

Town of Kent
Town Board Meeting
February 20, 2024

Workshop/Meeting: 7:00 p.m.

1. Pledge of Allegiance
2. Roll Call
3. Discussion and/or Vote on the following:
 - a. Assemblymen Matt Slater
 - b. Old Town Hall Renovation Project
 - c. Award Bids- Legal, and Cleaning
 - d. Municipal Repairs- Lead mechanic to Chief Mechanic II
 - e. Library- approve ARPA funds
 - f. Hire Emergency Medical Services Program Coordinator
 - g. Assessor-selling parcels
 - h. Recreation-advertise seasonal workers
 - i. Highway- advertise for MEO
 - j. Lake Tibet-approve hydro-raking
 - k. AARP/T-Mobile apply for grants
4. Vouchers
5. Announcements
6. Public Comment



January 31, 2024

Jamie McGlasson, Supervisor
Town of Kent
25 Sybil's Crossing
Kent Lakes, New York 10512

Re.: Community Center Building Renovation Project
Subj.: Proposal for Professional Services
File: 704.4357

Dear Ms. McGlasson:

Barton & Loguidice, D.P.C. (B&L), is pleased to provide this proposal to the Town of Kent (Town) for Professional Services in association with the development and preparation of contract documents for the phased renovation of the former Town Hall facility located at 770 Route 52 (Smadbeck Avenue) Carmel, New York.

Project Understanding

As a result of the submission of the "draft" Community Center Building Renovation Study Report and subsequent conversations with Anne Campbell and Christopher Ruthven, B&L understands the Town is requesting a proposal for professional services for the phased renovation of the facility to include an Asbestos Containing Material (ACM) Survey, Schematic Design, Construction Document and Bidding Phase Services. As stated in the Report, ultimately the vacant, two (2) story building would be updated to meet current Building Codes as well as the requirements of the Americans with Disabilities Act (ADA) for accessibility. In this initial phase of the project, the Town is looking for the upgrades to include updates to the building envelope (spray applied insulation to the roof and walls, energy efficient windows and doors), ADA accessible upper-level and lower-level entrances and building addition to include a code compliant interior stairway between the floor levels.

When completed, the anticipated renovation of the facility will represent a Level 3 Alteration under the Building Codes of New York State (BCNYS) and includes the full removal of all non-structural walls and finishes and will only retain the building shell. The entire building shell will be upgraded to meet current building and energy code requirements. The second-floor main entrance will be renovated and modified to allow access from the upper level and a new stair hall. A new canopy will be installed on the lower level. The Level 3 Alteration will require all the renovation work to be designed and constructed in compliance with all current code requirements, similar to new construction. As such, the overall completed project will include all upgrades and modifications to the architectural, structural, HVAC, plumbing, fire protection and electrical systems to provide a code compliant facility. The construction documents will utilize the completed Community Center Building Renovation Study Report as the basis of design to move the Project forward through design development of construction documents, public bidding of the project.



Scope of Professional Services

B&L proposes the following Scope of Services for the initial phase of the Town of Kent Community Center Building Renovation Project:

Hazardous Materials Survey Phase

1. Perform an on-site survey at the facility to physically sample suspect roofing materials for asbestos. The purpose of the survey will be to determine the extent of asbestos containing materials (ACM) present which may be impacted by the project. The ACM survey will include:
 - a. Collection of triplicate bulk samples from each homogeneous material in the property with the exclusion of non-friable organically bound materials (NOBs). Triplicate sampling is recommended by the U.S. EPA as a means of reducing erroneous findings due to random variations in asbestos content or analytical error. Single samples of NOBs will be collected for analysis.
 - b. The sample locations will be labeled and recorded on single-line AutoCAD drawings. The drawings will demonstrate approximate sample locations and material type. Any materials that are currently labeled as asbestos or are known to be asbestos containing products shall be assumed ACM and will not be sampled.
 - c. Serial analysis will be performed on triplicate sets of samples at an appropriately accredited laboratory contracted by B&L. If the first sample tests negative for asbestos, then additional samples in the series will be analyzed until a sample tests positive. If all samples in a series test negative for asbestos, then the material will be considered asbestos free. Where required, the laboratory will supplement the PLM method with the stratified point count technique.
 - d. NOB samples, which will include caulking/glazing and roofing materials, found to be negative for asbestos by PLM will be verified as negative by transmission electron microscopy (TEM). TEM analysis is the most definitive analysis for determination of asbestos in a NOB. An accredited TEM laboratory subcontracted by B&L will analyze NOB samples.
 - e. A survey report will be issued for the building that will identify all materials sampled and the results of sampling. The report will identify survey methodologies. Extent of ACM shall be identified in tabular form and on drawings. Laboratory reports, sample chain-of-custody documentation and all pertinent data generated during the survey will be included in the report.

Schematic Design Phase

1. Utilize Conceptual Design Drawings and Space Programming completed as part of the completed Community Center Building Renovation Study Report.
2. Conduct an additional site visit to confirm and further document existing conditions and identify the existing construction to the extent necessary for the renovations.
3. Participate in project progression/coordination meetings with Town staff via video conference to review project progress, further refine the detailed design requirements, site plan, space allocations and code compliance issues for the renovations. Four (4) meetings are assumed in this initial phase.



4. Develop 35-percent Schematic Design Drawings and a representative opinion of probable constructions costs for the renovations. Design to include:
 - Site plan design of modifications the dedicated ADA parking areas and an accessible path to the handicapped accessible entrances.
 - Design of required demolition, removals and abatement of hazardous materials that impact the work of this initial phase and work that the Town anticipates completing.
 - Architectural design of the new exterior renovations; doors, windows, roof/wall insulation, and the stair addition.
 - Structural design for the upper-level accessible ramp and new addition for the stairs.
5. Submit three (3) copies of 35-percent Schematic Design Drawings and the preliminary opinion of costs to Town staff for review and comment.
6. Coordinate with the Town of Kent Zoning and Planning Boards for the required review and approval process. Submit the necessary plan review documentation and attend one (1) Zoning Board and one (1) Planning Board review meeting with staff at each of the respective Board meeting

