allow further analysis and consideration of a performance contract.
- **Summer 2024:** Temporary roof patches were installed in partnership with the Town to mitigate the worst leaks.
- **July 2024:** Antinozzi Associates conducted a detailed architectural and cost analysis, supported by Pennoni (environmental/health/safety) and Michael Horton (structural engineering). While no immediate life-safety concerns were found, full roof replacement was recommended—removal down to the deck, new insulation, and EPDM membrane—estimated at \$6.48M.
- **December 2024:** Skylight analysis indicated “the existing structures ...are in good condition” however “the skylight and wall panels should be replaced due to fading, delaminating, and gaps. The existing systems are well past their useful material life and new translucent skylights and wall panels should be installed.” The initial estimate was \$3.7M, however additional investigation estimated likely closer to \$1.5-1.8M.
- **Jan–Feb 2025:** In coordination with the District’s Master Plan team, a phased summer construction plan was developed, allowing the project to proceed over 2–3 years.

Scope of This Request

This \$600,000 request supports Phase 1 of skylight replacement: installation of approximately 6,213 sq feet of new Kalwall translucent panels across three skylight openings. The remaining wall and roof work will occur in future phases.

Due to long lead times for materials, summer installation may be challenging. However, securing funding and proceeding with bidding is critical to maintain progress and readiness to potentially proceed at an alternate schedule.

RECEIVED
2025 MAR 28 A 8:03
W. E. B. DUBOIS
BRANFORD TOWN CLERK

Branford Public Schools

Tel (203) 315-7809
Fax (475) 338-3910

185 Damascus Road
Branford, CT 06405

www.branfordschools.org
ctranberg@branfordschools.org
blevitan@branfordschools.org

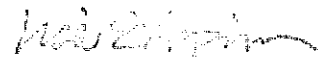


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2025 MAR 21 P 2:48

Legal Notice

**Branford Public Schools
Facilities Department**


BRANFORD TOWN CLERK

Item #5

**Request for Bids
Translucent Skylight Panel Replacement**

The Branford Board of Education is soliciting bids for the replacement of translucent skylight panels at Branford High School. Specifications may be obtained from the Central Office, Branford Board of Education, 185 Damascus Road, Branford, CT or on the BOE's website at:
www.branfordschools.org/departments/business-finance/solicitations-rfps

Sealed bids supplying the required specifications will be received at 185 Damascus Road, Central Office, Branford, CT until 11:00 a.m. on March 28, 2025, at which time they will be opened. No bids will be accepted after that date and time.

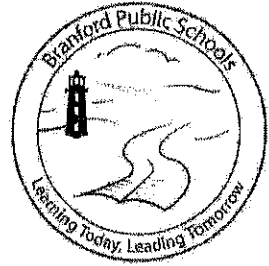
Branford Public Schools reserves the right to select or reject any and/or all bids containing alternate proposals, to waive any informality in proposals and to reject any and/or all bids or accept such bid as shall, in their judgment, be in the best interest of the Town of Branford and Branford Board of Education.

Bidders shall be required to pay not less than the prevailing wage rates on the Project if the Bid amount exceeds \$100,000 as established by the State of Connecticut. Each CONTRACTOR or Subcontractor performing Work on this Project shall comply in all respects with all laws governing the employment of labor, Social Security, and Unemployment Insurance of both the State and Federal Government. The Contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. Contract award is contingent upon approval of the funding request by the Representative Town Meeting scheduled for April 2025.

CHRISTOPHER J. TRANBERG, PH.D.
Superintendent of Schools

ALLISON K. MORAN
Assistant Superintendent of Schools

BLAIZE LEVITAN
Chief Operating Officer



BRANFORD PUBLIC SCHOOLS

185 Damascus Road, Branford, CT 06405-3717
203.488.7276 • Fax 203.315.3505

March 14, 2025

Dear Interested Vendors:

You are invited to submit a Bid for the replacement of translucent skylight panels at Branford High School. The enclosed Bid specifications detail our requirements.

Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Bids must be submitted on the schedule form attached hereto. All unit prices must be filled in. Each Bid must be submitted with four (4) copies of the Bid. Bidders must submit Bids in a clear, concise and legible manner so as to permit proper evaluation of responsive Bids. Faxed or emailed bids will not be accepted.

The original Bid and copies must be in a sealed envelope plainly marked:

TRANSLUCENT SKYLIGHT PANEL REPLACEMENT BID

OPENING DATE: 03/28/2025

OPENING TIME: 11:00 A.M.

RFB NUMBER: 1006-25

Sealed bids for supplying the above will be received at 185 Damascus Road, Central Office, Branford, CT until 11:00 a.m. on March 28, 2025 at which time they will be opened. All bidders and other interested people are invited to be present at the opening of these bids. The bid opening will be located in the Central Office Conference Room.

Thank you for your interest.

Blaize Levitan
Chief Operating Officer
Branford Public School

RECEIVED
2025 MAR 21 10 24 49
BRANFORD TOWN CLERK

Request for Bids (RFB) for Translucent Skylight Panel Replacement

I. Introduction

Branford Public Schools wishes to solicit a vendor to replace translucent skylight panels at Branford High School. In September 2024, the District performed an architectural and structural survey of the translucent walls and skylights on the high school building. The resulting recommendation was to replace three of the walls and skylights. The report is attachment #1 to this RFB for reference.

II. Background

The Town of Branford is located in the south-central region of Connecticut along the beautiful north shore of the Long Island Sound. Comprised of 28 square miles, with a population of 28,225, Branford is one of Connecticut's most desirable shoreline communities. Featuring an array of colonial and contemporary architecture coupled with cobblestoned sidewalks and historic lights posts, Branford offers a picturesque town center and business district. The town is surrounded by natural ponds, salt marshes, a river and many hiking and biking trails. The town has a state-of-the-art library, a community center, recreational facilities, public town beaches, many public parks and more.

Nestled in neighborhoods across the community, Branford Public Schools offer a comprehensive educational experience for nearly 2,600 students from pre-kindergarten through grade 12 across six campuses.

The services requested in this RFB pertain to Branford High School, located at 185 East Main Street. The existing skylight structure has reached the end of its useful life and currently leaks during weather events. The BHS roof and skylight system ultimately need a full replacement. Antinozzi and Associates was engaged in September 2024 to evaluate the skylight system, which recommended a full replacement. This summer, this project will only replace the skylights. As part of a separate project, the walls will be replaced.

III. Scope of Work

Based on the conclusions and recommendations of the architectural and structural report, the high school building requires the furnishing and installation of approximately 6,213 square feet of New Kalwall translucent panels for three (3) skylight openings. The successful bidder will be responsible for obtaining all necessary governmental approvals and permits.

Expected Materials:

- 2-3/4" Kalwall Translucent Insulated Structural Sandwich panels
- Miscellaneous aluminum system – various battens, flashings and covers
- Existing aluminum box beams and related interior metal components expected to remain.

Technical Details:

- Live Load: In accordance with the original shop drawings*
- Wind Load: In accordance with the original shop drawings*
- Drift Load: In accordance with the original shop drawings*
- Roof Pitch: 27.23° (6 3/16" in 12")
- Exterior Face: 0.070 ice blue Super-weathering
- Interior Face: 0.045 white Type 25
- Metal Finish: A new standard colored, factory applied, corrosion resistant finish to be selected
- Grid: 12" x 24" shoji
- Insulation: 0.23 panel U-factor (NFRC Certified System U-factor = 0.23)

** The original shop drawings were prepared by SUI in 1996, included as attachment #2 to this RFB.*

Any alternates to specified materials or workmanship must be separately listed and described in detail. Alternates will be considered in awarding the contract only if they provide, as a minimum requirement, all features contained in the specifications. The Board of Education reserves the sole right to determine through its agents the equality of alternate products and/or installation procedures

IV. Bid Requirements

Bids must clearly convey the following information:

1. Company Profile:

- Overview of the firm, including relevant experience and qualifications, that demonstrates necessary experience to execute the requirements of this bid.
- Equipment and staffing to successfully complete this scope of work should be clearly highlighted.

