

TOWN OF HARWICH
BOARD OF WATER COMMISSIONER'S AGENDA*
Conference Room, Harwich Water Department
196 Chatham Road, Harwich, MA
Friday, November 15, 2019, 3:00 p.m.

- I. CALL TO ORDER
- II. PUBLIC COMMENTS/ANNOUNCEMENTS
- III. CONSENT AGENDA
- IV. ABATEMENTS
- V. OLD/UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - A. CMG Contract- *Vote to Award*
 - B. Meter Bid- *Vote to Award*
 - C. FY21 Budget- *Review*
- VII. SUPERINTENDENT'S REPORT
- VIII. COMMISSIONER'S REPORT
- IX. CORRESPONDENCE/ANY OTHER BUSINESS
- X. NEXT MEETING: Thursday, November 21, 2019 at 8:00 a.m.
- XI. ADJOURNMENT

**Per the Attorney General's Office: The Board of Water Commissioners may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business."*

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Water Department Office at 508-432-0304 x.0 or by email at customerservice@harwichwater.com

Authorized Posting Officer:

Tracey Alves

Tracey Alves, Board Secretary

Posted By: _____

Town Clerk

Date: _____

AGREEMENT FOR TOWN OF HARWICH

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Board of Water Commissioners, hereinafter referred to as "Town," and Colonial Municipal Group "CMG" with an address of 61 Camelot Drive Plymouth MA 02163, hereinafter referred to as "Contractor", effective as of the 14th day of November, 2019. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with 2019 Ford Super Duty F-550, including the scope of services set forth in Attachment A.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder commencing November 14th, 2019 through May 1st 2020.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$76,812.66 (Includes trade-in Truck 9:2008 F-350XL). The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under

this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INDEPENDENT CONTRACTOR:

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

ARTICLE 12: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

- 1) General Liability of at least \$1,000,000 Occurrence/\$3,000,000 General Aggregate. The Municipality should be named as an "Additional Insured". Products and Completed Operations should be maintained for up to 3 years after the completion of the project.
- 2) Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Municipality should be named as an "Additional Insured".
- 3) Workers' Compensation Insurance as required by law. Include Employers Liability Part B with a limit of \$1,000,000
- 4) Builders' Risk Property Coverage for the full insurable value. It should include "All Risk" insurance for physical loss or damage including theft.
- 5) Property Coverage for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.
- 6) Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Municipality should be named as an Additional Insured.
- 7) Architects and Engineers Professional Liability (applicable for any architects or engineers involved in the project) of at least \$1,000,000/occurrence, \$3,000,000 aggregate.

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

ARTICLE 13: SEVERABILITY:

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity,

legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

ARTICLE 14: ENTIRE AGREEMENT:

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

ARTICLE 15: COUNTERPARTS:

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, Frank C. Chase, authorized signatory for the Contractor do hereby certify under the pains and penalties of perjury that said Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

04-3165739
Social Security Number or
Federal Identification Number

Colonial Ford Inc dba
Colonial Municipal Group
Frank C Chase
Signature of Individual or
Corporate Name

By:
Corporate Officer
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

By

Frank C Chase

Frank Chase president
Printed Name and Title

TOWN OF HARWICH

by its Board of Water Commissioners

Allin Thompson, Chair

Judith Underwood, Vice Chair

Gary Carreiro, Clerk

Approved as to Availability of Funds:

Finance Director (\$ _____)
Contract Sum

Attachment A



Estimate

Date: 10/31/2019
 Estimate# HDPW103119
 Customer ID:

To: Harwich Highway Department
 ATTN: Kyle Edson
 273 Queen Anne Road
 Harwich, MA 02645

REVISED ESTIMATE

Salesperson: Paul G King
 508-918-2210

STATE CONTRACT: VEH98

Qty	Item #	Description	Unit Price	Line Total
		[Fleet] 2019 Ford Super Duty F-550 DRW (F5H) XL 4WD Reg Cab 145" WB 60" CA		\$ 43,896.11
	N1	Exteropr Color: Blue Jean Metallic		\$
	99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20 -inc: Diesel Exhaust Fluid (DEF) tank, intelligent oil-life monitor and manual push-button engine-exhaust braking, 220 Amp Extra Heavy-Duty Alternator, Dual 78-AH 750 CCA Batteries, 4.10 Axle Ratio		\$
	44W	Transmission: TorqShift 6-Speed Automatic -inc: (6R140), SelectShift		\$
	67A	Dual Alternators (Total 332-Amps)		\$ -
	660A	Option Package: Order Code 650A		\$
		Gross Vehicle Weight Rating - 19,500 Lbs		\$
		Gross Combined Weight Rating - 28,000 Lbs		\$
	AS	Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar		\$
	TGM	Tires: 225/70Rx19.5G BSW Traction (TGM) -inc: 4 traction tires on the rear and 2 A/P tires on the front, Optional spare is 225/70Rx19.5G BSW A/P	\$ 190.00	\$ 184.30
	X8L	Limited Slip w/4.88 Axle Ratio	\$ 360.00	\$ 349.20
	90L	Power Equipment Group -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Remote Keyless Entry, Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front Side Windows, 1-touch up/down driver/passenger window, Power Locks	\$ 915.00	\$ 887.55
	473	Snow Plow Prep Package	\$ 185.00	\$ 179.45
	52B	Trailer Brake Controller -inc: smart trailer tow connector, Verified to be compatible w/electronic actuated drum brakes only	\$ 270.00	\$ 261.90
	62R	Transmission Power Take-Off Provision -inc: mobile and stationary PTO modes	\$ 280.00	\$ 271.60
	68M	GVWR: 19,500 lb Payload Plus Upgrade Package -inc: upgraded frame, rear-axle and low deflection/high capacity springs, Increases max RGAWR to 14, 706	\$ 1,155.00	\$ 1,120.35
	512	Spare Tire, Wheel & Jack	\$ 350.00	\$ 339.50

18B	Platform Running Boards	\$ 320.00	\$ 310.40
585	Radio: AM/FM Stereo/MP3 -inc: 4 speakers, SYNC Communications & Entertainment System, enhanced voice recognition w/911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls	\$ 550.00	\$ 533.50
76C	Exterior Backup Alarm	\$ 140.00	\$ 135.80
	REMAINING STANDARD EQUIPMENT AS SHOWN IN CHROME DATA REPORT		\$ -
	THE FOLLOWING ITEMS LISTED BELOW INSTALLED BY J C MADIGAN		\$ -
	9 Ft. Airflo Stainless 3 - 4 CuYd Dump Body with Electric		\$ 36,243.00
	Upgrade Dump to Central Hydraulic - Dump, Plow & Sander		\$
	1/2" Reinforced Plate w/ D-Rings and Light Plug - Combo		\$
	Canvas Cover - Manual		\$
	Bawer 30 Inch Frame Mounted Stainless Steel Underbody Tool Box		\$
	Aero Load Cover: Auto Electric		\$
	Fisher 9 Ft. HD2 Snow Plow Package		\$
	Whelen (2) LED Vertex hideaway system, model # VTX609-2		\$
	Two Pairs of Two (2) Buyers 6-LED Flashers mounted Two of Front of Cabshield and One mounted on Each Side of Cabshield		\$
	Code 3 HB4PAK Amber LED Lights mounted on rear of Dump Body		\$
			\$ -
	TRADE VEHICLE: TRUCK 9 2008 FORD F-350XL DUMP TRUCK		(\$7,900.00)
			\$ -
	PLEASE NOTE THAT PRICING IS BASED ON CURRENT CONTRACT PRICING THAT EXPIRES 11-30-19, VEHICLE MUST BE ORDERED PRIOR TO THIS DATE OR PRICING MY CHANGE		\$ -
			\$ -

Special Instructions:

Custom or Special Orders are Non-Refundable
 This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.
 Estimate is Based on Current Information From Client About the Project Requirements
 Actual Cost May Change Once Project Elements are Finalized

Vehicle Subtotal
Upfit Subtotal
Grand Total

\$76,812.66

Thank You For Choosing The Colonial Way!