Design Development & Construction Document Phase

1. Develop Design Development documents including drawings and specifications for the New Community Center project to include:
 - a. Minor demolition and materials abatement design drawings as required for this phase of the building renovation design and the asbestos containing material survey. The demolition drawings will show the areas of selective demolition to be performed by the Town.
 - b. Site plan drawings for new handicapped parking areas accessible sidewalks and accessible ramps to the upper-level accessible entrance. The work does **not** include the scope of services associated with the modifications to N. Terry Hill Road configuration and connections to State Route 52.
 - c. Architectural drawings of the new exterior building envelope upgrades, including floor plans, elevations, wall sections, architectural details, and schedules.
 - d. Structural engineering design of the necessary modifications related to accessible renovations to the upper and lower-level entrances, accessible ramps, new window and door openings and the architectural designs.
2. Participate in project progression/coordination meetings with Town staff via video conference to review project progress, further refine the detailed design requirements, site plan and code compliance issues for the renovations. Six (6) meetings are assumed in the design development phase of the project.
3. Provide a rolling submission of the 65-percent Design Development documents to Town for review and comment. It is assumed that the design of the project will continue during the submission review process to accommodate the project schedule.
4. Review comments received from the Town as a result of the final 65-percent Design Development Documents submission and incorporate those comments into the final project design. It is anticipated that any comments arising from this review will not require changes to the general basis of the project design.



5. Develop 95-percent Design Development documents including drawings and outline specifications for the project.
6. Develop an updated opinion of probable construction costs for the overall project construction based on the 95-percent Design Development Documents.
7. Submit to the Town 95-percent Design Development Documents for review and comment to include design decisions based on the 65-percent Design Development submission review and commentary, 65-percent complete drawings, outline specifications and projected project schedule.
8. Participate in one (1) 95-percent design review meeting with designated Town staff to review the 95-percent Design Development Documents and review comments generated.
9. Review comments received from the Town as a result of the 95-percent Design Development Documents submission and incorporate those comments into the final project design. It is anticipated that any comments arising from this review will not require changes to the general basis of the project design.
10. Develop final Construction Documents including detailed Technical Specifications and New York State registered professional engineer/architect stamped Contract Drawings. Drawings to be in AutoCAD/Revit format and specifications to be provided in modified CSI format (Microsoft Word).
11. Develop a final opinion of probable construction costs for the project construction based upon the final Construction Documents.
12. Develop the final construction schedule for the project.
13. Prepare .PDF files of the final Bid Documents for distribution to potential bidders via B&L's on-line plan distribution website. Bid documents will be set up for a single lump sum General Construction Contract.

Bidding Phase

1. Provide electronic distribution of PDF files of the final Construction Documents to potential bidders designated by the Town.
2. Attend an on-site pre-bid meeting with prospective bidders and provide technical assistance during bidding, answering bidders' questions and providing addenda as required during the bidding of the project.
3. Assist Town staff in the review and evaluation of the bids received and provide a recommendation of award to the Town.

Technical Assumptions

1. Project scope assumes the space needs information will be utilized from previous discussions with the Town and the completed Community Center Building Renovation Study Report.
2. The proposed project is allowed use for the existing properties and will not require any re-zoning or reclassification of the properties involved.



3. Zoning and Planning Board assistance and attendance at meetings is limited to those included in the above described Scope of Services. Should additional tasks or meetings be required by the Zoning and/or Planning Board review process, B&L will notify Town and negotiate an appropriate adjustment in fee and schedule at that time.
4. No drawings exist for the original building structure. It is assumed that the existing superstructure and associated foundations are adequate for the proposed project and no significant modification or upgrades to the existing structures will be required. If unforeseen structural issues are identified during the project design, B&L will immediately notify Town and discuss any additional services and associated fee that may be required prior to continued progression of the project design.
5. B&L will prepare asbestos abatement removal documents to include technical specifications and drawings for the removal and handling of ACMs. These documents will be developed under the supervision of a certified EPA/NYS DOL asbestos project designer and will identify the specific scope of removal/handling for the project and cite regulations and standards applicable to the project. Our design will include one (1) site visit for the existing materials survey by a certified Industrial Hygienist. Reimbursement of samples shall be \$10 for standard polarized light microscopy (PLM), \$15 for PLM- Gravimetric Reduction analysis, and \$30 for NOB-TEM Follow-up analysis. Any ACM identified will then be incorporated into the abatement design documents.
6. Design review meetings will be conducted via Zoom video conference.
7. This proposal is based on the assumption that any changes resulting from the milestone rolling review submissions will not require the wholesale redesign of previously completed engineering work. In the event that significant changes become necessary during the design process, B&L will notify the Town and negotiate an appropriate adjustment in fee and schedule at that time.
8. This proposal does **not** include any work associated with the realignment of N Terry Hill Road, and closure of entrance at Smadbeck Avenue (NYS Route 52) and relocation to a perpendicular entrance on the west side of the parcel. The work and cost related to this work scope would be provided in a separate proposal as it will require coordination with NYSDOT and Town Highway for approvals of anticipated work. If desired by the Town a separate proposal can be provided for these services.
9. Construction Contract Administration Phase services are **not** included, if requested by the Town of Kent, B&L will prepare a supplemental services proposal for the requested services.

Preliminary Opinion of Conceptual Construction Costs

Based on current information, our project scoping conversations and B&L's experience on similar size and type projects, a break-out of our concept level opinion of construction costs for as presented in the completed Community Center Building Renovation Study Report, the anticipated construction budget range for this initial phase of the project is approximately \$500,000 to \$850,000.



Fee Proposal

Barton & Loguidice, D.P.C., proposes to provide the professional services outlined above for the lump sum fees listed below, including normal reimbursable expenses, for each phase of the project.

Hazardous Materials Survey Phase:	\$ 3,400.00
Programming and Schematic Design Phase:	\$18,800.00
Design Development and Construction Document Phase:	\$51,100.00
Bidding Phase:	<u>\$ 5,200.00</u>
	\$78,500.00

If additional services, other than those described above, are requested and authorized by the Town of Kent, they will be provided based upon time and expense in accordance with our Billing Rate Schedule in effect at the time the services are requested.

We trust this proposal meets with your approval and look forward to the opportunity to working with you on the successful completion of this project.