2. Fee Schedule:

- Must complete the attached COST REPLY SHEET

3. Experience and References:

- At least three references from customers for whom you have performed similar services in the past.

4. Completed, signed, and initialed bid specifications and addendums

Performance Bond is required – successful bidders must furnish a Performance and Payment Bond in the amount of 100% of the contract sum.

Bidders must have at least 5 years' experience providing related services and be in good standing with the Board of Education/Town of Branford.

The Branford Public Schools reserves the right to investigate all references and qualifications statements made by the Bidder. Upon investigation and evaluation, the Branford Public Schools may choose to reject any bid where the Bidder's stated qualifications are such that the Bidder may not be able to perform the service in a safe and an efficient manner. The Bidder is invited to provide any additional information or data that further demonstrates its experience or qualifications, and/or ensures that high quality services will be provided to the District.

V. Consideration of Bids

The Branford Public Schools reserve the right to select or reject alternate proposals; to waive informality in proposals; and to reject any and all bids, or accept such bid as shall in its judgement be to the best interest of the Branford Board of Education/Town of Branford.

VI. Submission Instructions

Bids must be submitted by 11:00am on March 28, 2025 to:

Blaize Levitan
Chief Operating Officer
Branford Public Schools
185 Damascus Road, Branford, CT 06405

Sealed bids are due and must be received by the time and date below. No bids will be accepted after the date and time specified. Whether the bid is sent by mail or commercial express services, the bidder shall be responsible for actual delivery of the bid to the Branford Public Schools before the deadline time. Bids received after the deadline will not be considered.

All bidders and other interested parties are invited to be present at the bid opening which will take place at the Walsh Intermediate School, Branford Board of Education Building. All envelopes/submissions should be clearly marked:

TRANSLUCENT SKYLIGHT PANEL REPLACEMENT BID
OPENING DATE: 03/28/2025
OPENING TIME: 11:00 A.M.
RFB NUMBER: 1006-25

Please submit 4 copies of the bid.

Submission Terms:

Bidders are urged to read all documents carefully and fill out all information requested. Bids, which are incomplete, obscure or conditional, and which contain irregularities of any kind, will be subject to rejection.

Branford Public Schools reserves the right to reject any or all bids or to accept any bid, which appears to be in the best interest of the Board. Any bid may be withdrawn prior to the opening time and date. Any bid received after the time and date as specified will not be accepted.

If Branford Public Schools deems it necessary, Branford Public Schools may postpone the date for the opening of the bids by notifying each bidder by telephone, email, or the issuing of an addendum.

Branford Public Schools shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish Branford Public Schools with information and data for this purpose as Branford Public Schools may request. The Board reserves the right to reject any bid where, on investigation, the evidence or information submitted by such bidders does not satisfy Branford Public Schools and the bidder is not deemed qualified to carry out properly the terms of the contract.

VII. Estimated Timeline

- RFB Issued: March 14, 2025
- Bid Submission Deadline: March 28, 2025
- Evaluation Period: March 29-April 4, 2025
- Contract Award: April 10, 2025
- Project Start: July 1, 2025
- Project Completion: August 15, 2025

VIII. Questions and Clarification

All questions regarding this RFB must be submitted in writing to Maria Cacace, Assistant to the COO via email at mcacace@branfordschools.org by Wednesday, March 19th. Questions must include "RFB 1006-25 SKYLIGHT PANEL REPLACEMENT" in the subject line. All Answers will be posted as an addendum to our website, <https://www.branfordschools.org/> no later than noon on Monday, March 24th. Failure to comply with these conditions will result in the bidder waiving his/her right to dispute the bid specifications and conditions. It is the bidder's responsibility to check our website for all addenda up to the day before the opening date.