Town of Harwich
Water Department

FY20 Bid Documents for Water Meters

10/28/2019

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SECTION 00020

INVITATION TO BID

1. Sealed bids for furnishing **Domestic Water Meters** will be received by the Harwich Water Department at 196 Chatham Road, Harwich Massachusetts until **10:00 am** prevailing time on **November 12th, 2019**, at which time said Bids will be publicly opened and read aloud. All bids shall be submitted within a sealed envelope addressed to the "Harwich Water Department, 196 Chatham Rd., Harwich, MA 02645" and entitled "Bid for Drinking Water Meters".
2. The work under this contract includes furnishing, on an as needed basis, water meters ranging in size from 5/8" to 4" as specified in the Form for General Bid. The Town of Harwich Water Department currently services approximately 10,000 metered accounts. The Department purchases water meters throughout the fiscal year on an as-needed basis as part of the Meter Replacement Program.
3. Contract Documents may be examined and obtained online at <http://www.harwichwater.com/news-events/procurement.html> or at the office of the Harwich Water Department, 196 Chatham Rd., Harwich MA, 02645, (508) 432-0304 between the hours of 9:00 am and 4:00 pm.
4. The contract awarded under this Invitation to Bid shall be for 1 Year with the option to renew for 2 additional years. Payment terms are outlined in the Agreement for the Town of Harwich.

SECTION 00100

INSTRUCTIONS TO BIDDERS

1. Receipt and Opening of Bids
2. Preparation of Bid
3. Contract Duration
4. Addenda and Interpretations
5. Obligation of Bidder
6. Manufacturer's Experience
7. Equal Product Acceptable
8. Sales Tax Exemption
9. Guarantee
10. Insurance

1. Receipt and Opening of Bids:

The Harwich Water Department (herein called the "Owner") invites bids on the form attached hereto, all blanks of which must be appropriately filled in. Bids will be received by the Owner at 196 Chatham Rd., Harwich, MA 02645 on the date and the time given in the Invitation to Bid, and then at said office publicly opened and read aloud. The envelopes containing the bids must be sealed, addressed to the Harwich Water Department, 196 Chatham Rd., Harwich, MA 02645, and designated as "**Bid for Domestic Water Meters**". The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No Bidder may withdraw a bid within thirty (30) calendar days after the actual date of the opening thereof.

2. Preparation of Bid:

Each bid must be submitted on the prescribed form. All blank space for bid prices must be filled in, in ink or typewritten, in both words and figures. Each bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, address, the name of the project for which the bid is submitted. Enclosed with the bid shall be the completed Form of Non-Collusive Affidavit and Certification as to the Payment of State Taxes. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in Paragraph 1 above.

3. Contract Duration:

The contract associated with this Invitation to Bid shall be valid through June 30th, 2020, with the option to renew for two additional years thereafter.

4. Addenda & Interpretations:

No interpretation of the meaning of the Drawings, Specifications or other pre-bid documents will be made to any Bidder orally.

Every request for such interpretation should be via email to Daniel Pelletier at Dpelletier@harwichwater.com or in writing addressed to Harwich Water Department, 196 Chatham Rd., Harwich, MA 02645, and to be given consideration must be received at least four (4) days prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the Specifications which, if issued, will be mailed by

certified mail with return receipt requested to all prospective Bidders (at the respective addresses furnished for such purposes), not later than three days prior to the date fixed for the opening of bids. Failure of any Bidder to receive any such addendum or interpretation shall not relieve any Bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents.

5. Obligation of Bidder:

At the time of the opening of bids, each Bidder will be presumed to have inspected the site and to have read and to be thoroughly familiar with the Contract Documents (including all addenda). The failure or omission of any Bidder to examine any form, instrument, or documents shall in no way relieve any Bidder from any obligation in respect to his bid.

6. Manufacturer's Experience:

Wherever it may be written that an equipment manufacturer must have a specified period of experience with his product, equipment which does not meet the specified experience period can be considered if the equipment supplier or manufacturer is willing to provide a bond or cash deposit for the duration of the specified time period, which will guarantee replacement of that equipment in the event of failure.

7. Equal Products Acceptable:

Wherever in the Drawings and Specifications any item of equipment or material is designated by reference to a particular brand, manufacturer, or trade name, it is understood that an approved equal product, acceptable to the Engineer may be substituted by the Bidder or Contractor. It shall be the Contractor's responsibility to coordinate all submittals to eliminate any conflicts which might arise due to the use of the "or equal" item. Any additional costs incident to the use of "or equal" items, including re-design, will be paid by the Contractor.

8. Sales Tax Exemption:

Materials and equipment purchased for permanent installation in this project will be exempt from the Massachusetts Sales and Use Tax. The exemption certificate number will be furnished to the Contractor. Each bidder shall take exemption into account in calculating his/her bid for the work.

9. Guarantee:

The Contractor guarantees the work performed under this contract and all materials furnished by him for use in connection therewith to be free from defects or flaws for one (1) year after the completion of the Contract, and guarantees for a term of one (1) year from the date of final completion of the work to maintain the stability of all materials, equipment, and workmanship, except that due to normal wear and tear, at his own expense when notified in writing to do so by the Engineer and such work shall be performed to the satisfaction of the Engineer.

If, at any time within said guaranty period, any part of the work constructed under the terms of this contract shall, in the opinion of the Engineer, require repair or replacement due to defective work or materials furnished by the Contractor, he may notify the Contractor in writing to make the required work and repairs, and the Contractor shall perform the same promptly. If he shall not do so, the Owner may do it and charge the Contractor. It is expressly understood, however, that these guarantee provisions shall not absolve the Contractor from any liability to the Owner arising out of a failure to substantially complete the work in accordance with the Drawings and Specifications.

10. Insurance:

Vendor shall maintain minimum insurance requirements identified in the "Agreement for the Town of Harwich" for the duration of the contract.