Our team is ready and able to help the Town of Kent determine the appropriate solutions within the objectives of this project. If you have any further questions, feel free to call or contact me at mfuller@bartonandloguidice.com or Eric Duden, P.E. at eduden@bartonandloguidice.com.

Thank you for considering Barton & Loguidice, D.P.C. for this important project.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

A handwritten signature in blue ink that reads "Matthew C. Fuller".

Matthew C. Fuller, P.E.
Vice President

MCF/jms

Authorization

Barton & Loguidice, D.P.C., is hereby authorized by Town of Kent ("Owner") to proceed with the services described herein in accordance with the attached Terms and Conditions.

Jaime McGlasson, Supervisor
Town of Kent

Date

STANDARD TERMS AND CONDITIONS
for
PROFESSIONAL CONSULTANT SERVICES
provided by
BARTON & LOGUIDICE, D.P.C. ("Consultant")

The OWNER and the CONSULTANT, for themselves, their successors and assigns, have mutually agreed and do agree with each other as follows:

1.0 Basic Agreement

Consultant shall provide, or cause to be provided, the Services set forth in the proposal (PROPOSAL) to which these terms and conditions are attached, and Owner shall pay Consultant for such Services as set forth in PROPOSAL. The PROPOSAL, in conjunction with these terms and conditions is referred to herein as "Agreement".

2.0 General Considerations

A. The standard of care for all professional or related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

B. Consultant shall commence to provide its services upon the full execution of this Agreement and shall provide those services within a reasonable time. In no event shall Consultant be obligated to perform services on a schedule which, in the Consultant's professional judgement, does not provide Consultant sufficient time to perform in accordance with the aforesaid standard of care.

C. All design documents prepared or furnished by Consultant are instruments of service, and Consultant retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Consultant grants Owner a limited license to use the instruments of service exclusively (1) performance of design or operation, (2) for Project construction as is the intended purpose of the documents, and (3) for the purpose of maintenance and repair of the Project, or (4) other documents, reports, details and plans as defined in the project Scope of Work.

D. Consultant shall not at any time supervise, direct, or have control over any contractor's work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

E. Consultant neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

F. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Consultant's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decisions regarding, or interpretations or clarifications of, the construction contract or Instruments of Service made by Owner or any third party without the advice and consultation of Consultant.

G. If the Construction Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Consultant shall specify the appropriate performance and design criteria that such services must satisfy. The Consultant shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Consultant. The Consultant's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Consultant shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

H. Unless otherwise included under this Agreement, the parties acknowledge that Consultant's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). Owner represents to Consultant that, to the best of its knowledge, a Hazardous Environmental Condition does not exist at the Site, except as expressly disclosed to the Consultant in writing. If Consultant or any other party encounters a Hazardous Environmental Condition, Consultant may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

I. The services to be provided by Consultant under this Agreement DO NOT INCLUDE advice or recommendations with respect to the issuance, structure, timing, terms or any other aspect of municipal securities, municipal derivatives, guaranteed investment contracts or investment strategies. Any opinions, advice, information or recommendations provided by Consultant are understood by the parties to this Agreement to be strictly engineering or other technical opinions, advice, information or recommendations. Consultant is not a "municipal advisor" as defined by 15 U.S.C. 78o-4 or the related rules of the Securities and Exchange Commission. The other parties to this Agreement should determine independently whether they require the services of a municipal advisor.

J. The Consultant shall not be required to execute certificates, guarantees, warranties or make representations that would, in its professional judgment, require knowledge, services or responsibilities beyond the scope of this Agreement.

K. When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

L. To the fullest extent permitted by law, Owner and Consultant (1) waive against each other, and the other's employee's, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Consultant's total liability to Owner under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Consultant pursuant to the PROPOSAL, whichever is greater, (the "Limitation Amount"), and further, in no event shall the Limitation Amount exceed the amount of liability insurance proceeds actually available to the Consultant for the claim at issue at the time of settlement or final judgment net of any and all expenses paid or incurred on the claim at issue, payments made or incurred in connection with other claims made against the Consultant, or any other circumstances which may reduce, impair, or eliminate the overall availability of such insurance to the Consultant. It is intended that these limitations apply to any and all liability or cause of action.

3.0 Payment for Services

Consultant will prepare a monthly invoice in accordance with Consultant's standard invoicing practice and submit the invoice to Owner. Invoices are due and payable within 30 days of the date of the invoice. Consultant may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Consultant has been paid in full all amounts due for services, expenses, and other related charges.

4.0 Additional Services

Additional services may be required in Consultant's professional judgement because of changes in the Project, or unforeseen circumstances. The Consultant shall furnish services in addition to those set forth in the PROPOSAL if mutually agreed by Owner and Consultant. Owner shall pay Consultant for any Additional Services provided as follows: (1) as may be mutually agreed to in writing, or (2) in the absence of a mutual agreement an amount equal to the cumulative hours charged to the Project by each member or each class of Consultant's employees engaged in providing the Additional Services times the Consultant's hourly billing rates for each applicable billing class in effect at the time the Additional Services are performed; plus reimbursable expenses and charges for Consultant's Subconsultants, if any.

5.0 Dispute Resolution

Owner and Consultant agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice by either party of the existence of the dispute. If a dispute involves matters other than a claim by Consultant for payment of fees and the parties fail to resolve the dispute through negotiation then Owner and Consultant agree that they shall first submit any and all such unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation by a mutually acceptable mediator. Owner and Consultant agree to participate in the mediation process in good faith and to share the cost of the mediation equally. The process shall be conducted on a confidential basis, and shall be completed within 150 days of the date of notice by either party of the existence of the dispute. If such mediation is unsuccessful in resolving a Dispute, then (1) the parties may mutually agree to an alternative dispute resolution of their choice, or (2) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

6.0 Accrual of Claims

All causes of action between the parties to this Agreement including those pertaining to acts, failures to act, or failures to perform in accordance with the obligations of the Agreement or failures to perform in accordance with the standard of care shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts, failures to act or failures to perform occurring prior to Substantial Completion, or the date of issuance of the Notice of Acceptability of Work (or similar notice of the final completion of the Project) for acts, failures to act or failures to perform occurring after Substantial Completion.

7.0 Controlling Law

This Agreement is to be governed by the law of the state in which the project is located.