IX. Terms and Conditions

Branford Public Schools reserves the right to:

1. Accept or reject any and all bids.
2. Request additional information or clarification from bidders.
3. Modify the RFB schedule.
4. Cancel or amend the RFB at any time.

By submitting a proposal, the vendor agrees to the terms and conditions outlined in this RFB.

Additional terms & conditions:

- No amount shall be added for the Connecticut Sales Tax or any Federal Tax. The Branford Public School system is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the proposal price.
- The Bidder is required to do Employee Background Checks as imposed by Connecticut state law.
- Bids must include the attached non-collusion affidavit.
- The Board will make determination of the acceptability of work. Work shall be completed in a responsive and professional manner and in accordance with the specifications of this RFB.
- Successful bidders shall be responsible for protection of their equipment and materials against theft, damage or deterioration on the site.
- Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in the future offers for the same work. Each bidder, by submitting a bid, certifies that it is not a part to any collusive action.
- The proposal will remain in effect for a period of ninety (90) calendar days from the deadline for submission of the proposal or until it is formally withdrawn, a contract is executed or this RFB is canceled, whichever occurs first.
- The Respondent shall acknowledge and agree that, should it be awarded the contract, it shall be solely responsible for strict compliance with all federal, state and local statutes, laws, codes, rules, regulations and ordinances, and for the procurement and maintenance of all necessary licenses and permits relating to the performance of services.
- Provisions of this RFB and the contents of the successful response will be used to establish final contractual obligations. The Board retains the option of canceling the award if the successful Respondent fails to accept such obligations. The Board and the successful Respondent shall enter into a written contract for the work to be performed. It is expressly understood that this RFB and the Respondent's proposal shall be attached and included by reference in the contract signed by the Board and the successful vendor.

PERFORMANCE BOND REQUIRED:

Successful bidders are required to furnish a Performance and Payment Bond in the Amount of 100% of the contract sum.

MODIFICATION OR WITHDRAWAL OF PROPOSAL AFTER DEADLINE:

If bid security is required and a Respondent does not honor their proposal for the specified time, the bid check shall become the property of the Town; or, if a Bid Bond was furnished, the Bid Bond shall become payable to the Town. After the proposal deadline has passed, the submitted proposals become the property of the Town and are valid offers to be honored by the Respondent for ninety (90) days or longer, as specified in the Request for Bid. Respondents who do not honor their proposals for the ninety (90) day (or as specified) period, shall be declared Irresponsible Respondents.

CONTRACT LENGTH:

This Request for Bids is for awarding a contract for a project starting on July 1, 2025 and must be completed by August 15, 2025. Once this Bid is awarded, the Bidder must make arrangements to meet with Branford Public Schools if required. It will include the option, if agreed by both parties, to extend the contract. Should the selected Bidder not perform to the satisfaction of Branford Public Schools, the District may cancel the contract with 30 days' notice.

The bidder may be asked to extend the period of this agreement for the school if agreeable to both parties. The bidder shall be notified in writing by BPS if Branford Public Schools intends to extend the contract period.

AWARD OF CONTRACT:

The contract will be awarded by Branford Public Schools to the qualified firm or person at compensation determined to be fair and reasonable considering budgetary limitations, scope, complexity and the nature of goods and/or services. This RFB and the successful bid response will be incorporated into the terms of the final contract. The District will email a notice of award to a successful Bidder, and this method of communication will be considered sufficient notice of an award of the contract.

INSURANCE REQUIREMENTS

Bidder shall agree to maintain in force at all times during which services are to be performed the following coverages and shall name the Branford Board of Education as an Additional Insured on a primary and non-contributory basis to the Respondent's Commercial General Liability and Automobile Liability policies. These requirements shall be clearly stated in the remarks section on the bidders Certificate of Insurance. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of "A"VIII-. In addition, all Carriers are subject to approval by the Branford Board of Education and Town of Branford.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Excess/Umbrella Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Cyber Liability ⁽¹⁾	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation and Employers' Liability ⁽²⁾	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting periods for claims for the policy in effect during the contract for two (2) years from the completion date.