SECTION 00300
FORM FOR GENERAL BID

Item #	Description	Unit Price in Words	Unit Price in Figures
1	5/8" PIT water meter with encoder register and integrated radio, gallons, furnished, per unit	Two Hundred and Forty Five Dollars Eighty Two and Cents	\$ <u>245.82</u>
2	3/4" PIT water meter with encoder register and integrated radio, gallons, furnished, per unit	Three hundred and Fifteen Dollars Seventy One and Cents	\$ <u>315.71</u>
3	1" PIT water meter with encoder register and integrated radio, gallons, furnished, per unit	Four Hundred and Fifteen Dollars Thirty Six and Cents	\$ <u>415.36</u>
4	1-1/2" PIT water meter with encoder register and integrated radio, gallons, furnished, per unit	Seven Hundred and Thirty Six Dollars Eighteen and Cents	\$ <u>736.18</u>
5	2" PIT water meter with encoder register and integrated radio, gallons, furnished, per unit	Eight Hundred and eighty eight Dollars Fifty Seven and Cents	\$ <u>888.57</u>
6	2" compound water meter with encoder register and integrated radio, furnished, per unit	Two Thousand and Fifty Dollars Ten and Cents	\$ <u>2,050.10</u>
7	3" compound water meter with encoder register and integrated radio, furnished, per unit	Two Thousand Nine Hundred and Thirty Eight Dollars Ninety Three and Cents	\$ <u>2,938.93</u>
8	4" compound water meter with encoder register and integrated radio, furnished, per unit	Three Thousand and Seven Hundred Dollars Fifteen and Cents	\$ <u>3,700.15</u>
9	3/4" x 3/4" ; 2-1/2" Meter Swivel Nut Iron Pipe Thread Meter Coupling Standard Length	Ten Dollars Thirty Six and Cents	\$ <u>10.36</u>
10	1" x 1" ; 5/8" Meter Swivel Nut Iron Pipe Thread Meter Coupling Standard Length	Fifteen Dollars Ninety Four and Cents	\$ <u>15.94</u>
11	1-1/2" x 1-1/2" Meter Flange Female Iron Pipe Thread with Drop In Gasket No Lead	Forty Six Dollars Ten and Cents	\$ <u>46.10</u>
12	2" x 2" Meter Flange Female Iron Pipe Thread with Drop In Gasket No Lead	Sixty Dollars Eighteen and Cents	\$ <u>60.18</u>

Basis of Award: The basis of award for the Contract shall be at the Owner's sole discretion. Contract to be awarded to the lowest responsible and eligible bidder in compliance with Section 39M inclusive of Chapter 30 of the General Laws of the Commonwealth of Massachusetts.

An unbalanced or unreasonable lump sum and/or unit price submitted herein may be considered as non-responsive to the Instructions to Bidders.

As provided in the INSTRUCTIONS TO BIDDERS, the Bidder hereby agrees that he will not withdraw this BID within thirty (30) consecutive calendar days after the actual date of the opening of Bids and that, if the Owner shall accept

this BID, the Bidder will duly execute and acknowledge the AGREEMENT and furnish, duly executed and acknowledged, the required insurance certificates within ten (10) days after notification that the AGREEMENT and other Contract Documents are ready for signature.

The undersigned as Bidder, hereby certifies that he is aware of the applicable requirements of the Williams-Steiger Occupational Safety and Health Act of 1970. (O.S.H.A.), and all latest revisions thereto, and that this Proposal is prepared on the basis of compliance with those requirements.

The undersigned as Bidder, hereby certifies that he will maintain records in reasonable detail, which accurately and fairly reflect the financial transactions and disposition of the Bidder, in accordance with M.G.L. Chapter 30, Section 30R.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he will comply fully with all laws and regulations applicable to awards made subject to MGL Ch. 30, Section 39M. The bidding and award of the contract will be in full compliance with Section 39M inclusive of Chapter 30 of the General Laws of the Commonwealth of Massachusetts as last revised.

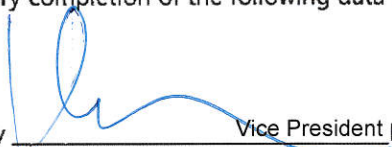
The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Pursuant to M.G.L. Ch. 62C, sec. 49A, the undersigned certifies under the penalties of perjury that the said undersigned, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law. The attached CERTIFICATE AS TO PAYMENT OF STATE TAXES must be signed and submitted as part of this Bid Proposal.

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The attached CERTIFICATE OF NON-COLLUSION must be signed and submitted as part of the Bid Proposal.

This Proposal must bear the written signature of the Bidder or that of his duly authorized agent. If the Bidder is a corporation or a partnership, the bid must be signed by a duly authorized officer of such corporation or by a Partner and the title of such officer must be stated. Satisfactory completion of the following data is an essential part of submission of this Proposal and is required.

Ti - SALES Inc
(Name of Bidder)

By  Vice President Date 11/7/19
(Signature and title of authorized representative)

800-225-4616
(Telephone)

36 Hudson Road
(Business Address)

lschoolcraft@tisaales.com
(Email Address)

Sudbury, MA. 01776
(City, State and Zip Code)

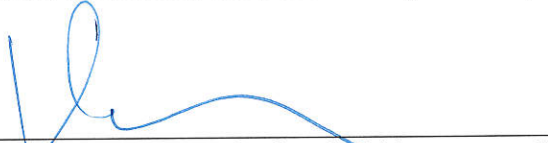
The following documents are attached to and made a condition of the bid, and shall be filed with the bid:

- Completed Form for General Bid
- Completed Certifications Required by Law

Exhibit F

CERTIFICATE OF NON-COLLUSION

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



Signature of person signing the bid or proposal

Ti - SALES

Name of business

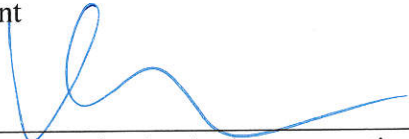
CERTIFICATE OF TAX COMPLIANCE

Pursuant to Ch.62C, S.49A (b) of the Massachusetts General Laws, I,

Louis Schoolcraft II, authorized signatory for
(name)

Ti - SALES, do hereby certify under the pains and penalties
(name of bidder)

of perjury that said bidder has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Consultant
By: 

(Signature of authorized representative)

Vice President

(Title)

11/7/19

(Date)

SECTION 00480
CERTIFICATIONS REQUIRED BY LAW

**CERTIFICATIONS REQUIRED BY LAW FOR PUBLIC
CONSTRUCTION CONTRACTS**

You must **COMPLETE** and **SIGN** the following certifications. You must also print, at the bottom of this page, the name of the contractor for whom these certifications are submitted.

TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.


NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

PUBLIC CONTRACTOR DEBARMENT

The undersigned certifies under penalty of perjury that the below named contractor is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

COMPLETE AND SIGN BELOW:



Authorized Person's Signature

11/7/19

Date

Louis Schoolcraft II Vice President

Print Name & Title of Signatory

Ti - SALES Inc

Name of Contractor

(END OF SECTION)

SECTION 00500
AGREEMENT FOR THE TOWN OF HARWICH

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Board of Water Commissioners, hereinafter referred to as "Town," and Ti - SALES Inc, with an address of _____, hereinafter referred to as "Contractor", effective as of the ___ day of _____, 201_. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with _____, including the scope of services set forth in Attachment A.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor/Vendor shall complete all work and services required hereunder commencing _____, 201_ through June 30th 2020. The town shall have the right to renew the contract for 2 additional years **concluding June 30th 2021 & June 30th 2022 respectively.**

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor/Vendor for the **cost of materials ordered/delivered** in Article 1 **per the unit price submitted on the Form for General Bid as attached to this agreement.** The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INDEPENDENT CONTRACTOR:

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

ARTICLE 12: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

- 1) General Liability of at least \$1,000,000 Occurrence/\$3,000,000 General Aggregate. The Municipality should be named as an "Additional Insured". Products and Completed Operations should be maintained for up to 3 years after the completion of the project.
- 2) Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Municipality should be named as an "Additional Insured".
- 3) Workers' Compensation Insurance as required by law. Include Employers Liability Part B with a limit of \$1,000,000
 - 4) Builders' Risk Property Coverage for the full insurable value. It should include "All Risk" insurance for physical loss or damage including theft.
 - 5) Property Coverage for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.
 - 6) Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Municipality should be named as an Additional Insured.
 - 7) Architects and Engineers Professional Liability (applicable for any architects or engineers involved in the project) of at least \$1,000,000/occurrence, \$3,000,000 aggregate.