8.0 Successors, Assigns, and Beneficiaries

Owner and Consultant each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Consultant (and to the extent permitted herein the assigns of Owner and Consultant) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither Owner nor Consultant may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. This provision shall not preclude Consultant from retaining Subconsultants as it deems reasonably necessary for the completion of the services rendered hereunder.

9.0 Termination

If Consultant's services related to the project are terminated for any reason, Consultant shall be compensated for time plus reasonable expenses associated with demobilizing personnel and equipment, and, if requested in writing by the Owner, for completion of tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

10.0 Total Agreement/Severability

This Agreement, including any expressly incorporated Exhibits, constitutes the entire Agreement between Owner and Consultant and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. If any term or condition of this Agreement shall, to any extent, be found invalid, void or unenforceable, the remaining provisions shall remain in full force and effect to the extent allowed by applicable law.

Jaime F. McGlasson
Supervisor



Phone: (845) 225-3943
Fax: (845) 306-5621

25 Sybil's Crossing
Kent Lakes, NY 10512

Feb 8, 2024

Dear Town Board members,

We will be discarding the bids that were received for legal services for 2024.

Thank you,

A handwritten signature in black ink, appearing to read "Claudia Dworaczyk", with a long, sweeping horizontal stroke extending to the right.

Claudia Dworaczyk

Confidential Secretary to Supervisor/HBA

**SECTION C
BID PROPOSAL**

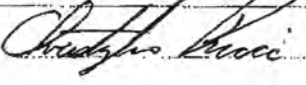
**TOWN OF KENT
PUTNAM COUNTY, NEW YORK**

To:	Bid Submitted By:
Town of Kent 25 Sybil's Crossing Kent Lakes, New York 10512	(Name) <i>Facilities Maintenance Corporation of Florida</i>
	(Address) <i>35 Van Wyck Ln Wappingers NY 12590</i>
	(Telephone Number) <i>845-454-8427</i>

1. 1. I/We do hereby declare that I/We have carefully examined the Notice to Bidders and the Specifications relating to the above entitled matter and the work, and have also examined the site.
2. 2. I/We do hereby offer and agree to furnish materials in accordance with the Specifications relating thereto, for the price/prices as given on the bid forms.
3. 3. I/We agree that if this is a multiple cost line bid, the Town of Kent reserves the right to select any one, combination of, or all the Bid items in this proposal for the Contractor to complete without affecting any of the Bid prices.
4. 4. I/We hereby affirm that by submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of knowledge and belief:
 - a. a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - b. b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - c. c. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition.
 - d. d. No member of the Town Board or any officer or employee of the Town of Kent, New York, or person whose salary is payable in whole or in part from the said Town Treasure is, shall be or become interested, directly, as a contracting party, partner,

stockholder, surety or otherwise, in this bid, or in the performance of the contract, or in the supplies, materials or equipment and work or labor to which it relates, or in any portion of the profits thereof.

- e. 5. I/We do hereby declare that, if this is a corporate bid, I have been duly authorized to act as the signatory on this proposal in behalf of this corporation.
- f. 6. I/We hereby affirm, under penalty of perjury, the truth of all statements in this proposal.
- g. 7. I/We hereby agree that I/We accept the unit prices on the following pages, for the various items of work.
- h. 8. I/We hereby agree that if this is a quantity based bid I/We shall make no claim on account of any variation of the approximate estimate in the quantities of work to be done, whether the actual quantities are greater, smaller or completely deleted. A change in the quantity of any item shall not be regarded as sufficient ground for a change in the price of that item.

	Date:	1/24/2024
(Legal Name of Bidder)		
By: Christopher Ricci (Authorized Signator)		
		
		Corporate Seal (if incorporated)

Town of Kent Cleaning Bid

Total for Town Hall	\$ <u>1,820 -</u> per month
Total for Kent Library	\$ <u>1,400 -</u> per month
Total for Police Dept.	\$ <u>1,280 -</u> per month
Total for Highway	\$ <u>425.00-</u> per month

***PLEASE NOTE ALL BIDDERS MUST BID ON ALL BUILDINGS

REQUIREMENTS FOR TOWN HALL/COURT
Three Times per week and Two Times must be during business hours

Daily Maintenance

Building wide

1. Vacuum all carpeted areas.
2. Dust with treated mop all tile floors including underneath chairs, tables and desks.
3. Empty waste receptacles, replace trash liners and return to original location - wash and disinfect as needed.
4. Sanitize all door handles and pushbars
5. Spot clean entrance doors (including side panels)
6. Sanitize and tidy front counter in Lobby
7. Wipe clean kitchen table, counters, chairs, and sink.
8. Clean and disinfect courtroom/meeting room dais, tables and lectern

Rest Rooms -

1. Replenish toilet tissue, paper towels and soap dispensers*
2. Clean and disinfect all toilet seats, sinks and urinals **
3. Wash using disinfectant entire tile floors underneath and in back of toilets and urinals.
4. Empty waste receptacles and return to original location
5. Polish all stainless steel plumbing fixtures and dispensers.
6. Clean all mirrors and light switches
7. Clean with disinfectant all partition doors and stall doors.
8. Wipe all vents once a week.

Weekly Maintenance

Building wide

1. Clean and disinfect conference rooms-tables wiped with spray cleaner-swiffer dust file and cabinet
2. Mop all tile floors with neutral disinfectant...more if needed.
3. Clean front counters in Town Clerk's Office, Receiver of Taxes and Assessor's Office, clean any glass of smudges and fingerprints.
4. Clean all stainless steel in kitchen.
5. Clean kitchen microwave inside and outside
6. Sweep and dust mop stairs and stairwells.
7. Dust handrails, ledges, fire extinguishers and metal frames weekly.
8. Sanitize phones

Monthly -

Building wide

1. Dust all windowsills, AC ducts, and blinds with a swiffer
2. Dust desks, monitors, and tops of file cabinets
3. Clean refrigerator
4. Speed burnish vinyl composition tile floor

Cleaning to be done yearly -

1. All Windows (May)
2. Light fixtures in Justice Court (November)
3. Shampoo rugs/Chairs (hot water steam extraction)
4. Buff and wax all tile floors.