Original, completed Certificates of Insurance must be presented to the Board of Education prior to purchase order/contract issuance. Bidder/Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any policy be cancelled for nonpayment of premium, 10 days written notice must be provided to the Board of Education. Should any of the policies be cancelled for other reasons, limits reduced or, coverage altered, 30 days written notice must be given to the Board of Education.

Notes

(1) Cyber Liability is required if Contractor is on Town's network or houses School/Town information on their network.

(2) Workers Compensation is required if employees come onto School/Town property.

Hold Harmless Requirements

The contractor shall, at all times, indemnify and save harmless the Branford Board of Education/Town of Branford, its officers, agents, and servants on account of any and all claims, damages, losses, litigation expense, counsel fees and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the public, any or all persons affected by the contractor's work, or by the contractor, any subcontractor, material, men or anyone directly or indirectly employed by them or any one of them while engaged in the performance of this contract. The Branford Board of Education shall be named as an additional insured on said policy of public liability insurance to cover all claims against the Board of Education arising out of said contract.

REQUEST FOR BIDS #1006-25

REQUIRED FORMS & DOCUMENTS

1. Statement of Non-Collusion
2. Non-debarment Acknowledgements
3. Conflict of Interest Certification
4. Bidder Information Sheet
5. Insurance Acceptance Sheet
6. Reference Form
7. Cost Reply Sheet

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Item #6

1019 MAIN STREET
POST OFFICE BOX 150



(203) 315-0663
Fax: (203) 315-3736
www.branford-ct.gov

Date: March 28, 2025
To: Joseph Mooney, Chairman
Board of Finance
From: James Finch, Finance Director
Re: Budget Transfer FY 2025 to Reduce a Capital Request

2025 MAR 28 A 9:19
RECEIVED
BRANFORD TOWN CLERK

I am requesting the following transfer be placed on the agenda for the Board of Finance March 31, 2025, meeting:

General Fund

Increase:	Account	Amount
10190000-480296	Fund Balance	115,000
Increase:		
10150000-599110	Transfer Out – Capital Projects	115,000

Fund 700

Increase:	Account	Amount
70090000-480296	Transfer In	115,000
Increase:		
70042040-579250-xxxx	Fire Station Alerting System	115,000

A description of the project is attached.

Resolved: That the Board of Finance recommends to the RTM an increase in appropriations for the Fiscal Year 2025 General Fund Budget from \$144,067,612 to \$144,182,612. This increase will be funded through an appropriation from fund balance and will be used to fund the replacement of the fire station alerting system.

Fire Station Alerting System

Total Capital Cost: \$115,000.00

Department: Fire Protection
Type: Capital Equipment

Request description:

We are requesting to replace our Fire Station Alerting system with a new system that meets the requirements of NFPA and ISO-A fire station alerting system is a communication and dispatch tool designed to notify firefighters of emergencies as soon as they happen. It works by integrating with dispatch centers to deliver alerts to individual fire stations. Our current station alerting system is 13 years old and no longer serviceable. The current alerting system only alerts fire headquarters and will need to be extended to Fire Station 9 in Indian Neck and the proposed future station on Acorn Rd.

Capital Costs

	FY2026	Total
Equipment	\$115,000.00	\$115,000.00
Installation		\$0.00
Other		\$0.00
Total	\$115,000.00	\$115,000.00

Funding Source

General Fund	\$115,000.00	\$115,000.00
Debt Issuance		\$0.00
ARPA Fund		\$0.00
Local Capital Improvement Program (LoCIP)		\$0.00
Other State & Federal Grants		\$0.00
Redesignated Capital		\$0.00
Lease		\$0.00
Donations & Contributions		\$0.00
Other		\$0.00
Total	\$115,000.00	\$115,000.00