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

ARTICLE 13: SEVERABILITY:

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

ARTICLE 14: ENTIRE AGREEMENT:

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

ARTICLE 15: COUNTERPARTS:

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

TOWN OF HARWICH

By

by its Board of Water Commissioners

Signature

Date

Allin Thompson, Chair

Date

Louis Schoolcraft II Vice President

Printed Name and Title

Judith Underwood, Vice Chair

Date

Gary Carreiro, Clerk

Date

Approved as to Availability of Funds:

Comptroller

(\$_____)
Contract Sum

Comptroller

Contract Sum

(END OF SECTION)

SECTION 15100
WATER METERS

1. INTRODUCTION:

The Town of Harwich Water Department currently services approximately 10,000 metered accounts. The Department purchases water meters on an as-needed basis as part of the Meter Replacement Program.

The Town's Meter Reader collects the meter reads using a Neptune MRX920 Data Collector vehicle mounted device transceiver. The Town will need to continue to read both old and new meters in order to produce quarterly bills. The Town currently owns 1 Neptune Drive by MRX920 2 Neptune Handheld Data Collectors and does not wish to replace or upgrade these devices. All meters proposed must work using radio frequency technology compatible with the existing MRX920 with Neptune R900 Belt Clip Transceiver.

2. SPECIFICATIONS:

a. Positive Displacement Meters

The positive displacement meters shall be of the type known as nutating disc only. All meters furnished shall be of new construction and conform to the AWWA's Standard Specifications for Cold Water Meters, C700 latest revision. All meters shall carry, at a minimum, the following published guarantees: all meters shall be guaranteed for one (1) year on material and workmanship. The meters shall be guaranteed to meet AWWA New Meter Accuracy Standards for a period of five (5) years. At the expiration of this period, the meters shall be guaranteed to meet AWWA Repaired Meter Accuracy Standards for fifteen (15) years. Registers shall be guaranteed for at least ten (10) years from the date of purchase. All guarantees are the responsibility of the manufacturer.

All meters shall consist of high-quality no-lead bronze main case, with raised markings to indicate the direction of flow and size. The meter serial number shall be stamped on the main case. The no-lead bronze main case shall be certified by NSF 61. The housing shall be designed so that at a working pressure of 150 psi any distortion will not affect the accuracy of the meters. Plastic or composite water meters will not be accepted.

The measuring chamber shall be of a 2-piece snap joint type. The measuring chamber shall be made of non-hydrolyzing synthetic polymer, shall be smoothly and accurately machined and shall contain a removable molded diaphragm of the same material as that of the chamber. No screws shall be used to secure the chamber together. The control block assembly shall be removable or fixed to facilitate repairs and allow for a greater disc socket wear surface for increased longevity. Control block assemblies shall be designed as not to allow any magnetic slippage that would result in a loss of revenue. The measuring chamber outlet port shall be sealed to the main-case outlet port by means of an 'o' ring gasket to eliminate any chamber leak paths.

The bottom closure of the outer casing shall be of such design that the bottom closure plate will yield or break under normal freezing conditions to minimize damage to any other part of the meter.

All meters shall contain removable polypropylene plastic strainer screens. The strainer shall be located near the inlet main-case port before the measuring chamber and control block assembly. The strainer shall be designed for minimum pressure loss and shall be of the same manufacturer as the meter. The effective straining area shall be at least double that of the meter main case inlet area.

To ensure accuracy, each meter must be accompanied by a factory test tag certifying the new meter accuracy standards of AWWA C700 (low, intermediate, and full flow).

b. SOLID STATE REGISTER

The Town intends to purchase the most up-to-date E-Coder R900i technology available at the time of each purchase. An equivalent technology which integrates into the Town's existing system would also be acceptable. These specifications cover a self-contained solid state Neptune E-Coder register- metering system designed to obtain remote simultaneous water meter registration that is to exactly match the registration on the register odometer. The metering information shall be obtained through an integrated R900 radio housed within the E- Coder register. The above system shall be configured as follows:

- A. Solid-state absolute E-Coder meter register — Direct mounting, electro-magnetically encoded measuring element into an electronic solid-state odometer. E-Coder shall provide value-added flow data including leak, tamper, back flow detection and data profiling when interrogated by the R900 RF AMR MIU. Batteries and digital counters using volatile memory are not allowed. E-Coder register shall display flow rate information at register. Integrated radio housed within the E-Coder register providing communication link for the transmission of information from the register to the handheld or mobile data collection device.
- B. The register shall provide at least a nine-digit visual registration at the meter.
- C. The unit shall provide an 8-digit meter reading for transmission through the radio MIU.
- D. The register shall have a high resolution nine-digit LCD display for meter testing.
- E. The register shall employ a visual LCD leak detection indicator as well as provide remote leak detection through an ASCII format to the R900 MIU.
- F. Internal batteries shall not be allowed.
- G. The manufacturer will guarantee that the reading obtained electronically matches the LCD odometer reading on the register.
- H. The register should accumulate and register consumption without connecting to a receptacle or MIU.
- I. The register shall display flow rate information. Mechanical Construction
- J. The wall unit shall possess a hermetic sonic welded polycarbonate enclosure and lens. The pit unit shall have a rolled-seal enclosure with copper shell and glass lens.
- K. The register shall be attached to the meter case by a bayonet attachment. Fastening screws or nuts shall not be required. A tamper-proof seal pin shall be used to secure the register to the main case.
- L. The register shall be removable from the meter without disassembling the meter body and shall permit field installation and/or removal without taking the meter out of service.
- M. Provision shall be made in the register for the use of seal wires to further secure the register.
- N. Radio frequency MIU must be integrated into the solid-state E-Coder register.

c. Electrical Construction

- A. The solid-state absolute encoder register shall incorporate an Application Specific Integrated Circuit (ASIC) and firmware designed to verify accurate measurement, information transmission and data integrity.
- B. The Radio MIU will be integrated within the solid-sate encoder register housing. The MIU power supply (battery) must be mounted on the outside of the register and be field replaceable.

d. Meter Reading Information

The solid-state absolute E-Coder/R900i register shall provide to the reading equipment an eight digit meter reading. An identification number of ten digits shall be transmitted with each reading

when being read using the Trimble Nomad handheld radio read collection device with Neptune R900 Belt Clip Transceiver.

The solid state absolute E-Coder register shall provide additional value-added information remotely when interrogated by the R900 radio IMIU (i.e. detailed leak detection data, days of leak state, days of no consumption, back flow indication and data profiling). This information shall be communicated through the E-Coder protocol and RF IMIU to the existing MRX920 software to allow the seamless integration of data into Neptune N_Sight software.

e. Radio MIU Operation Specifications

For reliability and meter reading integrity, the vendor shall be the sole manufacturer of the all components of the system (water meters and RF transmitters).