*Paper products to be provided by Town of Kent

** EPA registered hospital grade quaternary disinfectant kills HIV-1, Herpes Simplex I and II.

REQUIREMENTS FOR KENT LIBRARY -

Office Space/Public Space (two times per week unless stated differently)

1. Empty waste receptacles, replace trash liners return to original location including washing and disinfecting as needed.
2. Vacuum all carpeted areas.
3. Dust all tile floors with treated mop.
4. Mop all tile floors with neutral disinfectant cleaner.
5. Clean all entrance door glass (including side panels)
6. Dust and clean vacuum computer room.
7. Clean all tables with neutral disinfectant.
8. Dust all chairs, benches, file cabinets, window sills, once per month.
9. Dust all chair rails once per month.
10. Dust all Venetian blinds once a month.
11. Dust all air-conditioning intake and exhaust grills quarterly.
12. Spot clean carpets and chairs as necessary.

Restrooms (five times per week unless stated differently)

1. Empty waste receptacles and return to original location. Wash and disinfect as needed.
2. Replenish toilet tissue, paper towels and soap dispensers. *
3. Clean and disinfect all sinks, toilets, toilet seats sinks and urinals. **
4. Polish all stainless steel plumbing fixtures and dispensers once per week.
5. Clean all mirrors.
6. Clean all light switches.
7. Wash floors with disinfectant, including underneath urinals and toilet bowls.
8. Wipe clean all partitions and doors once per week.
9. Wipe all vents quarterly.

Food Service and Eating Area (2 times per week)

1. Wipe clean all tables, counters, cabinets, ranges, sinks and refrigerators and microwave inside and outside.
2. Empty all waste receptacles and return to original location. Wash and disinfect as needed.
3. Damp mop all eating area floors.

Hallways and Lobby Areas (two times per week)

1. Dust and damp mop.
2. Dust all window sills, fire extinguishers and ledges once per month.
3. Clean entrance glass windows.
4. Dust with treated mop and wet mop with neutral disinfectant cleaner all tile floors.
5. Sweep all stairs and stairwells and damp mop. Once per month.
6. Dust all handrails, ledges, fire extinguishers and metal frames once per month

Downstairs Program Room - This will not need to be done until the Kent Library can hold programs again (2 times per week)

1. Empty waste receptacles, replace trash liners return to original location including washing and disinfecting as needed.
2. Dust all tile floors with treated mop.
3. Mop all tile floors with neutral disinfectant cleaner
4. Sweep floor of storage area.

*Paper products to be provided by the Town of Kent Library. * * EPA registered hospital grade quaternary disinfectant kill COVID-19,, HIV-1, Herpes, Simplex I and II. All dusting to be done with swiffer duster.

REQUIREMENTS FOR THE POLICE DEPARTMENT

Office Space/Public Space/Restrooms/Locker rooms to be cleaned 6 days per week (not between the hours of 1430-1530 or 1800-0730) as described below;

1. Empty all waste receptacles, replace trash liners and return to original location – wash and disinfect as needed. Once per day. Outside waste receptacles once per week.
2. All carpets vacuumed once per day.
3. Dust with treated mop all tile floors including underneath chairs, tables, desks, and countertops. Once per day.
4. Mop all tile floors with natural disinfectant cleaner. Once per day.
5. Clean all countertops and tables once per day.
6. Kitchen area – including refrigerator, microwave, sink and counter areas once per day.

Restrooms/Locker rooms – Daily Care

7. Empty waste receptacles and return to original location – wash and disinfect as needed.
8. Replenish toilet tissue, paper towels and soap dispensers.
9. Clean and disinfect all toilet seats, sinks and urinals.
10. Polish all stainless steel plumbing fixtures and dispensers.
11. Clean all mirrors and light switches.
12. Wash/mop (using disinfectant) entire tile floors underneath and in back of toilets and urinals.
13. Clean with disinfectant all partition doors and stalls and showers.
14. Wipe all vents

Weekly Cleaning

15. Clean all entrance door glass (including side panels) once per week.
16. Clean glass partition and counter in lobby and communications room. Once per week.
17. Clean (with swifter duster or spray when needed) computer screens, filing cabinets and televisions. Clean all telephones with disinfectant wipe and/or spray. Once per week.
18. Clean all tables and chairs in conference room with swifter duster and/or spray cleaner/disinfectant. Once per week.

Monthly Cleaning

19. Buffing of all tile floors. Once per month.
20. Swifter dust all blinds and window sills. Once per month.
21. Dust all handrails, ledges, fire extinguishers, and metal frames once per month.

Twice Yearly Cleaning

22. Shampoo rugs (hot water steam extraction),
23. Steam clean all fabric chairs
24. Scrub all floors, tile walls, partitions, and moldings along the floors using hospital disinfectant, scrub and wax bathroom floors.
25. Clean all windows inside and outside
26. Clean all light fixtures

* Paper products to be provided by the Town of Kent



Town of Kent Highway Department
62 Ludington Court
Kent Lakes, New York 10512
(845) 225-7172 Fax (845) 225-9464
email: highwaykent@townofkentny.gov
Richard T. Othmer, Jr., Highway Superintendent

CLEANING REQUIREMENTS FOR HIGHWAY DEPARTMENT

Highway Superintendent Office, Secretary Office, Locker Room, Trailer Office and New Addition as of October 2020 (Once weekly)

Dust and disinfect all flat surfaces
Disinfect all door handles
Dust computers
Dust all chair legs/rungs
Empty wastebaskets
Sweep and mop all floor areas
Sweep and mop floor area between Secretary's Office and Restrooms

Sweep and mop New Addition - Office, Conference Room and Safety Equipment/Medical
Storage area as of October 2020.

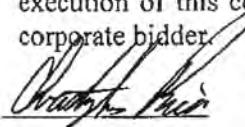
Ladies and Men's Restroom (front of building), Men's Restroom in the Garage Area and New Addition Restrooms as of October 2020

Clean Mirrors
Clean and disinfect all sinks and toilet bowls
Polish bright work on sinks and toilet bowls
Empty wastebaskets
Sweep and mop all floor areas

STATEMENT OF NON-COLLUSION
(To be Completed by Each Bidder)

In accordance with Section 103-d General Municipal Law, effective September 1, 1966, every bid or proposal hereafter made to a political subdivision of the State or any public department, agency or official thereof or to a fire district or any agency or official thereof for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed to by the bidder and affirmed by such bidder as true under the penalties or perjury; non-collusive bidding certification.

- a. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor.
 - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor.
 - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.
- b. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder, as well as the person signing in its behalf.
- c. That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signature of this bid or proposal in behalf of the corporate bidder.

Signed:  Firm: Facilities Maintenance Corp.
Title: General Manager Date: 1/24/2024

RESOLUTION

Resolved that Facilities Maintenance Corp of Florida be
(Name of Corporation)

authorized to sign and submit the bid or proposal of this corporation for the following materials

Janitorial Services

(Describe Project)

and to include in such bid or proposal the certificate as to non-collusion required by section one-hundred-three-d (103-d) of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____

Facilities Maintenance corporation at a meeting of the

Board of Directors held on the 25th day of January, 2024

(SEAL OF THE CORPORATION)

(SECRETARY)

HOLD HARMLESS AGREEMENT

Facilities Maintenance Corp. of Florida does hereby covenant and agree to defend, indemnify and hold harmless the Town of Kent from and against any and all liability, loss, damages, claims or actions including costs and attorneys' fees for bodily injury and/or property damages, to the extent permissible by law arising out of or in connection with the actual or proposed use of the property, facilities known as Town of Kent and/or the Town of Kent's services by Facilities Maintenance Corp. of Florida and/or the activities, functions, events, affairs or proceeding of Town of Kent

Christopher Ricci - General Manager
Print Name: Title:



CERTIFICATE OF NYS WORKERS' COMPENSATION INSURANCE COVERAGE

<p>1a. Legal Name & Address of Insured (use street address only) FACILITIES MAINTENANCE CORP OF FLORIDA 35 VAN WYCK LANE WAPPINGERS FALLS, NY 12590</p> <p>Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., a Wrap-Up Policy)</p>	<p>1b. Business Telephone Number of Insured 8454548427</p> <p>1c. NYS Unemployment Insurance Employer Registration Number of Insured</p> <p>1d. Federal Employer Identification Number of Insured or Social Security Number 593002059</p>
<p>2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder) Town of Kent 25 Sybil's Crossing Carmel, NY 10512</p>	<p>3a. Name of Insurance Carrier Utica Specialty Risk Ins. Co.</p> <p>3b. Policy Number of Entity Listed in Box "1a" 4622255</p> <p>3c. Policy effective period 03-08-2023 to 03-08-2024</p> <p>3d. The Proprietor, Partners or Executive Officers are <input type="checkbox"/> included. (Only check box if all partners/officers included) <input type="checkbox"/> all excluded or certain partners/officers excluded.</p>

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. (To use this form, New York (NY) must be listed under Item 3A on the INFORMATION PAGE of the workers' compensation insurance policy). The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in box "3c", whichever is earlier.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This certificate may be used as evidence of a Workers' Compensation contract of insurance only while the underlying policy is in effect.

Please Note: Upon cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved by: Shannon C. Peck (Print name of authorized representative or licensed agent of insurance carrier)

Approved by: Shannon C Peck (Signature) 01-25-2024 (Date)

Title: Director of Customer Retention and Experience

Telephone Number of authorized representative or licensed agent of insurance carrier: (315) 734-2000

Please Note: Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are NOT authorized to issue it.

Workers' Compensation Law

Section 57. Restriction on issue of permits and the entering into contracts unless compensation is secured.

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.
2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
BLANKET - SEE 8E1613 BLANKET - SEE 8E1613, BLANKET - SEE 8E1613, NY 12590	BLANKET - SEE 8E1613, BLANKET - SEE 8E1613
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

POLICY NUMBER: 4628499

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

POLICY CHANGES/EXTENSION SCHEDULE

Policy Change

Number _____

This Endorsement forms a part of the policy numbered below:

Policy Number 4628499		Policy Effective 03-08-2022	Changes	Company Utica National Assurance Co.
Term 1 Yrs.	From 03-08-2022	To 03-08-2023	<input type="checkbox"/> Subject to Audit	<input type="checkbox"/> Not Subject to Audit
Named Insured and Mailing Address FACILITIES MAINTENANCE CORP OF FLORIDA PO BOX 3689, POUGHKEEPSIE, NY, 12603			Producer USI Ins Services LLC	
			Producer No. PAY1199	

IT IS AGREED THAT for any box in Part A marked X, the policy is amended as stated in Part B.

P A R T A.	<input type="checkbox"/> NAME OF INSURED	<input type="checkbox"/> DELETING ENDORSEMENT(S)	<input type="checkbox"/> AMENDING PREMIUM
	<input type="checkbox"/> ADDRESS OF INSURED INSURANCE	<input type="checkbox"/> ADDING A CLASSIFICATION	<input type="checkbox"/> REVISE SCHEDULE OF UNDERLYING
	<input type="checkbox"/> ADDING LOCATION	<input type="checkbox"/> DELETING A CLASSIFICATION	<input type="checkbox"/> AMENDING RATES
	<input type="checkbox"/> DELETING LOCATION	<input type="checkbox"/> CHANGING A CLASSIFICATION	<input type="checkbox"/> AMENDING MINIMUM PREMIUM
	<input type="checkbox"/> CHANGING LOCATION	<input type="checkbox"/> ADDING/DELETING LOSS PAYEE	<input type="checkbox"/> AMENDING LIMIT(S) OF LIABILITY
	<input type="checkbox"/> CHANGING POLICY PERIOD	<input type="checkbox"/> ADDING/DELETING MORTGAGEE	<input type="checkbox"/> ADDING INSURED
	<input type="checkbox"/> ADDING ENDORSEMENT(S)	<input type="checkbox"/> AMENDING PREMIUM BASIS/PROTECTION CLASS	

P A R T B.	IT IS HEREBY AGREED AND UNDERSTOOD THAT THE FOLLOWING BLANKET ADDITIONAL INSUREDS ARE TO BE INCLUDED UNDER FORM CG2037:
	NAME OF ADDITIONAL INSURED:
	"ALL PERSON(S) OR ORGANIZATION(S) WITH WHICH YOU HAVE WRITTEN CONTRACTS IN PLACE PRIOR TO LOSS REQUIRING THAT THEY BE NAMED AS ADDITIONAL INSUREDS UNDER THIS POLICY".
	LOCATION:
	"ALL LOCATIONS AND COMPLETED OPERATIONS REQUIRED TO BE COVERED UNDER WRITTEN CONTRACTS WITH YOU".