- A. The manufacturer will guarantee that the reading obtained electronically matches the LCD display read on the register when the register is interrogated by the MIU. Synchronization of electronic reading and mechanical read for any reason is not acceptable.
- B. For the purpose of ease of implementation, the system shall not require any special licensing, including licenses from FCC. The system must, therefore, operate in the 902 MHz to 928
- C. MHz unlicensed bandwidth.
- D. The system implementation shall not be delayed due to the uncertainty of Federal licensing requirements.
- E. The system must be expandable at any time without getting authorization from the FCC.
- F. No wake-up tone shall be necessary.
- G. To minimize the potential for RF interference from other devices, the MIU shall transmit using the Frequency Hopping Spread Spectrum technique comprised of alternating pseudo- random frequencies within the 902 MHz to 928 MHz unlicensed bandwidth.
- H. The meter interface unit shall operate within FCC Part 15 regulations for devices operating in the 902 MHz to 928 MHz unlicensed bandwidth. The output power of the devices will be governed by their conformance with these relevant FCC standards.
- I. Output power shall meet FCC Part 15.247 requirements and shall be a minimum of 100 milliwatts.
- J. Power shall be supplied to the MIU by a lithium battery. The Vendor shall warrant that any battery provided and installed in the MIUs by the Vendor shall be free of manufacture and design defects for a period of twenty years - the first ten (10) years from their date of shipment from factory without pro-rating, and the second ten (10) years with prorating, as long as the MIU is working under the environmental and meter reading conditions specified.
- K. The battery life shall not be affected by outside erroneous wake-up tones (i.e. other water, gas, or electric utilities reading and therefore sending out a wake-up tone).
- L. The number of reads performed must not affect the battery life.
- M. The batteries shall be field replaceable (the replacement shall be demonstrated) and be designed for minimum twenty (20) years life expectancy. The MIU shall not require reprogramming if the battery discharges before it is replaced.
- N. No MIU programming shall be necessary for installation.
- O. The MIU shall not send readings older than an hour. Sending a reading older than an hour when wire is cut is not acceptable, as it can lead to mis-billing.
- P. The MIU shall transmit the meter reading continuously at a predetermined transmission interval.
- Q. Each device shall have a unique pre-programmed identification number of 10 characters. ID numbers will be permanent and shall not be altered. Each device shall be labeled with the ID

number in numeric and bar code form. The label shall also display FCC approval information, manufacturer's designation, and date of manufacture. A duplicate self-stick

- R. Tear-off label with barcode data must also be provided. The duplicate can be affixed to the work order and scanned to ensure accurate and efficient data entry. The MIU shall transmit the E-Coder meter reading and a unique MIU ID number
- S. The MIU shall be integrated inside the solid state E-Coder register, of the MIU by displaying the MIU ID number and meter reading
- T. The handheld/mobile reading equipment shall provide a test mode to verify proper operation

(END OF SECTION)



TISALES-01

JKOSUDA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/29/2019

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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Berkshire Insurance Group, Inc PO Box 4889 Pittsfield, MA 01202	CONTACT NAME:	
	PHONE (A/C, No, Ext): (866) 636-0244	FAX (A/C, No): (413) 447-1977
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Phoenix Insurance Company		25623
INSURER B : Travelers Property Casualty Insurance Company		36161
INSURER C : Travelers Indemnity Company		25658
INSURER D :		
INSURER E :		
INSURER F :		

INSURED

TI Sales
36 Hudson Road
Sudbury, MA 01776

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.

INSR LTR	TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X	COMMERCIAL GENERAL LIABILITY			630-7N503474-PHX-19	7/1/2019	7/1/2020	EACH OCCURRENCE	\$ 1,000,000
		CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
								MED EXP (Any one person)	\$ 10,000
								PERSONAL & ADV INJURY	\$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
			POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>					PRODUCTS - COMP/OP AGG	\$ 2,000,000
		OTHER:						EMP BENEFITS PE	\$ 100,000
A	X	AUTOMOBILE LIABILITY			BA-7N763272-19-14-G0	7/1/2019	7/1/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		ANY AUTO OWNED AUTOS ONLY		SCHEDULED AUTOS					
		HIRED AUTOS ONLY		NON-OWNED AUTOS ONLY				BODILY INJURY (Per person)	\$
								BODILY INJURY (Per accident)	\$
								PROPERTY DAMAGE (Per accident)	\$
									\$
B	X	UMBRELLA LIAB			CUP-7N767210-19-14-G	7/1/2019	7/1/2020	EACH OCCURRENCE	\$ 6,000,000
		EXCESS LIAB		CLAIMS-MADE					
		DED <input checked="" type="checkbox"/>	RETENTION \$ 10,000					AGGREGATE	\$ 6,000,000
									\$
C	X	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB-7N762275-19-14-G	7/1/2019	7/1/2020	PER STATUTE	
				OTH-ER					
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
		If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Harwich Water Department 196 Chatham Road Harwich, MA 02645	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 <i>Julia K</i>

		FY18	FY19	FY20	FY20 YTD	FY21	+/- FY20	
		ACTUALS	ACTUALS	BUDGET	ACTUALS	BUDGET	BUDGET	
1320	WATER ENTERPRISE FUND							
596000	OFUS	2,285,353	883,022	720,295	0	746,559		
	WATER ENTERPRISE FUND	2,285,353	883,022	720,295	0	746,559	26,263	3.5%
13204501	WATER ENTERP SALARIES & WAGES							
511100	SALARIES ELECTED OFFICIALS	1,375	3,000	3,000	1,000	3,000	0	0.0%
511900	SALARIES & WAGES	922,884	959,405	1,036,100	296,276	1,067,859	31,759	3.0%
512000	SEASONAL S&W	9,975	19,751	43,947	18,769	45,696	1,749	3.8%
513000	OVERTIME	191,353	212,457	181,226	61,758	211,282	30,056	14.2%
513060	FLUSHING OT	12,601	0	35,000	0	31,919	-3,081	-9.7%
514000	LONGEVITY	39,187	43,674	34,700	9,547	35,152	452	1.3%
515007	SICK LEAVE BONUS PER CONTRACT	975	1,400	3,500	1,443	3,325	-175	-5.3%
	WATER ENTERP SALARIES	1,178,350	1,239,686	1,337,473	388,793	1,398,234	60,761	7.4%
13204502	WATER ENTERPRISE FUND EXP							
517900	OTHER FRINGE BENEFITS	7,750	7,027	8,250	3,270	8,250	0	0.0%
521100	ELECTRIC UTILITY	320,385	312,501	336,404	134,189	328,126	-8,278	-2.5%
521200	GAS UTILITY	9,535	7,899	10,011	543	9,535	-476	-5.0%
524140	VEHICLE/EQUIPMENT MAINTENANCE	50,029	58,575	62,500	5,276	58,500	-4,000	-6.8%
524160	BUILDING & GROUNDS MAINTENANCE	47,038	29,371	45,000	5,208	45,000	0	0.0%
525000	TECHNICAL SUPPORT AGREEMENTS	13,230	28,442	24,700	21,444	27,240	2,540	9.3%
526000	BUILDING MAINT AGREEMENTS	8,534	9,558	9,650	4,612	9,650	0	0.0%
527000	RENTALS & LEASES	204	0	0	0	0	0	0.0%
530800	LABORATORY SERVICES	13,093	11,398	22,500	2,950	22,500	0	0.0%
530820	PROFESSIONAL SERVICES	120,580	68,496	100,000	282	75,000	-25,000	-33.3%
530875	PRINTING SERVICES & SUPPLIES	4,958	8,811	23,000	2,181	23,000	0	0.0%
534100	ADVERTISING	569	1,122	1,500	252	1,500	0	0.0%
534300	POSTAGE	9,133	16,528	21,000	5,230	21,000	0	0.0%
534400	TELEPHONE	7,301	7,226	7,700	1,419	7,700	0	0.0%
534430	COMMUNICATION SERVICES	14,785	15,738	15,000	5,011	16,000	1,000	6.3%
541100	PROPANE UTILITY	18,042	13,783	18,944	5,925	18,944	0	0.0%
542000	OFFICE SUPPLIES	5,080	5,192	5,900	2,137	5,900	0	0.0%
542013	HARDWARE/SOFTWARE/OFFICE	23,301	12,787	25,924	14,654	25,924	0	0.0%
548100	BULK FUEL	21,621	27,020	22,702	6,407	28,371	5,669	20.0%
548200	TREATMENT SUPPLIES	25,854	25,516	25,000	11,959	27,500	2,500	9.1%
548250	TREATMENT CHEMICALS	89,155	130,872	145,000	120,297	145,000	0	0.0%
553000	PUBLIC WORKS SUPPLIES	36,574	7,967	26,250	2,286	26,250	0	0.0%
553100	METERS/READ DEVICES & SUPPLIES	114,081	102,333	180,000	189,826	180,000	0	0.0%
553200	SERVICE INSTALLATION SUPPLIES	42,882	37,865	43,000	32,949	43,000	0	0.0%
553300	PIPES, VALVES & FITTINGS	73,716	101,878	90,000	83,290	90,000	0	0.0%
553350	WATER MAIN REPLACEMENT	0	109,811	35,000	500	35,000	0	0.0%
553400	HYDRANTS & ACCESSORIES	4,362	5,206	0	0	0	0	0.0%
553500	POLICE DETAILS	38,606	56,041	57,560	5,189	60,000	2,440	0.0%
553600	ROAD REPAIRS	30,210	37,832	33,000	5,063	33,000	0	0.0%
553900	MECHANICAL TANK MAINT & INSP	30,655	2,851	10,000	0	10,000	0	0.0%
554200	GENERATOR MAINT	12,333	10,225	8,000	7,509	12,500	4,500	36.0%
554300	WELL REHAB	69,264	7,145	45,000	3,173	45,000	0	0.0%
558100	UNIFORMS AND SAFETY SUPPLIES	4,951	10,817	5,000	3,316	6,500	1,500	23.1%
573000	DUES/SUBSCRIPTIONS/TRAVEL	13,797	6,963	14,000	7,515	14,000	0	0.0%
573200	WATER MGMT PERMIT	7,341	7,240	7,500	0	8,500	1,000	11.8%
575070	OPEB	50,000	50,000	50,000	50,000	50,000	0	0.0%
591000	MATURE PRINCIPAL LONGTERM DEBT	547,628	549,191	551,039	395,000	547,800	-3,239	-0.6%
591500	INTEREST ON LONG TERM DEBT	219,084	201,883	187,595	96,022	171,199	-16,396	-9.6%

WATER ENTERPRISE FUND
FY2021 BUDGET REQUEST

		FY18	FY19	FY20	FY20 YTD	FY21	+/- FY20	
		ACTUALS	ACTUALS	BUDGET	ACTUALS	BUDGET	BUDGET	
591550	ADMIN FEE LT DEBT	1,715	1,291	2,468	0	2,346	-122	-5.2%
	WATER ENTERP EXPENSES	2,107,375	2,104,402	2,276,097	1,234,885	2,239,735	-36,362	-1.6%
13204504	WATER REVENUE ENTERP FUND							
414600	WATER LIENS COLLECTED	17,059	25,019	18,644	1,007	20,241	1,597	7.9%
417008	PEN & INT WATER LIENS	1,501	3,618	1,515	2,289	2,211	696	31.5%
421100	WATER RATES & SERVICES	3,562,136	3,621,354	4,385,239	1,455,475	4,384,189	-1,050	0.0%
421200	METERS & SUPPLIES	11,585	9,866	11,052	3,169	10,834	-218	-2.0%
421300	ADMINISTRATIVE FEES	1,925	2,175	2,405	750	2,168	-237	-10.9%
421400	SERVICE INSTALLATIONS	146,737	194,499	165,712	39,424	168,982	3,270	1.9%
421450	MARKOUT SERVICES	0	3,241	12,160	2,000	3,241	-8,919	-275.2%
421550	PROPERTY TRANSFER SERVICES	0	10,903	23,700	8,469	10,903	-12,797	-117.4%
421600	WIRELESS COMMUNICATION LEASE	157,154	163,794	128,341	87,230	128,341	0	0.0%
421650	SOLAR REVENUE WATER	138,000	111,866	70,562	37,418	70,562	0	0.0%
431100	WATER SERVICE TIGHT PLAN	63,316	38,346	72,488	28,553	82,076	9,588	11.7%
433007	LATE FEE	53,958	48,771	49,250	13,649	48,771	-479	-1.0%
451100	BACKFLOW INSPECTIONS	20,333	20,326	20,440	2,024	20,366	-74	-0.4%
482001	INVESTMENT REVENUE	0	24,088	21,200	5,304	21,200	0	0.0%
484099	MISCELLANEOUS REVENUE	77,479	54,981	54,331	15,403	54,331	0	0.0%
	WATER ENTERP REVENUE	4,251,182	4,332,846	5,037,039	1,702,163	5,028,418	-8,621	-0.2%
	TOTAL REVENUE			5,037,039		5,028,418	-8,621	-0.2%
	TOTAL EXPENSES			4,333,865		4,384,527	50,662	1.2%
	RESERVE FUND CONTRIBUTION					643,891		

1320	WATER ENTERPRISE FUND						
596000	OFUS INDIRECTS						
		FY19	FY20	FY20	FY20		FY21
	Departments	ACTUALS	BUDGET	ADJ	REV BUD	%_INCR	REQ
	Town Manager	19,515	19,972		19,972	2.00%	20,371
	Accounting	17,713	18,648		18,648	2.00%	19,021
	Treasurer & Collector	30,535	35,181		35,181	2.00%	35,885
	Total Departments	67,763	73,801		73,801		75,277
	Insurance & Benefits						
	Health Insurance	234,102	242,629		242,629	3.00%	249,908
	Life Insurance	337	337		337	0.00%	337
	Retirement	221,107	215,497		215,497	0.00%	231,457
	Retiree Health & Life Ins.	90,804	61,491		61,491	3.00%	63,336
	Property & Auto Insurance	63,961	60,051	57,564	57,564	3.50%	59,579
	Worker's Comp Insurance	32,084	47,720	42,165	42,165	3.00%	43,430
	Medicare (FY21 S&W \$1,299,273)	18,486	14,769		14,769	1.45%	18,839
	Total Insurance & Expenses	660,881	642,494		634,452		666,886
	Other Expenses						
	Citizen Self Service %	0	0	3,894	3,894	0.00%	396
	Audit	4,200	4,000		4,000	0.00%	4,000
	Total Other Expenses	4,200	4,000	3,894	7,894		4,396
	TOTAL INDIRECTS	732,844	720,295		716,147		746,559
Notes							
1. Treasurer & Collector Indirects doubled for quarterly billing							
2. Property and Vehicle Insurance based on MIIA actuals for Water Department							
3. Workers' Compensation based on MIIA actuals for Water Department							
4. Medicare based on FY20 S&W request							
5. OPEB is a separate line item in the budget							
6. Retirement - Water Dept Pensionable wages/All pensionable wages = 7.406% x Barnstable County Assessment Per Barnstable County increase 5.28% FY 19 - FY 23 (FY 19 total assessment \$2,763,836)							
7. Removed Engineering Services; no need anticipated in FY20.							
8. Audit = 10% of total cost							
9. Health Insurance increase at 10% for FY 20							
10. Citizen Self Serv Module (50%), initial year of purchase and installation							