PREMIUM ADJUSTMENT

Previous	Increase	Decrease	New	PREMIUM	
Total Policy Premium			Total Policy Premium		Due at Policy Change Effective Date
\$	\$	\$	\$		<input checked="" type="checkbox"/> Additional <input type="checkbox"/> Return
Total Installment Premium			Total Installment Premium	\$0	
\$	\$	\$	\$		

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: USI Insurance Services LLC, 333 Westchester Ave, Suite 102, White Plains, NY 10604, 914 459-6200. CONTACT NAME: Faith Keegan, PHONE: 914 459-6200, FAX: 610 537-4220, E-MAIL ADDRESS: Faith.Keegan@usi.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Utica National Assurance Company, NAIC #: 10687. INSURED: Facilities Maintenance Corp of Florida, PO Box 3689, Poughkeepsie, NY 12603.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include: A COMMERCIAL GENERAL LIABILITY (CPP4628499), A AUTOMOBILE LIABILITY (4622290), A UMBRELLA LIAB (CULP4628500), A WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (WC4622255).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) The Town of Kent, its Board, Employees and Volunteer are included as Additional Insured with respects to General Liability as required by written contract. Primary and Non-Contributory coverage is included to the Town of Kent, its Board, Employee and Volunteers as required by written contract. Waiver of Subrogation is included with respects to General Liability.

CERTIFICATE HOLDER CANCELLATION

CERTIFICATE HOLDER: Town of Kent, 25 Sybil's Crossing, Carmel, NY 10512. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Ullie Scott

Municipal Repairs

Jaime McGlasson <jmcglasson@townofkentny.gov>

Thu 2/15/2024 1:34 PM

To: Claudia Dworaczyk <cdworaczyk@townofkentny.gov>

Good afternoon,

Please place on the next agenda to change Matt Kiernan from Lead Mechanic to Chief Mechanic II. Matt has really proven that he can run the department well and I have been pleased with what he has accomplished thus far.

Jaime McGlasson

Town of Kent

Supervisor

jmcglasson@townofkentny.gov

845-306-5618



Town of Kent
 25 Sybil's Crossing
 Kent Lakes, NY 10512

PURCHASE
 ORDER NO.

DO NOT WRITE IN THIS BOX

VOUCHER

Claimant's Name And Address
 Kent Public Library
 17 Sybil's Crossing
 Kent Lakes, NY 10512

DATE VOUCHER RECEIVED		VOUCHER NO.
FUND - APPROPRIATION	AMOUNT	
A.7410.250		
ARPA		
TOTAL		
ABSTRACT NO.		
VENDOR'S REF. NO.		

Tax I.D. # 14-1499139

DATES	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
3-11-23		Invoice from Overdrive for ebooks + audiobooks		2,000 00
5-16-23		Invoice from Overdrive for ebooks + audiobooks		3,000 00
2-13-23	4	laptop computers, included with other computer equipment, from MT of NY	500 00	2,000 00
11-15-22	Two	Cybersecurity Classes at \$90 each	90 00	180 00
8-6-22 to 11-26-22	8	"Tech Support" sessions by Ron Fitzmahar at \$28.00 per session	28 00	224 00
ARPA				
				7,404 00

(SEE INSTRUCTIONS ON REVERSE SIDE)

CLAIMANT'S CERTIFICATION

I, Carol Donick, CERTIFY THAT THE ABOVE ACCOUNT IN THE AMOUNT OF _____ IS TRUE AND CORRECT; THAT THE ITEMS, SERVICES AND DISBURSEMENTS CHARGED WERE RENDERED TO OR FOR THE MUNICIPALITY ON THE DATES STATED; THAT NO PART HAS BEEN PAID OR SATISFIED; THAT TAXES, FROM WHICH THE MUNICIPALITY IS EXEMPT, ARE NOT INCLUDED; AND THAT THE AMOUNT CLAIMED IS ACTUALLY DUE.

10-30-23
 DATE

Carol Donick
 SIGNATURE

Library Director
 TITLE

(SPACE BELOW FOR MUNICIPAL USE)

DEPARTMENT APPROVAL

THE ABOVE SERVICES OR MATERIALS WERE RENDERED OR FURNISHED TO THE MUNICIPALITY ON THE DATES STATED AND THE CHARGES ARE IN EFFECT.

DATE _____ AUTHORIZED OFFICIAL _____

APPROVAL FOR PAYMENT

THIS CLAIM IS APPROVED AND ORDERED PAID FROM THE APPROPRIATIONS INDICATED ABOVE

 DATE _____ AUDITING BOARD _____

Kent Public Library Proposal

1) Technology Improvements and Support for Library Patrons

Throughout the pandemic, the Kent Public Library has supported school children and other patrons who lack access to broadband by providing on-site computers and loanable "hot spots" for those who lack internet access. The computers need to be upgraded. Funding for about half of these upgrades has been obtained. The library staff have limited time to provide technical support to patrons using the computers. This proposal includes funding for a part-time employee to provide dedicated technical support to patrons on Saturdays. During the pandemic, the demand for electronic books and materials has soared and patrons have long waiting times for these materials.

Proposed Budget for Technology

Ten desktop workstations for the children's area, computer lab, and the "card catalog" computers in the main part of the library, estimated at \$900 per device, plus \$1,500 to configure the new computers = \$10,500.

✓ Four laptop computers for Zoom programs, presenters in the library meetings, etc., estimated at \$500 each = \$2,000

✓ Hiring a person to give "Tech Support" for library patron's tablets, smart phones, laptops, etc., as well as helping people in the computer lab. \$17 per hour x 4 hours a week x 52 weeks a year = \$3,536 for a year's worth of tech support, then \$3,536 each year for the next 3 years. Since we are already part of the way through 2022, we would budget for 20 weeks in 2022 or \$1,360 for the first year.