Town Indirect Costs	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
	Actual	Actual	Actual	Actual	Actual	Actual	BUDGET	Request
	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019		PENDING
Department								
Town Manager	0	0	35,000	26,963	18,905	19,515	19,972	20,371
Accounting	0	1,500	1,500	20,169	16,573	17,713	18,648	19,021
Treasurer & Collector	0	3,500	3,500	12,454	12,765	30,535	35,181	35,885
Board of Health	0	0	0	5,773	0	0	0	
Engineering	0	0	0	8,665	8,881	0	0	
Total Departmental	0	5,000	40,000	74,024	57,124	67,763	73,800	75,277
Insurance & Expenses								
Health Insurance	254,822	268,993	295,593	213,576	245,612	234,102	242,629	249,908
Life Insurance	408	408	408	413	413	337	337	337
Retirement	149,477	111,860	167,414	163,543	171,720	221,107	215,497	231,457
Retiree Health & Life Ins.	0	0	0	60,562	69,646	90,804	61,491	63,336
Property & Vehicle Insurance	82,907	48,091	91,198	41,797	53,838	63,961	60,051	59,579
Auto	0	26,480	0	0	0	0	0	
Worker's Comp Insurance	12,861	16,628	16,628	21,257	31,974	32,084	47,720	43,430
Medicare	11,588	15,885	12,515	12,211	17,850	18,486	14,769	18,839
Total Insurance & Expenses	512,063	488,345	583,756	513,359	591,053	660,881	642,494	666,886
Other Expenses								
Miscellaneous	0	0	0	0	0	0	0	0
Advertising	579	0	0	0	0	0	0	0
Bulk Fuel								0
Telephone	2,929	0	0	0	0	0	0	0
Postage	1,854	0	0	0	0	0	0	0
Unemployment	0	0	0	0	0	0	0	0
Citizen Self Service %							0	396
Audit	4,573	2,000	2,000	0	2,000	4,200	4,000	4,000
Town Report	542	175	175	0	0	0	0	0
Total Miscellaneous	10,477	2,175	2,175	0	2,000	4,200	4,000	4,396
Total Indirect Expenses	522,540	495,520	625,931	587,383	650,177	732,844	720,295	746,559

Notes

1. Treasurer & Collector Indirects doubled for quarterly billing
2. Property and Vehicle Insurance based on MIIA actuals for Water Department
3. Workers' Compensation based on MIIA actuals for Water Department
4. Medicare based on FY20 S&W request
5. OPEB is a separate line item in the budget
6. Retirement - Water Dept Pensionable wages/All pensionable wages = 7.406% x Barnstable County
7. Removed Engineering Services; no need anticipated in FY20.
8. Audit = 10% of total cost
9. Health Insurance increase at 10% for FY 20
10. Citizen Self Serv Module (50%), initial year of purchase and installation

13204501	WATER ENTERP SALARIES & WAGES								
511100	SALARIES ELECTED OFFICIALS					#MEMB	SALARY	TOTAL	FY21 REQ
	Board of Water Commissioners					3	1,000.00	3,000	
	TOTAL SALARIES ELECTED OFFICIALS								3,000
				52.2	2088				
511900	SALARIES & WAGES		ANNIV	GR_ST	RATE	HRS	OT_RATE	TOTAL	
	Alves: Administrative Assistant		1/1	5/5	28.85	1,064	43.27	30,692	
	Alves: Administrative Assistant		1/1	5/6	29.42	1,032	44.13	30,364	
	Currie: Electrician Journeyman		7/16	WJE/6	31.99	2,088	47.99	66,795	
	Eldredge: Distribution Operations Foreman		12/28	WFD3/6	35.11	2,088	52.67	73,310	
	Hicks: Assistant Superintendent		7/1	6-Dec	40.58	2,088	60.86	84,722	
	Majka: Distribution Mechanic/Operator II		1/29	DMO2/6	27.57	2,088	41.36	57,566	
	Marsh: Executive Assistant		1/1	6-Jul	31.79	2,088	47.69	66,385	
	Milan: Secondary Distribution Operator D3		6/20	SD3/6	30.69	2,088	46.04	64,081	
	Newhard: Treatment Operator T2		11/28	T2/6	33.55	2,088	50.33	70,052	
	Nicholson: Sec Distribution Operator D3		3/14	SD3/6	30.69	2,088	46.04	64,081	
	Pelletier: Superintendent		7/1	M8/8	2,447.00	52.2		127,734	
	Peninger: Primary Disribution Operator		5/4	WPD3	31.99	2,088	47.99	66,795	
	Picard: Distribution Mechanic/Operator III		12/28	DMO3/6	29.13	2,088	43.70	60,823	
	Salzillo: Treatment Operator T2		5/11	T2/6	33.55	2,088	50.33	70,052	
	Sieger: Water Comptroller		1/1	6-Oct	36.80	2,088	55.20	76,842	
	Sparrow: Sec Distribution Operator D1		9/30	SD1/6	27.57	2,088	41.36	57,566	
	TOTAL SALARIES & WAGES								1,067,859
512000	SEASONAL S&W			GRADE	RATE	HRS	#_WKS	TOTAL	
	Seasonal Laborer x 3 positions			S6	17.85	120	16.00	34,272	
	Seasonal Project Assistant			S6	17.85	40	16.00	11,424	
	TOTAL SEASONAL S&W								45,696
513000	OVERTIME					1,461.6			
	Distribution Standby OT					HRS	OT_RATE	TOTAL	
	Eldredge: Distribution Operations Foreman					365.4	52.67	19,244	
	Majka: Distribution Mechanic/Operator II					365.4	41.36	15,111	
	Milan: Secondary Distribution Operator D3					365.4	46.04	16,821	
	Sparrow: Sec Distribution Operator D1					365.4	41.36	15,111	
	Subtotal Distribution Standby					1,461.6	45.35	66,287	
	Treatment Standby OT					1,879.2			
	Newhard: Treatment Operator T2					469.8	50.33	23,643	
	Nicholson: Sec Distribution Operator D3					469.8	46.04	21,627	
	Peninger: Primary Disribution Operator					469.8	47.99	22,543	
	Salzillo: Treatment Operator T2					469.8	50.33	23,643	
	Subtotal Treatment Standby					1879.2	48.67	91,456	
	Emergency & Unplanned OT								
	FY19 OT Hours less Standby & Flushing					1,077.0	various	53,539	
	Subtotal Emergency & Unplanned OT							53,539	
	TOTAL OVERTIME								211,282

513060	FLUSHING OT	CALCULATION		HRS	OT_RATE	TOTAL	FY21 REQ
	Eldredge: Distribution Operations Foreman	4 days/wk * 12 wks		48	84.0	4,424	
	Hicks: Assistant Superintendent	5 hrs day * 4 techs		20	84.0	5,113	
	Majka: Distribution Mechanic/Operator II	Total Hours per Season		960	84.0	3,474	
	Milan: Secondary Distribution Operator D3	Spring & Fall		2	84.0	3,867	
	Nicholson: Sec Distribution Operator D3	Total Scheduled Hours		1920	84.0	3,867	
	Peninger: Primary Disbribution Operator	% Anticipated to be Used		35%	84.0	4,031	
	Picard: Distribution Mechanic/Operator III	FY21 Budget Assumption/Hr		672	84.0	3,670	
	Sparrow: Sec Distribution Operator D1	*Note: FY19 Fall 7%, Spring 28.5%			84.0	3,474	
	TOTAL FLUSHING OT						31,919
514000	LONGEVITY	ANNIV	ELIG_DATE	%_AMT	SALARY	TOTAL	
	Alves: Administrative Assistant	1/1	01/01/21	375	61,056	375	
	Currie: Electrician Journeyman	7/16	07/16/20	5%	66,795	3,340	
	Eldredge: Distribution Operations Foreman	12/28	12/28/20	3%	73,310	2,199	
	Hicks: Assistant Superintendent	7/1	07/01/20	1%	84,722	847	
	Majka: Distribution Mechanic/Operator II	1/29	n/a	0	57,566	0	
	Marsh: Executive Assistant	1/1	01/01/21	2%	66,385	1,328	
	Milan: Secondary Distribution Operator D3	6/20	06/20/21	3%	64,081	1,922	
	Newhard: Treatment Operator T2	11/28	11/28/20	7%	70,052	4,904	
	Nicholson: Sec Distribution Operator D3	3/14	03/14/21	1%	64,081	641	
	Pelletier: Superintendent	7/1	07/01/20	0%	127,734	0	
	Peninger: Primary Disbribution Operator	5/4	05/04/21	7%	66,795	4,676	
	Picard: Distribution Mechanic/Operator III	12/28	12/28/20	1%	60,823	608	
	Salzillo: Treatment Operator T2	5/11	11/28/20	7%	70,052	4,904	
	Sieger: Water Comptroller	1/1	01/01/21	7%	76,842	5,379	
	Sparrow: Sec Distribution Operator D1	9/30	09/30/20	7%	57,566	4,030	
	TOTAL LONGEVITY						35,152
515007	SICK LEAVE BONUS PER CONTRACT		HEA	EST	IAMAW	EST	TOTAL
	Total Sick Leave Bonus Per Contract		350	3	325	7	3,325
	TOTAL SICK LEAVE BONUS PER CONTRACT						3,325

13204502	WATER ENTERPRISE FUND EXP							
						10/31/2019		
		FY18	FY19	FY20	FY20 YTD	% OF FY20	FY21	
		ACTUALS	ACTUALS	BUDGET	ACTUALS	SPENT	BUDGET	COMMENT
517900	OTHER FRINGE BENEFITS	7,750	7,027	8,250	3,270	39.64%	8,250	Level
521100	ELECTRIC UTILITY	320,385	312,501	336,404	134,189	39.89%	328,126	INCREASE 5% * FY19 Actuals
521200	GAS UTILITY	9,535	7,899	10,011	543	5.42%	9,535	INCREASE based on FY18 actuals
524140	VEHICLE/EQUIPMENT MAINTENANCE	50,029	58,575	62,500	5,276	8.44%	58,500	DECREASE based on FY19 actuals
524160	BUILDING & GROUNDS MAINTENANCE	47,038	29,371	45,000	5,208	11.57%	45,000	Level
525000	TECHNICAL SUPPORT AGREEMENTS	13,230	28,442	24,700	21,444	86.82%	27,240	INCREASE for Citizen SelfSv & Civic Ready
526000	BUILDING MAINT AGREEMENTS	8,534	9,558	9,650	4,612	47.79%	9,650	Level
527000	RENTALS & LEASES	204	0	0	0	0.00%	0	n/a
530800	LABORATORY SERVICES	13,093	11,398	22,500	2,950	13.11%	22,500	Level
530820	PROFESSIONAL SERVICES	120,580	68,496	100,000	282	0.28%	75,000	DECREASE based on FY19 actuals
530875	PRINTING SERVICES & SUPPLIES	4,958	8,811	23,000	2,181	9.48%	23,000	Level
534100	ADVERTISING	569	1,122	1,500	252	16.80%	1,500	Level
534300	POSTAGE	9,133	16,528	21,000	5,230	24.90%	21,000	Level
534400	TELEPHONE	7,301	7,226	7,700	1,419	18.43%	7,700	Level
534430	COMMUNICATION SERVICES	14,785	15,738	15,000	5,011	33.41%	16,000	INCREASE 5% * FY19 Actuals
541100	PROPANE UTILITY	18,042	13,783	18,944	5,925	31.27%	18,944	Level
542000	OFFICE SUPPLIES	5,080	5,192	5,900	2,137	36.23%	5,900	Level
542013	HARDWARE/SOFTWARE/OFFICE	23,301	12,787	25,924	14,654	56.53%	25,924	Level
548100	BULK FUEL	21,621	27,020	22,702	6,407	28.22%	28,371	INCREASE 5% * FY19 Actuals
548200	TREATMENT SUPPLIES	25,854	25,516	25,000	11,959	47.84%	27,500	INCREASE based on FY18 actuals
548250	TREATMENT CHEMICALS	89,155	130,872	145,000	120,297	82.96%	145,000	INCREASE FY18 actuals & FY19 YTD
553000	PUBLIC WORKS SUPPLIES	36,574	7,967	26,250	2,286	8.71%	26,250	Level
553100	METERS/READ DEVICES & SUPPLIES	114,081	102,333	180,000	189,826	105.46%	180,000	Level
553200	SERVICE INSTALLATION SUPPLIES	42,882	37,865	43,000	32,949	76.63%	43,000	Level
553300	PIPES, VALVES & FITTINGS	73,716	101,878	90,000	83,290	92.54%	90,000	Level
553350	WATER MAIN REPLACEMENT	0	109,811	35,000	500	1.43%	35,000	Level
553400	HYDRANTS & ACCESSORIES	4,362	5,206	0	0	0.00%	0	n/a combined with 553300 Pipes, Valves...
553500	POLICE DETAILS	38,606	56,041	57,560	5,189	9.02%	60,000	INCREASE based on FY20 budget & COLA
553600	ROAD REPAIRS	30,210	37,832	33,000	5,063	15.34%	33,000	Level
553900	MECHANICAL TANK MAINT & INSP	30,655	2,851	10,000	0	0.00%	10,000	Level
554200	GENERATOR MAINT	12,333	10,225	8,000	7,509	93.86%	12,500	INCREASE based on FY18 actuals
554300	WELL REHAB	69,264	7,145	45,000	3,173	7.05%	45,000	Level
558100	UNIFORMS AND SAFETY SUPPLIES	4,951	10,817	5,000	3,316	66.33%	6,500	INCREASE based on FY19 actuals
573000	DUES/SUBSCRIPTIONS/TRAVEL	13,797	6,963	14,000	7,515	53.68%	14,000	Level
573200	WATER MGMT PERMIT	7,341	7,240	7,500	0	0.00%	8,500	INCREASE do to rate increase

		FY18	FY19	FY20	FY20 YTD	% OF FY20	FY21	
		ACTUALS	ACTUALS	BUDGET	ACTUALS	SPENT	BUDGET	COMMENT
575070	OPEB	50,000	50,000	50,000	50,000	100.00%	50,000	Level
591000	MATURE PRINCIPAL LONGTERM DEBT	547,628	549,191	551,039	395,000	71.68%	547,800	Per debt schedules
591500	INTEREST ON LONG TERM DEBT	219,084	201,883	187,595	96,022	51.19%	171,199	Per debt schedules
591550	ADMIN FEE LT DEBT	1,715	1,291	2,468	0	0.00%	2,346	Per debt schedules
		2,107,375	2,104,402	2,276,097	1,234,885		2,239,735	