✓ Funding to expand the collection of ebooks and audiobooks \$5,000.00

Total technology and support costs: \$18,860 for the first year, \$3,536 each for three subsequent years.

2) Information Technology Education program for students and their families

The Kent schools provide tablets or computers to their pupils, but they and their families do not always know how to use them properly. This funding would:

- Improve access to broadband by providing upgraded computers in the library and providing technical support staff to patrons
- Expand collections of e-books.
- Fund the development of a curriculum geared to children and their families on computer usage and internet safety. The program would be offered multiple times and updated on a regular basis. It could serve as a model that could be adopted by other libraries and/or infused into the curriculum in the schools.

Elementary Grades:

There would be five one-hour workshops on the following topics:

- ✓ 1. Cybersecurity
2. Care and maintenance of computers or tablets
3. Computer privacy issues
4. Using ebooks and audiobooks
5. Computer organizational skills

Middle School and high School Grades

There would be three one-hour workshops on the following topics:

1. Cybersecurity
2. Computer privacy issues
3. Social Media

For each topic, in the first year we could anticipate paying a teacher \$450 per topic for curriculum development and to present the topic 5 different times over the course of the year. We would anticipate starting to give the workshops in October, 2022. Cost for 2022 would be: 8 x \$450 = \$3,600

After that, we would anticipate that the amount of curriculum development necessary would go down to that required to bring the information up to date, bringing the cost in subsequent years down to \$350 per topic (to be presented 5 times) times 8 topics equals \$2,800 per year for four subsequent years (2023-2026)

Total Education program cost: \$3,600 for the first year, \$2,800 each for four subsequent years

Total divided by years

2022 - \$18,860 for technology improvements and support and \$3,600 for education program = \$22,460

2023 - \$3,536 for tech support plus \$2,800 for education program = \$6,336

2024 - \$3,536 for tech support plus \$2,800 for education program = \$6,336

2025 - \$3,536 for tech support plus \$2,800 for education program = \$6,336

2026 - \$2,176 for tech support for 32 weeks plus \$2,800 for education program = \$4,976

Grand total - \$46,444

Jaime McGlasson

From: Claudia Dworaczyk
Sent: Thursday, February 15, 2024 1:44 PM
To: Jaime McGlasson
Subject: Hiring of Emergency Medical Services Coordinator

Hello Supervisor McGlasson,

After speaking with Putnam County Personnel, we would like to hire Alex Roehner as the Emergency Medical Services Coordinator for the Town of Kent. This full time position will pay \$ 37.00 per hour and will begin on February 22nd.

Thank you,
Claudia

Claudia Dworaczyk
Confidential Secretary to Supervisor/HBA
Town of Kent
25 Sybil's Crossing
Kent Lakes, NY 10512
845-225-3943 Ph
845-306-5621 Fax

January 25th, 2024

Xavier Quinde

Oliva Morocho

4 Montrose Drive

Carmel NY 10512

To Whom it May Concern,

Good afternoon, my name is Xavier Quinde and my wife, Oliva Morocho, we are the owners of the property of 4 Montrose Drive. APN 3335-2-50 We are interested in buying the lot that is adjacent to our house, at Terry Hill Road, Carmel NY 10512. APN 372200-033-0002-051-000-0000. The tax records indicate that the town of Kent is the owner of this lot. We would like to place an offer of \$2,500.00 dollars for it. Please let us know if you are willing to accept our proposal, we will be really happy to hear from you! Thank you very much for your time.

This is are information if you would like to contact us. (914)4471305, oliviaquinde@gmail.com

Thank you for your time

Sincerely,

Xavier Quinde

Oliva Morocho

Jaime McGlasson

From: Recreation
Sent: Thursday, February 15, 2024 11:03 AM
To: Jaime McGlasson
Subject: Seasonal Park Maintenance worker

Good morning,

We would like to start advertising for Seasonal Park Maintenance workers for the summer. Can we put in for the next board meeting?

Thank you!

Karen Schuman

Senior Recreation Assistant

Town of Kent

Recreation & Parks

25 Sybil's Crossing

Kent Lakes, NY 10512

P: 845-531-2100

F: 845-306-5284

recreation@townofkentny.gov

www.townofkentny.gov



Jaime McGlasson

From: Jaime McGlasson
Sent: Friday, February 16, 2024 9:29 AM
To: Jaime McGlasson
Subject: RE: Time sensitive request - Lake Tibet

From: **Lake Tibet Park Association** <laketibetny@gmail.com>
Date: Fri, Feb 2, 2024 at 12:20 PM
Subject: Time sensitive request - Lake Tibet
To: Jaime McGlasson <jmcglasson@townofkentny.gov>, Jorma Tompuri <jtompuri@townofkentny.gov>, <SBoyd@townofkentny.gov>

Hello Jamie, Jorma and Shaun,

We would like to ask you to have the Town Board consider a request for approval of hydro-raking services with New England Aquatic Services, LLC, at the February 6 meeting. As the companies that perform this service are already scheduling for the spring and summer it is important that we obtain approval and schedule with them as soon as possible.

We sent requests for service (we have the sent emails) to the following companies:

- Swamp Thing
- Princeton Hydro Raking
- New England Aquatic Services
- Solitude Lake Management

Only Solitude and New England Aquatics responded. While their pricing was similar, how they performed the work was significantly different. Briefly:

- New England Aquatic for 6 days of service - \$21,000
Two vehicles would be used; one to extract the lilies, the other to gather and move them to a disposal area.
- Solitude Lake Management for 6 days of service - \$20,000
One vehicle is used to both extract and transport the lilies to a disposal area.

We feel (as does our lake consultant, AJ Reyes) that we would be able to have far more lilies removed using New England Aquatics and wish to have approval for spending up to \$35,000 this year for them to do so. This amount is the total of what was in our budgets for hydro-raking for 2023 (\$12,000) and 2024 (\$23,750). As you may remember we did not do hydro-raking in 2023 because the work could not be scheduled with Solitude before October. We decided not to have it done then because this type of service is much more effective when performed in the spring.

Please find a copy of the RFP sent to the four mentioned companies to request their services and the responses from New England Aquatics and Solitude Lake Management.

We appreciate your consideration and please feel free to call me if there are any questions.